

**ARTICLE 1  
NAME AND OBJECTIVES**

This union organization shall be known as the Minnesota State Association of Letter Carriers (MSALC). The objective of the MSALC will correspond with the National Association of Letter Carriers Constitution.

**ARTICLE II  
MEMBERSHIP**

- Section 1.** Membership of the Association shall be limited to members of Branches within this state that are in good standing in the National Association of Letter Carriers. Retired members are automatically enrolled in the State Association without payment of per capita.
- Section 2.** Discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, disability or marital status is prohibited. Respect for the full diversity of all members is to be encouraged.

**ARTICLE III  
MEETINGS**

- Section 1.** This Association shall meet annually.
- Section 2.** The Convention shall meet for a two (2) consecutive day session in September or October. Planning and conducting the convention will be the responsibility of the MSALC Officers and Executive Board. Convention locations will be considered by the MSALC Officers and Executive Board.
- 2a.** In the event a change in the time or location has to be made, the President and the Executive Board shall have the authority to make such change of time or place and report the same through the Secretary.
- 2b.** Such convention should be a two (2) day assembly, with a social function; funded by a registration fee collected from each person in attendance.
- 2c.** Every year there will be a Committee of Presidents meeting prior to the opening of the Convention. The purpose of this meeting would be to provide an opportunity for Branch Presidents or their designees to discuss and exchange ideas with each other and with State Officers on matters concerning the Association.

**ARTICLE IV  
REVENUE**

- Section 1.** The per capita tax will be 5/8 of a top grade letter carriers hourly wage per active member, per annum.
- Section 2a.** Twenty five cents (.25) per active member per year shall be set aside as a Convention Fund for the host city or the MSALC which entertains the convention. The Chair of the convention shall be required to submit a complete financial report to the Chair of the Executive Board following the convention.
- 2b.** The MSALC will yearly set aside 5% of actual dues income as a reserve fund. The purpose of such fund is to provide for unforeseen expenses and to fund the projects or events that arise after a budget has been adopted for that year. Motions to use the funds from this account must pass with 2/3rds majority of those voting at an official MSALC Board meeting.
- Section 3.** An annual review of the Minnesota State Association of Letter Carrier books will be conducted by the Auditing Committee of this Union and the results of this audit shall be reported back to the delegates and a copy printed in the "MINNESOTA LETTER CARRIER".
- Section 4.** For any proposed change in Article 4, Section 1. and 4., or for any proposed assessment or fees; the voting shall be conducted in the following manner: The delegates from any Branch present at the State Convention shall be allowed to cast the whole number of votes to which the Branch is entitled, providing such delegates agree unanimously as to who among them shall cast such vote. In the case of disagreement, the delegates in attendance shall be entitled to such number of whole votes as can be divided equally among each, pro rata. Fractional votes shall be cast by the Branch President or his/her designee. The number of members for whom per capita is paid to the State Association for the term beginning January 1 prior to each convention shall determine the number of votes to which the Branch is entitled at such convention.

**ARTICLE V  
REPRESENTATION AND VOTE**

- Section 1.** The basis of representation and vote of this Union shall be one delegate and one vote for each subordinate Branch having a membership of twenty (20) members or a fraction thereof.
- Section 2.** Those who shall be entitled to a voice and one vote only in the meetings of this Association shall be its officers and delegates.

**ARTICLE VI  
OFFICERS AND ELECTIONS**

- Section 1.** The election for State officers shall be held in the following manner. The delegates from any Branch present at the State Convention shall be allowed to cast the whole number of votes to which the Branch is entitled provided such delegates agree unanimously as to whom among them shall cast such a vote. In the case of a disagreement, the delegates in attendance shall be entitled to such number of whole votes as can be divided equally among them, pro rata. Fractional votes shall be cast by the Branch President or his/her designee. The number of members for whom per capita is paid to the State Association for the term beginning January 1 prior to each convention shall determine the number of votes to which the Branch is entitled at such convention. This section may only be changed or deleted by a mail out referendum vote to all members of the State Association.
- Section 2.** The elected officers of this Association shall be the President, Vice-President/Director of Training and Education, Secretary, Treasurer, Director of Retirees, Executive Board, and Editor of the "Minnesota Letter Carrier". The term of office shall be for two (2) years starting with elections in 2017.
- Section 3.** The Executive Board of this Association shall be composed of five (5) members. The Chair of the Executive Board shall be elected by the MSALC Officers. The term of office shall be for two (2) years starting in 2017. The Executive Board shall meet at the call of the State President at least three (3) times per year.
- Section 4.** The elective officers of this Union organization shall be responsible for all moneys spent and business transacted between conventions. A copy of all Officer Reports and Immediate Past Convention Minutes shall be available to delegates at registration.
- Section 5.** The accounting period for the MSALC will be January 1st through December 31st of each year. At each convention a complete itemized report of all funds and expenditures will be made available.
- Section 6.** The President, by virtue of the office, or his/her designee shall be the Minnesota AFL-CIO State Convention delegate in August, September or October annually, as long as the MSALC is affiliated with such body.
- a. Two (2) additional Minnesota AFL-CIO delegates and two (2) Minnesota AFL-CIO State Retirees Council delegates will be elected for a two (2) year term starting in 2017. They will be elected at the same time as the Officers and Executive Board.
  - b. Expenses for the President or his/her designee, two (2) AFL-CIO delegates and two (2) AFL-CIO State Retiree delegates shall be paid as directed by the Executive Board for attendance at the AFL-CIO Convention.
- Section 7.** State Officers shall strive in all their endeavors, both internally and with management, to assure there shall be no discrimination by the Employer or the Union against employees because of race, color, creed, religion, national origin, sex, sexual orientation, age, disability or marital status.

**ARTICLE VII  
OFFICERS AND ELECTIONS**

- Section 1. President**
- a. The President shall preside at all meetings of this Association and enforce all laws thereof.
  - b. He/She shall fill all vacancies occasioned by death or otherwise, with persons duly qualified until an election shall be held.
  - c. He/She shall sign all warrants on the Treasurer, as provided for in this Constitution. He/She shall sign all documents and papers that require his/her signature to properly authenticate them.
  - d. He/She shall appoint at each Convention a committee of three (3) on credentials, which committee shall at once proceed to discharge its duties ; a committee of three (3) on Audit to examine at once the books of the Secretary and the Treasurer; a committee of three (3) on mileage & per diem and a Sergeant-At-Arms. At the close of each Convention, he/she shall appoint such other committees as directed by the convention and shall have power to fill vacancies occurring in any appointive committee or elective office during recess.
  - e. His/Her correspondence with Branches, when practicable, shall be conducted through the Secretary.
  - f. He/She shall submit at the regular meeting of this Association a written report of all his/her official acts during his/her term in office, and he/she shall perform such other duties as the laws, rules, and usages of this Association may require.

## Section 2. VICE PRESIDENT/DIRECTOR OF EDUCATION

- a. The VicePresident shall preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office. The Vice-President will become the President until an election can be held at the next scheduled business meeting.
- b. The MSALC VicePresident shall coordinate all fundraising activities related to LCPF (Letter Carrier Political Fund), including recruiting automatic contributors, educating branch leaders and members about goals, objectives, and necessity of our Political Action Committee, supporting LCPF coordinators and advising the President on appointees to that position.

## Section 3. SECRETARY

- a. The Secretary shall keep a correct record of the proceedings of the Association.
- b. He/She shall read or cause to be read all communications, reports, etc., and attest all orders drawn by the Treasurer.
- c. He/She shall draw all warrants on the Treasurer, ordered by the Association and signed by the President for money in payment of bills that have been approved by the Executive Board.
- d. He/She shall conduct the correspondence of this Association.
- e. He/She shall keep a correct record of the name, number, date of affiliation, and location of each Branch of this Association.
- f. He/She shall receive all moneys due this Association, and at the end of each month turn over to the Treasurer.
- g. He/She shall make annual reports to the Executive Board and to every Branch of the Association, giving the receipts and disbursements of this Association in detail as shown by the books in his/her office.
- h. He/She shall perform such other duties as the laws, rules, and usages of this Association may require, and shall deliver to his/her successor in office or this Association all property of this Association in his/her possession at the expiration of his/her term of office, or upon an earlier termination thereof.
- i. He/She shall give a good and sufficient bond for the faithful performance of his/her duties in the sum of \$ \_\_\_\_\_ which bond must be approved by and deposited with the Executive Board of this Association. The premium on said bond shall be paid by this Association.
- j. For his/her services, he/she shall receive a salary of \$ \_\_\_\_\_ per annum.

## Section 4. TREASURER

- a. The Treasurer shall receive from the Secretary all moneys which may be paid to this Association, giving his/her receipt thereof.
- b. He/She shall deposit all moneys received by him/her in depositories designated by the Executive Board and approved by the President. Such deposits shall be in the name of The Minnesota State Association of Letter Carriers and interest thereon shall be credited to the General Fund of this Association.
- c. Transfer of funds from one depository to another and payment of such drafts and orders as may be drawn on him/her shall be made in a manner as prescribed by the Executive Board.
- d. He/She shall keep a true and correct account of all moneys received and paid out belonging to this Association, and shall at the end of his/her term, or when called upon by the Executive Board, account for and deliver to this Association or his/her successor in office all moneys, books, papers, securities, and other property of said Association that may have come into his/her hands that have not been previously and lawfully disposed of.
- e. For the faithful performance of his/her duties, he/she shall give a good and sufficient bond in the sum of \$ \_\_\_\_\_, which bond must be approved by and deposited with the Executive Board. This bond may be increased by the Association or by the President during a recess when in his/her judgement this sum is not sufficient to cover the amount which may accumulate in the Treasury during his/her term of office. The premium on said bond shall be paid by this Association, and he/she shall receive for his/her services the sum of \$ \_\_\_\_\_ per annum.

## Section 5. EDITOR

- a. The Editor's main duty shall be the publication of "The Minnesota Letter Carrier" and the "MSALC Convention Booklet".
- b. The MSALC Editor will be paid a maximum of 12 hours of pay at the MSALC authorized amount (Article IX, Section 2) for each regular issue of "The Minnesota Letter Carrier" that is published and mailed to a maximum of 6 issues annually.
- c. Work on the MSALC Convention Booklet will be actual hours worked. The Editor is also authorized to seek paid Union related ads to offset the cost of the Convention Booklet.
- d. The addressing and labeling of the "Minnesota Letter Carrier" for mailing can be done by a safe, secure and bonded Union mail processing company or by the Editor for a maximum of 4 hours of pay.
- e. Keeping the MSALC membership list current, correct and secure is the responsibility of the Editor. All work maintaining the MSALC membership list will be actual hours worked.

## **Section 6. EXECUTIVE BOARD**

- a. The Executive Board shall have charge of the property of this Association.
- b. The Executive Board shall approve and hold the bonds of the Secretary and the Treasurer.
- c. The Executive Board shall direct the investment of the funds for this Association.
- d. The Executive Board shall designate depositories in which the Treasurer shall deposit all funds of this Association received by him/her.
- e. The Executive Board shall examine all bills, approve same if found correct, and keep a correct account of the bills audited.
- f. In conjunction with the President, the Executive Board shall have general supervision and control of the Association during recess.
- g. The Executive Board shall act as Trustees of this Association and in every way carry out the interests of this Association.
- h. All formal action of the Executive Board or standing committees during recess shall be recorded by the Secretary, signed by a majority of the Board or of such committees, and be reported to the membership in the next issue of any existing State Publication following such formal action by the Executive Board or Standing Committees.

## **Section 7. DIRECTOR OF RETIREES**

- a. The Minnesota State Association of Letter Carriers (MSALC) shall establish by election a retired member as Director of Retirees to represent retired members in good standing of the Association.
- b. The Director of Retirees duties shall be to coordinate all activities of the retired members of the Association.
- c. He/she shall be the legislative advocate and the Congressional Liaison for the retired members of the Association.
- d. He/She shall be the State organizer for retired letter carriers of the Association.
- e. He/She shall be under the direct supervision of the State President and shall perform such other duties as may be assigned to him/her from time to time by the State President.
- f. The Director of Retirees shall exchange information with the National Director of Retired letter carriers.
- g. When directed by the State President, the Director of Retirees shall receive per diem and shall be reimbursed expenses incurred in accordance with the Association Bylaws.

## **ARTICLE VIII**

### **COMMITTEE ASSIGNMENTS, RESPONSIBILITIES & COMPENSATION**

#### **Section 1. Resolutions and Bylaws Committee.**

- a. The President shall select five (5) members from at least three (3) different branches to serve on this committee.
  1. The President of the respective branches shall assign a member of the branch to serve on said committee.
  2. Two (2) members will be from different branches of over 300 active members.
  3. Three (3) members will be from different branches of less than 300 active members.
- b. This committee after consideration of the proposed Bylaw changes, shall report its findings and recommendations to the convention for action.
- c. All resolutions and proposed Bylaw changes to be presented to the convention must be in the hands of the State Secretary.
  1. Five (5) copies of each proposed Bylaw/resolution; seven (7) days before the convention assembles.
  2. Resolutions and proposed Bylaw changes may be presented from the floor by any delegate. All such resolutions and Bylaws shall be referred to the committee on Resolutions and Bylaws before being acted upon by the convention.
- d. The Resolution and Bylaws committee shall meet as directed by the President prior to the opening of the convention. Each member of this committee shall receive \$100.00 per day, plus lodging, per diem, and other expenses incurred prior to the official opening of the convention; (defined as when the gavel falls at the convening of the business session) and approved by the Executive Board.
- e. A copy of the Bylaws of the Minnesota State Association of Letter Carriers (MSALC) shall be sent to each branch in the Association in good standing and thereafter, any deletion or addition in these Bylaws shall be sent to same within ninety (90) days after approval of the National Office, by the Secretary.
- f. A copy of the Resolutions, Bylaw changes and current Bylaws shall be made available to the delegates at registration, if possible, at the convention.

#### **Section 2. Auditing Committee**

- a. Appointed by the President, three (3) members representing three (3) different branches.
- b. This committee shall meet at the direction of the President prior to the opening of the convention.
- c. Each member of this committee shall receive \$100.00 per day, plus lodging, per diem and other expenses incurred prior to the official opening of the convention and approval by the Executive Board.

### **Section 3. BUDGET COMMITTEE**

- a. The President shall, at the beginning of his/her term appoint a Budget Committee to prepare the annual MSALC budget.
- b. This committee will consist of the President, the VicePresident, the Secretary, the Treasurer, and as many others as the President deems necessary, not to exceed ten (10) members.
- c. The committee will meet prior to each convention to prepare the following years budget.
- d. The budget must be approved by a simple majority of the delegates in attendance. Each member of this committee shall receive \$100.00 per day, plus lodging, per diem, and other expenses incurred prior to the official opening of the convention.

### **Section 4. CREDENTIALS COMMITTEE**

- a. The President shall appoint a three (3) person Credentials Committee to assist the Secretary in processing credentials at delegate registration and in collecting any registration fees.
- b. The committee's chair shall report to the convention the number of registered delegates, branches represented, and other information pertinent to the Association.
- c. Each member of this committee shall receive \$100.00 per convention.

## **ARTICLE IX MILEAGE, PER DIEM & EXPENSES**

**Section 1.** IRS allowed per diem shall be paid for meals, mileage and incidentals to the elected officers, Executive Board, and the Letter Carrier Congressional Liaison (LCCL's) of the State Association for each day at each State Convention. Actual expenses will be paid for lodging, and per diem shall be paid to such committee people as the Association may direct.

**Section 2.** Work hours claimed will be paid at the top grade letter carriers pay. A detailed use of such hours will be listed in the Treasurer's report.

**Section 3.** Expenses incurred by the State Officers, Executive Board Members and Legislative Liaisons for district meetings, organizational trips, etc., for which they may be reimbursed must be itemized before presentation to the Board for payment. Mileage and per diem will be paid at the allowable IRS rate.

**Section 4.** The State President, whose duties shall include those of Delegate-at-Large, when attending a National Convention shall be paid in the following manner:

- a. Least expensive, unionized commercial air fare available which includes charter flights. Average single room rate at the National Convention headquarters will be allowed. IRS per diem shall be paid for meals and incidentals.
- b. The State VicePresident, whose duties shall include those of Alternate Delegate-at-Large, will receive the same amount only when the President is unable to attend the National Convention.
- c. The State President shall have expenses paid to attend Committee of Presidents meetings, the constitutionally mandated RAP Session and any other special meetings called by the National President; if he/she chooses to attend. The State President must make a detailed report on his/her return.

**Section 5.** The State President, Secretary and Treasurer shall be present (at the convention) to meet correspondingly with the Resolutions and Bylaws Committee and the Auditing Committee. They shall be paid at the same rate as the committee members are paid.

**Section 6.** Effective January 1st, 2000, upon providing proper documentation (i.e. PS FORM 3971 and a MSALC voucher) elected and appointed representatives who lose any benefits beyond salary in the service of the MSALC at the direction of an officer, shall be reimbursed the cash equivalent of lost benefit(s) at the end of the calendar year.

**Section 7.** Reimbursable expenses, including expenses for lost benefits or LWOP, must be submitted to the MSALC financial officers within 60 days of the expense or loss.

**Section 8.** Each year the MSALC President, Vice President, Secretary, Treasurer and Editor shall receive a technology allowance of \$25 per month, paid in one sum in January of each year.

## **ARTICLE X REGISTRATION FEE**

**Section 1.** A registration fee shall be paid by each delegate upon registration at the convention of this Association. This registration fee shall be used to defray the MSALC's cost of holding the convention. The MSALC officers, Executive Board Members, and liaison are exempt from this fee.

**Section 2.** The amount of the registration fee shall be determined by the Executive Board.

**ARTICLE XI  
LEGISLATIVE LIAISONS**

- Section 1.** After his/her installation to office, or as vacancies arise, the MSALC President, with input from branch presidents in that district, shall appoint one (1) Letter Carrier Congressional Liaison for each congressional district. Assistant Liaisons shall be appointed by the President as needed. Liaisons and Assistants serve at the President's discretion. Liaisons and Assistants shall meet at the call of the President and be reimbursed in the same manner as officers are reimbursed for attending quarterly meetings.
- Section 2.** A liaison must be a registered voter in their district. The Liaison will coordinate lobbying efforts that fulfill MSALC legislative objectives; participate in election campaigns at the direction of the State President; attend his/her branch membership meetings on a regular basis; report political and legislative news to all locals within the district; solicit members to participate in the e-Activist program; encourage automatic contributions to LCPF and assist LCPF Coordinators; attend town hall meetings/forums held in their district; and help organize and attend trainings presented by the MSALC.
- Section 3.** Each Liaison must submit a quarterly report of their activities, using the NALC Legislative Department's form designed for that purpose, by the 15th of the month following the quarter's end. Each Liaison shall receive \$75.00 per month, payable quarterly, upon satisfactory submission of the quarterly report to the MSALC President or his/her designee.

**ARTICLE XII  
RULES OF ORDER**

Robert's Rules of Order, Newly Revised, shall be the Parliamentary guide for this Association.

**ARTICLE XIII  
BYLAW AMENDMENTS AND CHANGES**

These Bylaws may be altered or amended by a majority of the members present and voting at any regular meeting of the Convention. These Bylaws must be submitted to the National Committee of Laws for approval.

**ARTICLE XIV  
"THE MINNESOTA LETTER CARRIER"**

"The Minnesota Letter Carrier", and the MSALC Convention Booklet shall be published at least quarterly, shall be the official publication of the Minnesota State Association of Letter Carriers.

**ARTICLE XV  
CONVENTION SALES**

- Section 1.** No souvenirs or memorabilia will be allowed for sale at the MSALC convention unless the sellers have permission of the Officer's Board.
- Section 2.** Any souvenirs or other items sold must be union-made.

