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**Michigan
Rural Letter
Carriers'
Association**



**As amended in
Sault Sainte Marie, MI
Effective 2023-2024
Fiscal Year**

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CONSTITUTION of the Michigan Rural Letter Carriers' Association

ARTICLE I

Name

The name of the Association shall be the "Michigan Rural Letter Carriers' Association." It shall have the seal of approval design by which all instruments issued or under the authority of the State Association shall be authenticated. This seal shall be in the custody of the State Secretary. The Michigan Rural Letter Carriers' Association (MIRLCA); by its Secretary, maintains custody and control of the State Association name as well as any State Association logo or symbol. Unauthorized use of the State Association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both.

ARTICLE II

Purpose

The purpose of this Association shall be to improve the methods used by Rural Letter Carriers, to benefit their conditions of labor with the United States Postal Service and to promote a fraternal spirit among its members.

ARTICLE III

Members

Section 1. Member in Good Standing. "Member in good standing" shall be defined as any person who has fulfilled the requirements for membership and who has not voluntarily withdrawn nor been expelled or suspended by this Association. "Good standing" requires the timely payment of dues.

Section 2. Classifications. Membership classifications shall be as described in the NRLCA Constitution.

Section 3. Affiliation.

- A. **Organized County Associations.** For the purpose of this Constitution, the word "COUNTY" shall be presumed to mean a regular organized association within the state.
- B. **Carrier's Membership.** A carrier's membership shall be credited to the county and/or region representing the office of employment from which the assigned route emanates, unless this creates undue hardship, such as distance to meetings. Carriers relocated by US Postal Service Delivery Unit Optimization (DUO) may maintain their affiliation in the County Association where they were assigned prior to DUO implementation.
- C. **Implementation.** Upon written notice to the **State Board**, a carrier may submit a change in County Unit affiliation when duty assignment changes or the hardship has been approved. The State Board shall review the submissions at their next board meeting. The change will take effect immediately and notice will be sent to the member.

D. **Membership in more than one (1) County Unit is prohibited.**

Section 4. Dues.

A. State Dues.

1. 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.
2. **Regular, PTF, and Associate** – One half (½) hours pay per month of a 40-hour Step 1 from Table One of the current rural carriers evaluated schedule in effect.
3. **Leave Replacements (Substitutes, RCA, Auxiliary, and ARC)** – One and one-half (1.5) hours pay of Table Three / Schedule 1 in effect.
4. **Retired and Retired Associate** – \$15.00.

B. County Unit Dues Per Capita. For each membership classification, each organized County Unit shall receive Per Capita amounts of \$30.00 per Regular, PTF, and Associate; \$24.00 per Leave Replacement and ARC; \$6.00 per Retired and Retired Associate. The dues Per Capita to each organized County Unit shall be paid bi-annually.

C. Escalator Clause. Membership cash available will remain above \$350,000.00. If membership cash available should fall below \$350,000.00 on February 1 of any year, an automatic dues increase of \$.50 per pay period for Regular, PTF, and Associates; \$.25 per pay period for Leave Replacements (Substitutes, RCA, Auxiliary, and ARC); \$.05 per month for Retirees and Retired Associates would go into effect as soon as the Postal Service can process the change. The automatic dues increase would be suspended when the membership cash available reached a level of \$500,000.00 on February 1 of any year with the change to become effective as soon as the Postal Service can process the change. Base of 40-hour Step 1 would be adjusted each year even if the escalator clause were suspended.

D. Family Plan.

1. In addition to the above defined amounts, annual State Auxiliary per capita dues shall be \$4.00 per Regular, PTF, Substitute, RCA, RCR, Auxiliary, ARC, and Retirees plus the National Auxiliary per capita dues as defined in the National Auxiliary Constitution.
2. Those members who have signed an authorization for deduction of dues form 1187 and those that have paid by cash shall have the above amounts deducted pro-rata from the total defined dues amounts by the NRLCA and remitted to the National Auxiliary quarterly.
3. Those NRLCA members who have signed an authorization for deduction of dues form 1187 or have paid by cash and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of the NRLCA fiscal year. This refund request will stay in effect each year until the member notifies the NRLCA Secretary-Treasurer otherwise.

Section 5. Magazine. The MIRLCA State Board shall maintain the publication known as “The Michigan Rural Letter Carrier,” the official publication of the Association and shall distribute same among the members upon such terms as the Board may decide.

ARTICLE IV
Subordinate Units

Section 1. County Associations.

A. County Associations shall be grouped as follows:

Location#	001 Allegan-Van Buren	023 Southcentral
	002 Barry	024 Lapeer
	004 Berrien-Cass-St Joseph	030 Mecosta-Montcalm
	005 Branch	031 Muskegon-Newaygo-Oceana
	006 Calhoun-Eaton	033 Northeastern MI
	008 Clare-Gladwin-Isabella	034 Oakland
	009 Clinton-Shiawassee	036 Ottawa
	011 Genesee	037 Tri-County
	012 Northwest Michigan	038 Saginaw-Bay-Midland
	013 Gratiot	039 St Clair-Macomb
	016 Ingham-Livingston	042 Top-O-Michigan
	017 Ionia	043 Thumb Area
	020 Kalamazoo	044 Upper Peninsula
	021 Kent	046 Southeast
	022 West Central	

- B. **Officers.** Each County Association shall have a President, Vice-President, Secretary, and Treasurer (or a combined Secretary-Treasurer) and such other officers as the County Association deems necessary.
- C. **Annual Report.** Each County Association shall submit the annual county report, including the names of state delegates, to the State Secretary not less than 30 days prior to the State Convention.
- D. **Merger.** In the event of a merger of two or more County Associations, all assets shall become the property of the combined County Association.
- E. **Elections.** County Associations shall hold Officer Elections at the County Annual Business Meeting. The election of officers shall be by secret ballot except when the number of candidates does not exceed the number to be elected, in which case election may be by oral vote. A notice of election must be mailed to every member at his or her last known home address at least 15 days prior to the election. The notice of election must specify the date, time and place of the election, as well as the offices to be filled.
- F. **Constitutions.** All County Association Constitutions must be in harmony with the MIRLCA and NRLCA Constitutions.

Section 2. Trusteeship.

- A. **Purpose.** The President, with the approval of the State Board, may place in trusteeship any County Association or subordinate body for any of the following reasons:
 1. To uphold the principles and integrity of this Constitution;

2. To correct corruption or financial malpractice;
 3. To restore democratic procedures; and
 4. To otherwise carry out the legitimate objectives of the State Association.
- B. **Authority.** The trustee shall assume immediate control and authority of the County 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. **Hearing.** A trusteeship hearing shall be held before a committee of three members within 30 days of imposing trusteeship. The members shall be selected as follows: one member selected by the State Board, one selected by the Board in trusteeship and a chairman selected by the other two members. The committee shall have sole discretion regarding the conduct and procedures of the trusteeship hearing. Only Bargaining Unit Members may serve on this committee. No member of this committee shall be chosen from the County Association in trusteeship, or from the State Board. The committee shall report its findings and recommendations to the President as soon as practical following the hearing. The State Board shall determine whether to continue or to terminate the trusteeship.
- D. **Termination.** Upon a petition filed with the President, no earlier than six months after the appointment of the trusteeship, the President, with the approval of the State Board, acting on such petition, or at any time, may terminate the trusteeship and restore government to the County Officers.
- E. **Appeals.** Any party not satisfied with the decision of the President under Sections C or D shall have appeal rights as provided under the NRLCA Constitution.

Section 3. Regions.

- A. The County Associations of the State shall be grouped into 10 Regions as follows:
- **Region 1** shall consist of Upper Peninsula, Top-O-Michigan, and Tri-County Associations.
 - **Region 2** shall consist of Northwest Michigan and Northeastern MI Associations.
 - **Region 3** shall consist of West Central and Muskegon-Newaygo-Oceana Associations.
 - **Region 4** shall consist of Clare-Gladwin-Isabella, Saginaw-Bay-Midland, and Mecosta-Montcalm Associations.
 - **Region 5** shall consist of Ottawa, Kent, Ionia, and Barry Associations.
 - **Region 6** shall consist of Gratiot, Clinton-Shiawassee, and Ingham-Livingston Associations.
 - **Region 7** shall consist of Thumb Area and Lapeer Associations.
 - **Region 8** shall consist of Genesee, Oakland, and St Clair-Macomb Associations.
 - **Region 9** shall consist of Allegan-Van Buren, Berrien-Cass-St Joseph, Branch, Calhoun-Eaton, and Kalamazoo Associations.
 - **Region 10** shall consist of Southcentral and Southeast Associations.
- B. Each Region of the State Association hosting the State Convention shall hold at least one regular business meeting preceding that Convention. Other Regions shall hold meetings as desired.

C. The State Association shall pay **or reimburse** up to \$2500.00 to the Region to host the State Convention.

ARTICLE V

Officers

Section 1. Officers. The Officers of the State Association shall consist of President, Vice-President, Secretary and Treasurer, and three Executive Committee Members.

The President shall be a Part-Time position and be elected for a two-year term. (*even years*)

The Vice-President shall be a Part-Time position and elected for a one-year term.

The Secretary shall be a Full-Time position and be elected for a two-year term. (*odd years*)

The Treasurer shall be a Part-Time position and elected for a one-year term.

The Executive Committee shall consist of three members, one to be elected each year for a three-year rotational term.

All state-elected officers are to serve until their successors have been duly elected and installed. Restrictions are as defined in the NRLCA Constitution.

Section 2. Duties.

A. President.

1. The President shall preside at all meetings of the Association and enforce all the laws thereof. Shall have the general superintendence of its affairs, shall approve all orders legally drawn on the treasury, on a weekly basis, shall review the check register complete with check numbers and shall sign all papers and documents that require their signature to properly authenticate them.
2. After receipt of the list of Delegates to the State Convention, the President shall appoint a committee of four on Credentials, who shall meet one (1) hour before the convention hotel check in time on Sunday prior to the opening of the convention and immediately proceed to discharge its duties, so that on the first day of the convention, the first regular order of business will be the report of the Credentials Committee on the seating of the delegates, the final report of the Credentials Committee to be given no later than 2:00 pm on the second day of the convention. The President shall appoint a committee of three on Resolutions and committee of five on Constitution who will provide copies of proposed changes to the Constitution and proposed Resolutions no later than 9:00 am on the first day of the convention and committee of three on Finance Committee.
3. Any or all committees may be expanded in number if deemed necessary, by the President to fulfill their duties.
4. The President's decisions upon all questions of law shall be final during the recess of this Association. They shall report all such decisions to the Association at its annual meeting for approval or rejection. Such decisions when approved or revised by the State

Association shall have the effect and force of the general laws of this Association.

5. At the close of each annual meeting, shall make appointments of special committees as shall have been provided for, and shall have authority to fill all vacancies occurring therein during recess.
6. The State President shall, with the consent of the Executive Board, appoint Representatives as are felt to be needed.
7. Shall submit at each annual convention a written report of all their official acts during their term of office, and shall perform such duties as the laws, rules and regulations of this Association may require.
8. Shall have the authority, with the approval of the State Board, to retain legal counsel or services to properly fulfill their obligations and fulfill the obligations and duties of the Association in the area of labor-management relations and/or law enforcement.
9. All committees shall be appointed by the President unless otherwise ordered by the Association.

B. Vice-President.

1. The Vice-President shall preside, in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge their duties until an election shall be held and a successor duly installed.

C. Secretary.

1. The Secretary shall keep a correct record of the proceedings of this Association, read or cause to be read all communications and reports. Shall affix their signature to all official documents, prepare a correct copy of the minutes of called and special meetings, and shall present on the first day of each State Convention, a statement of the membership of this Association.
2. Shall attest to all invoices and vouchers for money in payment of properly itemized bills that have been approved by the Executive Committee, all of which shall be paid by the Treasurer on demand or as soon as possible thereafter.
3. Shall conduct the correspondence of this Association, keep a record of and submit same when demanded by the Executive Board.
4. Shall have charge of all books, papers and documents belonging to this Association and shall deliver to this Association, or to their successor, all property of this body at the expiration of their term of office or upon an earlier termination thereof.
5. Shall keep a true and correct account between this Association and County Associations. Shall close all entries on the books by June 30 of each year. These books shall be **reviewed internally in conjunction with the State Convention by a committee chosen by the state board made up of three (3) county officers. The Treasurer and Secretary will be available for any questions. The State Board shall provide all bank statements, account**

registers, reconciliations, vouchers, and invoices for this internal review. The financial review report shall be submitted to the membership at the State Convention. The state shall participate in an external audit every three years or when a new treasurer is elected, by a Certified Public Accountant. The external audit report shall be available to the membership upon request.

6. Shall receive all money due the Association and deposit weekly all money received by them in convenient depositories approved by the Executive Board. Such deposits to be made in the name of the Michigan Rural Letter Carriers' Association and interest therein shall be paid to the State Secretary and accredited to the funds of the Association. The State Secretary shall transfer sufficient funds to an account of the Treasurer in an amount to adequately conduct the business of the Association.
7. Shall submit bi-weekly reports to the President and Executive Board, giving the receipts and expenditures of the funds of the Association, in detail, as shown by the books in their possession.
8. Shall send to the County Unit Secretaries, 60 days before the Annual State Convention, a printed form titled "Annual Report to State Secretary." These reports to be filled out completely and returned to the State Secretary thirty (30) days before the State Convention.
9. Shall fulfill duties set in MIRLCA Constitution Article VII. National Convention Delegates.
10. Shall cause to be printed in the March and May issues of the State Paper the notice of election to include date, time and place of State Convention and offices to be filled.
11. The complete Constitution of the MIRLCA shall be printed annually in booklet form and shall be made available to the membership upon request.
12. Shall perform such duties as the laws and regulations of this office may require.

D. Treasurer.

1. Shall receive from the Secretary, the copy of the depository slip for the amount added to the Treasurer's account.
2. Shall pay all drafts written by the State Secretary; shall designate a consecutive number to all Direct Deposit/Electronic Transfer payments. The Treasurer shall send a copy of the check register complete with check numbers and Direct Deposit/Electronic Transfers weekly to the State President for comparison to the bi-weekly orders. Shall notify the State Secretary of the assigned numbers of all paid transactions on the same day of the transaction.
3. Shall make quarterly reports to the Executive Board, giving a statement comprising the following items: balance on hand last report, total receipts and expenditures and present balance on hand.

4. Shall close all entries on the books by June 30 of each year. These books shall be **reviewed internally in conjunction with the State Convention by a committee chosen by the state board made up of three (3) county officers. The Treasurer and Secretary will be available for any questions. The State Board shall provide all bank statements, account registers, reconciliations, vouchers, and invoices for this internal review. The financial review report shall be submitted to the membership at the State Convention. The state shall participate in an external audit every three years or when a new treasurer is elected, by a Certified Public Accountant. The external audit report shall be available to the membership upon request.** A report shall be submitted to the State Convention by the Treasurer. The Treasurer shall also include in the report a complete itemized statement of the condition of this Association to include total cash on deposit on the nearest possible date to the opening of the State Convention and published in the State Paper.
5. Shall at the end of the term for which they are elected, or upon earlier termination thereof, and whenever called upon to do so by the Executive Board, account for and deliver to the Executive Board or to their bonded successor in office, all monies, books, paper securities and other property of the State Association that may have come into their possession, except such as may have been previously disposed of.

E. Executive Committee.

1. The Executive Committee shall act as trustees of this Association and shall approve all vouchers paid by the Association.
2. The Executive Committee shall review bi-weekly, the bills paid by the Association.

F. Reports. A written Annual Report shall be submitted by each Elected Officer and Appointed Representative at each State Convention.

Section 3. Election.

- A. The preliminary nomination of officers shall take place at each annual meeting of the State Association on the day prior to the election.
- B. The election of officers shall be by secret ballot except when the number of nominees does not exceed the number to be elected, in which case election may be by oral vote. When there is more than one candidate for the same office, it shall require a majority of all votes cast to elect. And when there are more than two candidates for the same office, after the third ballot the one receiving the least number of votes on each ballot shall be dropped until an election is had.
- C. Any member serving in an unexpired, elected position (on the State Board) must resign that position before accepting another elected position on the State Board in the MIRLCA.

Section 4. Salaries. The salaries of the MIRLCA Officers shall be as follows:

- A. The allowance of the President shall be \$100.00 per month.
- B. The allowance of the Vice-President shall be \$50.00 per month.

- C. The allowance of the Executive Committeemen shall be \$50.00 per month.
- D. The salary of the Full-Time Secretary shall be equal to that of an evaluated route of a 40K, Step 12, Table One. The salary shall be payable on a bi-weekly basis.
- E. The allowance of the Treasurer shall be \$100.00 per month, or \$.75 per member per annum, whichever is greater.
- F. The salary for a Union Day of Pay (UDOP) shall be equal to the current daily rate of pay for the USPS.

Section 5. Expenses.

- A. Authorized expenses shall be allowed by each Officer or Appointed Representative, when itemized and approved by the Executive Committee.
- B. The State Board will review and adjust as necessary the state pay guidelines for all Appointed Representatives.
- C. Full-Time Secretary. Office rent shall be **\$1300.00** per fiscal year, to be paid out in equal payments bi-weekly.

Section 6. Benefits.

- A. The Association shall reimburse all eligible part-time Elected State Officers for the cost of NRLCA endorsed Disability Insurance.
- B. The State Association shall participate in the NRLCA-endorsed retirement program for all eligible State Elected Officers and Appointed Representatives. The plan is known as the VOYA 401K RETIREMENT PLAN.

C. Full-Time Employee Leave.

- 1. **Annual** – 20 days per fiscal year to be paid at the evaluated rate of a 40K, Step 12, Table One. 12 Annual leave days must be used before the end of the fiscal year. Up to 8 Annual leave days will be paid out at the end of the fiscal year.
- 2. **Sick** – 13 days per fiscal year; To be paid at the evaluated rate of a 40K, Step 12, Table One rate. All MRLCA Full-Time Employees accumulated sick leave shall be carried forward for future use. Within six months of termination of service, the employee shall be paid for accumulated sick leave at their current rate.

- D. **Retirement and Insurance.** The Association shall pay only the USPS portions of contributions for Full-Time Employees to continue in the Federal Retirement, Health, and Life Insurance Programs in which they were enrolled prior to election to office.

Section 7. Removal. In case an Officer shall prove unfaithful to the Association, they shall be impeached and removed from office by a two-thirds vote and shall lose their membership in the Association. Said Officer may in the interim between meetings be suspended by the Executive Committee until the next annual meeting of the Association. Their place being filled by appointment, as provided in Article V, Section 8.

Section 8. Vacancy in Office.

- A. Any Officer or Appointed Representative of this Association who shall be separated from the United States Postal Service through no fault of

their own, as determined by the Executive Board, shall hold office until the next meeting of the Association. Provided, however, that if any Officer or Appointed Representative, quits the United States Postal Service, they shall resign at once and turn over to the President all property of the Association in their possession.

- B. President. In the case of vacancy in the office of President, the Vice President shall serve as President for the remainder of the term.
- C. Other Offices. In the case of vacancy in any other office, the President shall appoint a successor, subject to the consultation and approval of the State Board. In the event the vacancy occurs within sixty days preceding the State Convention, the vacancy shall be filled by election at the next State Convention.

Section 9. Association Property. Each Officer or Appointed Representative, at the end of the term for which elected or appointed, or upon earlier termination thereof, and whenever called upon to do so by the State Board, shall account for and deliver over to said board or to a bonded successor in office, all monies, books, papers and securities and other property of the State Association.

ARTICLE VI

Meetings

Section 1. State Convention. This Association shall meet annually on a Sunday, Monday, and Tuesday in the Month of June, chosen by the State Board and not to fall on a federal holiday. A Memorial Service will be held Sunday evening and the business session will start at 9:00 am Monday. The annual State Convention shall be hosted by each Region in numerical order, beginning with Region Number One in the year 1970 and shall continue in this order, with the provision that the Executive Board shall be empowered to change the place of the Annual Convention, should the Region responsible become unwilling or unable to properly accommodate the State Convention.

Section 2. Site Selection. The President of the MIRLCA, the President of the Auxiliary of the MIRLCA, and the State Secretary of the MIRLCA shall jointly investigate the site and facilities offered for the State Convention before final commitments are made.

Section 3. Delegates.

- A. Each County Association will be entitled to one (1) delegate for each ten (10) members in good standing or major fraction thereof based on the membership numbers on March 31st of the current year. Each county delegate shall be entitled to vote the membership strength of that County in proportion to the number of delegates in attendance. Delegates to State Convention shall be elected as follows:
 - 1. County Associations shall hold at least one business meeting each year at least **40** days prior to the opening of the State Convention, but not sooner than April 5th, at which officers will be elected and delegates to the State Convention will be announced.
 - 2. All members of said Counties of the State of Michigan will use the nomination ballot (or copy of said ballot), printed in the January/February & March/April State Paper. The nominating

ballot shall be submitted to the member's County Secretary by US Mail and must be received by April 1st. The County Secretary must notify nominees and the senders of the nomination, if other than the nominee, a written notice of receipt of their nomination. If the number of ballots returned to the County Secretary is equal to, or less than, the number of delegates the County is entitled, the provisions of sub paragraphs 3, 4, 5 and 6 shall not apply. The County shall declare those nominated as duly recognized delegates to the State Convention from the said County. If no election is necessary, the County Secretary may send the list of Delegates and credential forms to the State Secretary prior to the annual report deadline.

3. It shall be the duty of the County Secretary to prepare a ballot, listing nominees for the position of delegate to the State Convention and to mail such ballot to all members at least 45 days before the opening of the State Convention. Write-in names on the election ballot are prohibited.
 4. The sealed envelope containing the ballot shall be returned to the County Secretary in another envelope clearly identifying the name and address of the member, to permit verification of membership.
 5. An election committee of three (3) members shall be appointed by the County President. No member of the election committee shall be a nominee on the ballot.
 6. The sealed envelope containing the ballot shall be removed from the envelope with the identifying name and address, by the Election Committee after verification of membership. The election committee shall then open the envelopes marked "ballot" and tabulate the ballots. Any member may observe the ballot tabulation.
 7. The County Secretary shall compile a list of delegates and alternates from said tabulation in order of votes received and shall send such list to the State Secretary at least 30 days prior to the opening of the State Convention.
- B. Each County Association shall report the names of State Delegates and County Officers to the State Secretary not less than 30 days prior to the State Convention.
- C. No member shall be nominated or be a State Delegate, who from the time of nomination through the end of the convention, holds a position in management (either permanent or temporary) in the United States Postal Service; in any other postal craft; or any other job which competes with the United States Postal Service and/or this Association. Other restrictions are as defined in the NRLCA Constitution.
- D. Each duly elected delegate to the State Convention shall present their credentials and proof of identity to the Credentials Committee.

Section 4. Resolutions. All County resolutions must be initially submitted, voted on, and passed at the County Annual Meeting. Once passed at the County Annual Meeting, the resolutions are to be submitted to the State

Secretary in the County Annual Report. The Resolutions will then go to the Resolution Committee at State Convention to be prepared and presented to the membership.

Section 5. Quorum. Twenty-five (25) members, representing not less than ten (10) County Associations, shall constitute a quorum for the transaction of business of the State Association, but a less number may adjourn to some future day.

Section 6. Order of Business.

- A. When the Presiding Officer takes the chair, the officers and delegates will take their respective seats, and at the sound of the gavel the Convention shall come to order.
- B. The order of business, as printed in the program, may be transposed at any time by a majority vote of the Convention.
- C. The roll call of delegates shall be after the final report of the Credentials Committee and any subsequent session of the Convention.

Section 7. Special Meetings. A special meeting of the Association may be called by the President, upon a written request of the majority of the counties holding membership provided that no meeting shall be called within less than thirty-day notice.

Section 8. Booster Meetings.

- A. The Executive Board shall be empowered to designate time and place for Spring and Fall Booster Meetings.
- B. The MIRLCA will pay \$2000.00 toward the Counties hosting a Booster.

Section 9. State Assistance for Meeting Expenses. The State Association may distribute up to \$1000.00 in any given year to any county unit in need who applies for these funds to help defray the costs of state convention and booster attendance. This money can only be used and distributed among delegates or representatives attending the State Convention or Spring or Fall boosters. The tracking sheet would be required to be submitted to the board for accounting for the funds.

Section 10. Board Meetings.

- A. The State President shall notify or cause to be notified every County President and County Secretary 15 days in advance of any State Board Meeting except those already held in conjunction with State Meetings. This notification shall be via first class mail. Said notice shall include the date, time, and address of the meeting.
- B. The only exception to the above is: The State Board may hold an Electronic Board Meeting. Every County Officer will be notified via email at least seven (7) days in advance of meeting. The meeting link will be available upon request for members to electronically attend.

ARTICLE VII
National Convention Delegates

Section 1. Eligibility. State Delegates to the National Convention shall be as defined in the NRLCA Constitution.

Section 2. Nomination. The nomination process shall be defined in the NRLCA Constitution.

Section 3. Election. The election process shall be as defined in the NRLCA Constitution.

- A. The candidate names are to be placed on the ballot from a random drawing performed by the ballot committee at a time and place published in the March/April issue of the State Paper.

Section 4. Compensation of State-Paid National Delegates.

- A. All State-Paid Delegates to the National Convention shall be paid by the state as determined by the active membership at the annual State Convention.
- B. All State Delegates to the National Convention shall attend all general sessions of the National Convention, including State Caucus Meetings in order to receive payment in full, unless excused for special assignment by the President and/or approval of the State Board.

ARTICLE VIII
State Board

There shall be an Executive Board consisting of the President, Vice-President, Secretary, Treasurer and three members of the Executive Committee.

ARTICLE IX
Appeals

The appeals process shall be as described in the NRLCA Constitution.

ARTICLE X
National Agreements

All National Agreements between the National Rural Letter Carriers' Association and the United States Postal Service shall be ratified or rejected as described in the NRLCA Constitution. At a minimum a MIRLCA Board Member will be required to attend a ratification meeting. The ratification will be conducted as is written in the NRLCA Constitution.

ARTICLE XI
Mid-States Conferences

Section 1. Dues. The MIRLCA will participate in the Mid-States Conference and pay the dues as established by the conference on an annual basis, not to exceed **50** cents per member.

Section 2. Representation and Compensation.

- A. The MIRLCA State Board will reimburse mileage and the IRS Per Diem Locale Rate of the Mid-States host city for 1 elected officer and (in order) the next 6 members from the alternate delegate list from the previous year's National Convention. If the State Board deems it necessary and is financially able to reimburse more attendees than the 7 listed previously, they must reimburse 3 more members from the alternate delegate list (in order) for every additional elected officer reimbursed. When announcing the names at Spring Booster a projected cost will also be provided. These persons will be announced at Spring Booster and must provide a report of the Conference to the State Secretary immediately following the Mid-States Conference for use at

that year's State Convention in order to receive the reimbursement for mileage and per diem.

- B. The only exception is when our State hosts Mid-States. The president shall appoint board members to fulfill the administrative positions to staff the event as needed. Volunteers will be utilized where possible. This will only apply when Michigan hosts Mid-States.**

ARTICLE XII

State Board Adopted Policies

All state board adopted policies dated back to June 1996, must be printed, indexed and posted into a separate binder or notebook, and maintained. The binder or notebook will be updated after each board meeting where a policy decision has been made.

ARTICLE XIII

Closed or Executive Session

Section 1. Defining Circumstances. "Closed" or "Executive" Sessions of the State Board shall be held in the following circumstances:

- A. To consider the dismissal, suspension, or disciplining of, or to hear complaints of charges brought against, or to consider a periodic evaluation of an employee of the Board. The person/persons involved will be given reasonable notification and may attend at their option.
- B. To review applications for Member Services Representatives.
- C. To consider charges and/or claims against an individual or unit.
- D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation.

Section 2. Requirements.

- A. A majority roll call vote of Board Members attending shall be needed to enter executive session. The roll call vote and the purposes for calling the closed session shall be entered into the minutes of the meeting at which time the vote is taken.
- B. A separate set of minutes shall be taken by the State Secretary at the closed session. These minutes shall be retained by the State Secretary, shall not be available to the general membership, and shall only be disclosed if required by an order of the courts.
- C. Discussions held by the Board are not considered to be sessions within the scope of this Article if no votes are cast, no actions are taken, and they do not take place during a scheduled Board Meeting.

ARTICLE XIV

Museum

Section 1. Establishment. There shall be established a museum of rural carrier artifacts. This museum site shall be selected by the State Board with the concurrence of the Museum Committee.

Section 2. Committee. A Committee of three (3) people, one being a Regular Carrier, one Auxiliary Member and one Retired Carrier, shall be appointed by the President of the Association with consent of the Executive Board, to oversee and maintain the MIRLCA Museum.

Section 3. Contributions.

- A. A memorial fund, under the supervision of the Museum Committee, shall be established to provide suitable tributes to those so honored.
- B. Contributions shall be used by the Committee for upkeep, insurance and obtaining suitable artifacts.

ARTICLE XV

Parliamentary Authority

The parliamentary authority of the Association shall be the current edition of Robert's Rules of Order Newly Revised.

ARTICLE XVI

Amendment of Constitution

Section 1. Constitutional Amendments. This Constitution may be amended at the Annual Meeting by a two-thirds vote of the Convention, and all amendments shall become effective immediately after the close of the State Convention. Immediate effect may be given to any amendment if carried by a three-fourths vote of the regular seated Delegates.

Section 2. Procedure to Amend.

- A. Any proposed changes to the State Constitution shall be submitted by a County Association, the State Board, or the Finance Committee.
- B. The MIRLCA Constitution shall be in harmony with the NRLCA Constitution.

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