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# **Michigan Rural Letter Carriers' Association**



**As amended in  
Bellaire, MI  
Effective 2025-2026  
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standing" shall be defined as any person who has fulfilled the requirements for membership and who has not voluntarily withdrawn nor been expelled or suspended by this Association.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 Local Associations.** For the purpose of this Constitution, the word "LOCAL" 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 **Local/Region** representing the office **a carrier is hired into** unless this creates undue hardship.
- C. **Implementation.** Upon written notice to the State Board, a carrier may submit a change in Local Unit affiliation when duty assignment changes or **a hardship** has been approved. The change will take effect immediately **excluding the time between Fall Booster and State Convention. All notices received in that time period will be effective after State Convention.**
- D. Membership in more than one (1) Local 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. Local Unit Dues Per Capita.** For each membership classification, each organized Local 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 Local 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. Local Associations.**

A. Local 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- <del>Gratiot</del> -Shiawassee	036 Ottawa
	011 Genesee	037 Tri-County
	012 Northwest Michigan	038 Saginaw-Bay-Midland
	016 Ingham-Livingston	039 St Clair-Macomb
	017 Ionia	042 Top-O-Michigan
	020 Kalamazoo	043 Thumb Area
	021 Kent	044 Upper Peninsula
	022 West Central	046 Southeast

- B. **Officers.** Each Local Association shall have a President, Vice-President, Secretary, and Treasurer (or a combined Secretary-Treasurer) and such other officers as the Local Association deems necessary.
- C. **Annual Report.** Each Local Association shall submit the annual local 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 Local Associations, all assets shall become the property of the combined Local Association.
- E. **Elections.** Local Associations shall hold Officer Elections at the Local 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 Local 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 Local 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 Local 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 Local 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 Local 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 Local 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 Clinton-**Gratiot**-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.

## 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 necessary committees.
  - a. Credentials: A committee of four (4) who shall meet one (1) hour before the convention hotel check-in time on Sunday prior to the convention's opening and immediately start their duties. 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 delegates; the final report of the Credentials Committee is to be given no later than 2:00 pm on the convention's second day.
  - b. Resolutions: A committee of four (4) who will provide copies of proposed Resolutions no later than 9:00 am on the convention's first day.
  - c. Constitution: A committee of four (4) who will provide copies of proposed constitutional changes no later than 9:00 am on the convention's first day.
  - d. Finance: A committee of three (3) who must be current and/or past local officers, **who will review and prepare financial impact of the Resolutions and Constitution proposals, and** also perform the state association's annual internal financial review.

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 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.
8. 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 Local 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 the Finance Committee. The Treasurer and Secretary will be available to



answer 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. A CPA will perform a financial review every three years and a financial audit only when a new treasurer is elected. The external financial review or 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 Local 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 State Paper the notice of election to include the 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 bi-weekly to the Executive Board 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 the Finance Committee. The Treasurer and Secretary will be available to answer 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. A CPA will perform a financial review every three years and a financial audit only when a new treasurer is elected. The external financial review or audit report shall be available to the membership upon request.
5. 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.

**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 salary of the Full-Time Secretary shall be equal to that of an evaluated route of a **43K**, Step 12, Table One. The salary shall be payable on a bi-weekly basis.

- D. The allowance of the Treasurer shall be \$100.00 per month, or \$.75 per member per annum, whichever is greater.
- E. The allowance of the Executive Committeemen shall be \$50.00 per month.
- 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 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 **43K**, 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 **43K**, Step 12, Table One. 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 of the **Executive Board**. 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 the State Board with input and volunteer assistance from Regions on a rotating basis in numerical order by the Regions starting with Region 1 in 2025. Each local officer of that Region will be notified of the location of the convention and given the option to participate.

- A. 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.
- B. Delegates.** Each Local Association will be entitled to one (1) delegate for each five (5) members in good standing or major fraction thereof based on the membership numbers on March 31<sup>st</sup> of the current year. Each Local delegate shall be entitled to vote the membership strength of that Local in proportion to the number of delegates in attendance. Delegates to State Convention shall be elected as follows:
  - 1. Local 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 5<sup>th</sup>, at which officers will be elected and delegates status will be announced.
  - 2. All members of said Locals of the State of Michigan will use the nomination ballot (or copy of said ballot), printed in at least two editions of the State Paper. The nominating ballot shall be submitted to the member's Local Secretary by US Mail and must be received by April 1<sup>st</sup>. The Local 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 Local Secretary is equal to, or less than, the number of delegates the Local is entitled, the provisions of sub paragraphs 3, 4, 5 and 6 shall not apply. The

Local shall declare those nominated as duly recognized delegates to the State Convention from the said Local. If no election is necessary, the Local Secretary may send the list of Delegates and credential forms to the State Secretary prior to the annual report deadline.

3. If more nominations are received than allowable delegates, it shall be the duty of the Local Secretary to report all nominated names to the State Secretary. The State Secretary and the Ballot Committee Chair will 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 in another envelope clearly identifying the name and address of the member, to permit verification of membership to a PO Box that the State Secretary and Ballot Committee Chair will check.
  5. An election committee of three (3) members shall be appointed by the State 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 State Secretary shall compile a list of delegates and alternates from said tabulation in order of votes received for the local unit and shall send such list to the Local Secretary and the State President at least 30 days prior to the opening of the State Convention.
- C. **Reporting Delegates.** Each Local Association shall report the names of State Delegates and Local Officers to the State Secretary not less than 30 days prior to the State Convention.
- D. **Delegate Restrictions.** 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.
- E. **Credentials.** Each duly elected delegate to the State Convention shall present their credentials and proof of identity to the Credentials Committee.
- a. All delegate upgrades will be made immediately following the preliminary report of the credentials committee and the roll call of delegates on Monday of the Convention.

**F. Resolutions.** All Local resolutions must be initially submitted, voted on, and passed at the Local Annual Meeting. Once passed at the Local Annual Meeting, the resolutions are to be submitted to the State Secretary in the Local Annual Report. The Resolutions will then go to the Resolution Committee at State Convention to be prepared and presented to the membership.

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

**H. Order of Business.**

1. 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.
2. The order of business, as printed in the program, may be transposed at any time by a majority vote of the Convention.

**Section 3. Special Meetings.** A special meeting of the Association may be called by the President, upon a written request of the majority of the locals holding membership provided that no meeting shall be called within less than thirty-day notice.

**Section 4. Booster Meetings.**

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

**Section 5. State Assistance for Meeting Expenses.** The State Association may distribute up to \$1000.00 in any given year to any local 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 6. Board Meetings.**

- A. The State President shall notify or cause to be notified every Local President and Local Secretary 15 days in advance of any State Board Meeting or advertised in the State Paper. 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 Local 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 State Paper.
- B. A delegate receiving the same number of votes as another delegate shall have the tie broken by a random drawing of names by the three members of the Ballot Committee. The name drawn first will receive a higher decimal number; therefore, it shall be placed higher on the list. If more than two delegates are involved in a tie, the first drawn will receive the highest decimal number and go down in order from there. All ties will be broken when ballots are counted at the time and place published in the state paper and on the website.

**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.
- C. The MRLCA State Board will reimburse the next two eligible National Delegate Alternates at the same rate as the State-Paid Delegates to attend the National Convention. The **paid** Alternates must also attend all general sessions of the National Convention, including Caucus Meetings, and be ready and willing to be upgraded if needed to receive payment in full unless excused for a 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 MRLCA 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 **starting immediately following the last paid alternate, removing any delegates that declined.** 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 **Fall Booster** a projected cost will also be provided. These persons will be announced at **Fall 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. **Additional delegates may be announced at the Spring Booster if it is determined that finances support the ability to send more than those announced at the Fall Booster.**
- 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.

**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 **only** 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.
- E. To discuss and make recommendations on NSS representatives per NRLCA requirements.**



## **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 any State Convention by a two-thirds vote. Amendments shall take effect immediately, unless otherwise ordered by the Convention. The State Board shall have the authority to make interim amendments to the Constitution of the Association when necessary to conform to federal law. Any provision of this Constitution which conflicts with federal or state law, regulation or ordinance shall be inoperative as to those jurisdictions in which said federal or state law, regulation or ordinance is in force.

## **Section 2. Procedure to Amend.**

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

**2025-2026**  
**MIRLCA Board Members**

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