



Where Service Begins With a Smile

**CONSTITUTION
OF THE
WASHINGTON RURAL LETTER CARRIERS'
ASSOCIATION**

**Approved at the 105th State Convention
Gig Harbor, Washington**

June 27-29, 2011

Table of Contents

ARTICLE 1 NAME	3
ARTICLE II PURPOSE	3
ARTICLE III MEMBERS	3
SECTION 1. MEMBER IN GOOD STANDING.....	3
SECTION 2. CLASSIFICATIONS.....	3
SECTION 3. RESTRICTIONS.....	4
SECTION 4. AFFILIATION.....	4
SECTION 5. DUES.....	4
SECTION 6. MEMBERSHIP YEAR.....	5
SECTION 7. DISCIPLINE.....	5
ARTICLE IV SUBORDINATE UNITS	5
SECTION 1. SUBORDINATE UNITS.....	5
SECTION 2. ANNUAL REPORT.....	6
SECTION 3. TRUSTEESHIP.....	6
ARTICLE V OFFICERS AND APPOINTEES	7
SECTION 1. OFFICERS.....	7
SECTION 2. DUTIES.....	7
SECTION 3. ELECTION.....	9
SECTION 4. SALARIES.....	9
SECTION 5. EXPENSES.....	10
SECTION 6. REMOVAL.....	10
SECTION 7. ASSOCIATION PROPERTY.....	10
ARTICLE VI MEETINGS	11
SECTION 1. STATE CONVENTION.....	11
SECTION 2. DELEGATES.....	11
SECTION 3. COMPENSATION FOR STATE DELEGATES.....	12
SECTION 4. STATE OFFICERS.....	12
SECTION 5. QUORUM.....	12
SECTION 6. ORDER OF BUSINESS.....	12
SECTION 7. SPECIAL MEETINGS.....	13
ARTICLE VII NATIONAL CONVENTION DELEGATES	13
SECTION 1. ELIGIBILITY.....	13
SECTION 2. NOMINATION.....	13
SECTION 3. ELECTION.....	13
SECTION 4. COMPENSATION OF STATE-PAID NATIONAL DELEGATES.....	14
ARTICLE VIII STATE BOARD	15
SECTION 1. MEMBERS.....	15
SECTION 2. DUTIES.....	15
SECTION 3. MEETINGS.....	15
ARTICLE IX COMMITTEES	15
SECTION 1. APPOINTMENT.....	15
SECTION 2. DUTIES.....	15
ARTICLE X STEWARD SYSTEM	17
SECTION 1. SELECTION OF STEWARDS.....	17
SECTION 2. DUTIES AND RESPONSIBILITIES OF STEWARDS.....	17
ARTICLE XI APPEALS	18
SECTION 1. STATE.....	18
SECTION 2. NATIONAL.....	19
SECTION 3. ADMINISTRATION.....	19
ARTICLE XII PARLIAMENTARY AUTHORITY	19
ARTICLE XIII AMENDMENT OF CONSTITUTION	19

ARTICLE I

Name

This association shall be known as the Washington Rural Letter Carriers' Association (here-in referred to as 'the WARLCA'). The Washington Rural Letter Carriers' Association (WARLCA), by its Secretary-Treasurer, maintains custody and control of the State Association name as well as any State Association logo or symbol. Unauthorized use of the State Association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both.

ARTICLE II

Purpose

The Association is established upon the long-recognized need of Rural Letter Carriers to organize and create a united force, advance the interests of all members, ensure job security, enhance opportunities and assure our full share in the success of the United States Postal Service to which we contribute so substantially.

The Association shall seek, with all of the resources at its command, to assist its members in the realization of their highest aspirations as workers and as citizens. Such aspirations are our right and shall be protected against all threats.

The Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with the democratic principles embodied in this Constitution.

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

This Association shall not affiliate or merge with any other organization or group without a majority vote of the delegates at a National Convention

ARTICLE III

Members

Section 1. Member in Good Standing

A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

Section 2. Classifications

Bargaining Unit Member. Membership is open to the following rural carriers:

Regular Carriers (Designation Code 71), including regular carriers who are in Injured-on-Duty/Leave Without Pay (IOD/LWOP) status and assigned to (980-989) rural routes;
Part-Time Flexible Rural Carriers (PTFs, Designation Code 76);
Substitute Rural Carriers (Designation Codes 72 and 73);
Rural Carrier Associates (RCAs, Designation Codes 78, 74, 79);
Rural Carrier Reliefs (RCRs, Designation Code 75);
Auxiliary Rural Carriers (Designation Code 77); and
Rural Carriers in the Armed Forces of our country, provided they were members when their duty began.

Bargaining Unit Members in good standing are entitled to all voting rights and to hold both elective and appointive office at all levels of the Association.

Retired Member. Retired membership is open to Rural Carriers who were members in good standing at retirement on an annuity. Eligibility for Retired membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired membership. However, a

Retired carrier whose membership has lapsed, due to extenuating circumstances, may apply for reinstatement to the National Secretary-Treasurer by providing proof of prior membership and the current year's dues. The National Secretary-Treasurer shall present the request for membership to the National Board for a decision. Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Retired Members may not be elected to National office.

Associate Member. Associate membership is open to Rural Carriers who were members in good standing and are now either working in other non-managerial Postal Service jobs or have left the service and are not receiving an annuity. Failure to pay dues for one full membership year terminates Associate membership. Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.

Retired Associate Member. Retired Associate membership is open to Associate Members who have retired on an annuity. Eligibility for Retired Associate membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired Associate membership. Retired Associates may not apply for reinstatement. Retired Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.

Honorary Member. Honorary membership may be bestowed by the Association at the National Convention upon recommendation of the National Board. Honorary Members shall not be entitled to vote or to hold elective or appointive office in the Association.

Section 3. Restrictions.

Inasmuch as it is an unfair labor practice under the Labor Management Relations Act (LMRA) for any employer (including persons acting in that capacity) to dominate or interfere with the administration of any labor organization, it follows that employers, while they may be members, may not be candidates for office or serve as officers.

Members are prohibited from participation in the Association while serving in managerial or supervisory positions, such as Officer-in-Charge (OIC), Acting Supervisor (204-B) or Postmaster Relief (PMR) or acting in any capacity normally performed by a manager. Members who accept managerial positions shall be deemed to have resigned from all elected and appointed positions within the Association and shall be prohibited from holding any elected or appointed union positions for a period of one year from the last day served in that capacity.

Section 4. Affiliation.

Membership shall be in the County Unit and District representing the office from which the route emanates. A Retired Carrier shall have the option of being a member of the County Unit and District in which he/she resides or in the County Unit and District where previously employed as a regular rural carrier.

Section 5. Dues.

- A. The revenues of the WARLCA shall be derived from per capita dues and allowance for insurance promotions.
- B. The Board may levy a special tax when conditions seem to demand it, but the whole amount of such levies in any one year shall not exceed the amount of State per capita for that year.
- C. The State shall underwrite the County units and any special funds as needed. The State per capita dues for regular carriers, part time flexible carriers, and associate members shall be 1% of the yearly salary of a 40-hour route at Step A on the salary schedule as of January 15 of each year. The State per capita dues for relief carriers shall be 35% of the regular carriers' State per capita dues as calculated above. The State per capita dues for retirees shall be a set rate of \$27.00. The annual dues will be the total of the State per capita dues in addition to the National per capita dues. All per capita dues described in this article shall be rounded up to the nearest whole dollar and become effective July 1 of each year. The portion of the State per capita dues to be distributed to

the County Units and other special funds shall be decided at each State Convention.

- D. The annual assessment that currently is funding the NRLCA/WARLCA Auxiliary (known as the Family Plan) and the affiliation will end.

In addition to the above defined amounts, an annual assessment of \$8.00 for regular, part-time flexible, substitute, rural carrier associates, rural carrier reliefs and auxiliary rural carriers, and \$4.00 for retired rural carriers will be collected and transferred to a dedicated APCU savings/CD account until reaching a balance of over \$100,000. This account will be an emergency account and can only be used by a vote of the WARLCA board and only after all other accounts have been exhausted.

Section 6. Membership Year.

- A. The membership and fiscal year of the WARLCA shall be from July 1 to June 30.
- B. The fiscal year of the County Units and District Associations shall be from July 1 to June 30.

Section 7. Discipline.

The National Board may discipline any member of the Association or subordinate unit for misconduct or neglect of duty in office after a fair and impartial hearing. Any member so disciplined shall have a right of appeal as provided in this Constitution.

**ARTICLE IV
Subordinate Units**

Section 1. Subordinate Units.

- A. Charters shall be granted County Units upon members' application and payment of one (1) year's dues for each member. The amount of dues shall be specified in WARLCA Constitution
ARTICLE III.
- B. The County Unit or District Association is subordinate to the WARLCA. Likewise, the WARLCA is subordinate to the NRLCA.
- C. All County Unit Constitutions shall be in harmony with the State and National Constitution.
- D. District and County Associations

DISTRICT ONE (1) shall be composed of the County Units of: ISLAND-SKAGIT-SAN JUAN (Island, Skagit and San Juan Counties); K-S (King and Snohomish Counties); WHATCOM (Whatcom County).

DISTRICT TWO (2) shall be composed of the County Units of: PENINSULA (Clallam, Jefferson, and Kitsap Counties); LOWER COLUMBIA (Clark, Skamania, Cowlitz, Wahkiakum, and the 986 offices of Pacific and Klickitat Counties); MUTUAL (Pierce, Grays Harbor, Thurston, Mason, Lewis, and the non 986 offices of Pacific Counties).

DISTRICT THREE (3) shall be composed of the County Units of: NORTH CENTRAL WASHINGTON (Chelan, Douglas, Grant, and Okanogan Counties); NORTH EAST WASHINGTON (Stevens, Ferry, and Pend Oreille Counties); EAST CENTRAL WASHINGTON (Lincoln and Spokane Counties).

DISTRICT FOUR (4) shall be composed of the County Units of: SOUTHEAST WASHINGTON (Walla Walla, Columbia, and Garfield Counties); WHITMAN-ASOTIN (Whitman and Asotin Counties); APPLE VALLEY (Adams, Franklin, Kittitas, Yakima, Benton, and the non-986 offices of Klickitat Counties).

- E. Each County Unit shall hold its annual meeting after October 1st and at least forty (40) days prior to the State Convention and the regular meeting shall be designated by statute. The County Secretary will notify all County members, their District Representative, State Secretary, State President, and State Steward at least fifteen (15) days prior to the election of County Officers and Delegates. They shall make and adopt such constitutional changes as their needs may suggest, and such laws must harmonize with this code of laws.
- F. Secretaries of the County Units shall remit to the State Secretary-Treasurer within fifteen (15) days of their receipt, all monies for per capita dues. County secretaries shall also inform the State Secretary-Treasurer of any changes in membership (such as change of address, resigned, or deceased) in a timely manner.

Section 2. Annual Report.

- A. Each County Secretary shall immediately, after the regular annual meeting of their County Unit, fill out in duplicate, credentials of Delegate-at-Large, Regular, and Alternate delegates to the State Convention in order of votes received. The duplicate is to be retained for identification by the delegate, and the original is to be sent to the State Secretary with proper endorsement by the County President and the County Secretary. Also, each County Secretary shall submit the names of the newly elected County Officers to the State Secretary. Such newly elected officers shall assume office upon election.
- B. The County Secretary, when submitting resolutions and proposed changes to the Constitution to the State Secretary, shall submit them in the proper form as follows: Make a copy of each resolution and proposed change to the Constitution, preferably typewritten, following the form provided by the State Secretary-Treasurer, and state whether it is a resolution or a proposed change to the Constitution.

Section 3. Trusteeship.

A. Purpose.

The State Board may place any subordinate unit in trusteeship for any of the following reasons:

1. To uphold the principles of this Constitution;
2. To prevent or correct corruption or financial mismanagement;
3. To ensure performance of collective bargaining agreements or duties of a bargaining representative;
4. To restore democratic procedures;
5. To otherwise carry out the objectives of the Association.

B. Authority.

The trustee shall assume immediate control of the subordinate unit with full authority over all officers and property. The trustee shall act in such 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 Unit 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.

The affected subordinate unit may petition the State Board to terminate the trusteeship at six month intervals following the decision of the State Board. The board of the subordinate unit in trusteeship may appeal the decision of the State Board as provided in this Constitution. The State Board may terminate a trusteeship at any time.

**ARTICLE V
Officers and Appointees**

Section 1. Officers.

- A. The officers of the WARLCA shall consist of President, Vice President, Secretary-Treasurer, and four (4) District Representatives who shall be elected at the State Convention and serve one (1) year, except the District Representatives and Secretary-Treasurer, who shall serve two (2) years, or until their successors are elected and installed.
- B. There shall be an Executive Committee consisting of the four (4) District Representatives.
- C. The term of the officers of the WARLCA shall be from the time of installation to the installation of their successors.
- D. Any officer of the WARLCA who shall be separated from the rural service through no fault of his/her own, as determined by the Board, shall hold office until the next State Convention of the WARLCA.

Section 2. Duties.

- A. President
 - 1. The President shall preside at all meetings of the WARLCA and of the Board and enforce all laws thereof. He/She shall sign all papers and documents that require his/her signature to properly authenticate them.
 - 2. His/Her decisions upon all questions of law shall be final during the recess of the WARLCA. He/She shall report all such decisions to the WARLCA at its State Convention for approval or rejection. Such decisions, when approved or revised by the WARLCA, shall have all the effect and force of the general laws of the WARLCA.
 - 3. Prior to the opening of each State Convention, he/she shall, in conjunction with the Board, evaluate the work of the State Steward over the previous year, and if in the best interest of the WARLCA, terminate and nominate a replacement.
 - 4. At the close of each State Convention, he/she shall, in conjunction with the Board, appoint the Editor of the Washington Rural Carrier, Auto Insurance Director, Provident Guild Director, Political Action Committee Director, and Webmaster, and have the authority to fill any vacancies therein during the recess.
 - 5. He/She shall fill all vacancies pro tem caused in any way in the Board of the WARLCA subject to the approval of the remaining members of the Board.
 - 6. He/She shall have power to grant charters and, in conjunction with the Secretary, issue them during the interim between State Conventions of the WARLCA. He/She shall perform other duties as the Constitution requires.
- B. Vice President

The Vice President shall preside in the absence of the President, and in the case of death, resignation, disqualification, refusal, or neglect of the President to discharge the duties of his/her office, the Vice President shall become the President and serve until such time as his/her successor shall be duly elected and installed.

C. Secretary-Treasurer

1. The Secretary-Treasurer shall keep a correct record of the proceedings of the WARLCA, and read or cause to be read, all communications, reports, etc. He/She shall affix the seal of the WARLCA to all official documents. He/She shall prepare for publication in the WASHINGTON RURAL CARRIER, an overview of the speakers at the WARLCA State Convention or special meetings and a correct record of the business session of the WARLCA State Convention or special meetings, not later than one (1) month after the close of each State Convention or special meeting, and shall also present on the first day of the State Convention a complete statement of the condition of the WARLCA, including a statement of the membership of same.
2. He/She shall conduct the correspondence of the WARLCA, keep a record, and submit same when demanded by the Board.
3. He/She shall have charge of the seal, books, papers, and documents belonging to the WARLCA; shall deliver to the WARLCA, or his/her successor, all property of the WARLCA at the expiration of his/her term of office, or upon an earlier termination thereof; he/she shall be given an itemized receipt for all property delivered by the party or parties receiving same.
4. He/She shall keep a true and correct account between the WARLCA and the County Units.
5. He/She shall perform all the duties of the Treasurer as are required by this office.
6. He/She shall receive all monies due the WARLCA and shall deposit all monies in a convenient depository; such deposits to be made in the name of the "Washington Rural Letter Carriers' Association" and any interest thereon shall be credited to the funds of the WARLCA.
7. The Secretary-Treasurer will issue checks in payment of all properly itemized invoices, statements, vouchers, authorized payroll payments, and for other obligations of the WARLCA as directed by the State Board. He/She will have the President, Vice President, State Steward, and all District Representatives review the payments and supporting documents on a quarterly basis.
8. The Secretary-Treasurer may at each State Convention employ a stenographer to take down the proceedings as directed by the State Board, and the cost shall be paid out of the treasury of the WARLCA.
9. He/She shall render a report to the WARLCA at its State Convention or to the President and Board when they may request it, showing in detail the receipts and expenditures of the WARLCA's funds as shown by his/her books.
10. After the close of each State Convention, the Secretary shall send the appropriate resolutions to the National Secretary-Treasurer, keeping a copy on file.
11. Upon receipt of the nominations for the position of Delegate to the National Convention, he/she will have prepared a ballot listing the nominees for the position of Delegate to the National Convention, and the ballot shall be mailed to all members at least twenty (20) days prior to the opening of the State Convention. He/She will fulfill all duties concerning delegates to National Convention in accordance with Article VII (National Convention Delegates) of the Constitution of the WARLCA.
12. He/She will notify all members, at least fifteen (15) days prior to the opening of the State Convention, of the time and place, the nominating and election procedures, and the offices to be filled. This notice may be included with the National Delegate ballot mailed to each member.
13. He/She will retain for one (1) year in a safe location all ballots used at the State Convention. These ballots should be placed in envelopes marked to indicate for which election they were used.
14. The Secretary shall have the Constitution printed in the Convention issue of the WASHINGTON RURAL CARRIER, which will be mailed to all members.

D. Executive Committee

1. The Executive Committee, or a majority of them, shall act as Trustees of the WARLCA, and in conjunction with the President, have general supervision and control of the WARLCA.
2. It shall be the duty of the Executive Committee members to aid in keeping carriers in their particular Districts interested in WARLCA work and in keeping up the membership of their Districts. They shall perform such other duties as the WARLCA may, from time to time, direct.

3. It shall be the duty of the Executive Committee members to search out future Convention sites in their District and to work with the board on establishing a Convention site contract for said Convention. They are also to enlist Convention committee members to help assist them in holding the Convention in the appropriate Convention year for their District.
- E. Editor
1. The Editor shall publish three (3) issues of the WASHINGTON RURAL CARRIER. The State Board shall have the authority to authorize special editions. Also, the State Board shall have the authority to identify which articles and notices will be published in each issue, and to determine and change issue dates as current events may require.
 2. The Editor shall mail each issue of the WASHINGTON RURAL CARRIER to all members of the WARLCA and will be reimbursed for all expenses incurred in publication and mailing.
- F. At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary.
- G. Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

Section 3. Election.

- A. The election of officers shall take place at each State Convention of the WARLCA.
- B. To be elected an officer of the WARLCA, one must be a dues paying member of the craft and is ineligible for election if dues are in arrears.
- C. The nomination of officers shall be made by a Nominating Committee of three (3): one (1) of whom shall be selected by the President, one (1) by the Vice President, and these two (2) so chosen shall select the third member. This Committee shall report their list of nominations when called upon. However, before closing the ballot on the nominations submitted by the Committee, the President shall state, "Are there any other nominations?" If so, then the names of the additional nominees shall be added to the list.
- D. The election of officers shall be by ballot and, in no case, by acclamation, except by unanimous consent, and where there is more than one candidate for the same office, it shall require the majority of all votes cast to elect; and where there are more than two (2) candidates for the same office after the third ballot, the one receiving the least number of votes in each succeeding ballot shall be dropped until the election is had. Write-in votes shall not be considered valid.
- E. The installation of officers shall take place immediately before adjournment.

Section 4. Salaries.

- A. The elected and appointed WARLCA State Officers' salaries are as listed below. These monthly salaries are compensation for all hours worked beyond a normal work day. If an officer holds two salaried positions they will receive only one salary, paid at the higher position.
- President: \$50 Month
 Vice President: \$50 Month
 Secretary Treasurer: \$425 Month
 District Representatives: \$50 Month
 State Steward: \$425 Month
 Senior Assistant State Stewards: \$375 Month
 Assistant State Stewards: \$300 Month
 Area Stewards: \$50 Month
- B. Salary for the editor will be \$375 per issue of the WRC.

Section 5. Expenses.

- A. All elected and appointed state officers of the WARLCA shall be reimbursed for all office expenses for representing the WARLCA. Actual expenses, as defined in Board policy, will be reimbursed. Reimbursement of said expenses shall be made by the Secretary-Treasurer upon receipt of a voucher and supporting documents.
- B. Association Day of Pay (ADOP) will be reimbursed at a 44K, step 12, or their route evaluation, whichever is higher, for all elected and appointed State Officers, except for:
 - 1. The full time State Steward, which will be at a 46K, step 12, or his/her route evaluation, whichever is higher.
 - 2. A retired and/or relief carrier elected and/or appointed State Officer, which will be at \$200 day.

Association Day of Pay (ADOP) will not be compensated to attend the State Convention or National Convention while they are in session, but may be authorized by the Board for other required business or trainings.

- C. WARLCA employees, once meeting the requirements, will be eligible and receive the WARLCA ING retirement plan. All elected and appointed State Officers that are full time for the WARLCA will have their Postal Benefits and Retirement funded and administered by the WARLCA in the same manner as the USPS does for Thrift Savings, FERS, Health Insurance, Life Insurance, Annual and Sick Leave.
- D. All lost sick and annual leave days will be compensated at a 44K, step 12, (full time state steward will be at 46K, step 12) or their route evaluation, whichever is higher, at the time of loss except for the full time employees, who will be paid out their accrued annual and sick leave upon completion of full time.
- E. All elected and appointed WARLCA State Officers will be reimbursed mileage at the IRS allowable rate for authorized business of the WARLCA.
- F. All elected and appointed State Officers will be reimbursed actual hotel expenses if an overnight stay is required.
- G. All elected and appointed State Officers will be reimbursed \$30 food per diem while on travel status, and an overnight stay is required.
- H. All elected and appointed State Officers will not be paid actual expenses for business sessions of State or National Convention, but will be reimbursed the same as regular delegates to State and National Convention if they qualify as a credentialed regular delegate.
- I. All office expenses, ADOP, mileage, hotel, and food per diem reimbursements must meet Board policies, be approved in advance if possible, and be submitted on a voucher with supporting documents.

Section 6. Removal. In case of neglect of duty or violation of this Constitution on the part of any officer in the WARLCA or subordinate Unit thereof, in the interim of State Conventions, the Board shall have the power to suspend such officer after a fair hearing and subject to an appeal to the next State Convention.

- A. No officer or appointee may be disciplined or discharged except for Just Cause unless the position is eliminated.

Section 7. Association Property. At the expiration of their term of office, or upon an earlier termination thereof, they shall turn over to the WARLCA or their successors, all books, papers, and other property they may have in their possession belonging to the WARLCA.

ARTICLE VI
Meetings

Section 1. State Convention.

- A. The WARLCA shall meet annually (herein referred to as the State Convention) on a date and place assigned to Districts on a rotation basis in the following order: District One, District Four, District Two, District Three. If for any reason the date or place so assigned shall be undesirable or for reasons deemed advisable by a majority of the State Officers, the Board shall have the authority to change said date or place or set up a date and place by giving official notice to the County secretaries not less than sixty (60) days before the new date.
- B. If due to war or other conditions that would make it impossible or impractical to hold a State Convention, the Board shall have the authority to postpone the State Convention to a date and place suitable to the needs of the Association by giving the official notice as provided in Section 1 of this Article.

Section 2. Delegates.

- A. Each County Unit shall be entitled to representation in this Association by one Delegate-at-Large. Each County Unit is also entitled to one delegate for each (5) members or major fraction thereof of its own members, based on the current membership year. Each credentialed and seated delegate is entitled to one vote.
- B. The county credentialed State Paid Delegate to State Convention is responsible for the following:
 - 1. Specific assignments to a committee as notified by the State President.
 - 2. Be in attendance at all business sessions of the State Convention beginning with the opening session and not leaving until the Convention has been adjourned.
- C. The county credentialed State Paid Delegate-at-Large is responsible for the following:
 - 1. Specific assignment to a committee as notified by the State President.
 - 2. Be in attendance at all business sessions of the State Convention beginning with the opening session and not leaving until the Convention has been adjourned.
 - 3. Receiving the ballots and Voting Cards for his/her delegation and for returning them at the conclusion of each business session.
 - 4. Verifying his/her county delegates' attendance at the beginning of each business session.
 - 5. Reporting any discrepancies in his/her county delegates' attendance to the State President and Mileage and Per Diem Committee as soon as possible.
 - 6. Submitting an oral report of the State Convention at his/her county meeting during the upcoming year.
- D. Each County Unit at their annual meeting shall elect their delegates to the State Convention by ballot in all cases where there is more than one candidate for each delegate position. Delegates will be listed in accordance with the number of votes received. The delegate receiving the most votes will be the Delegate-at-Large. In the event of tie, the position will be determined by random drawing of names then listed in order drawn; except for the Delegate-at-Large position, which would be decided by another ballot.
- E. No delegate can be seated from any County Unit without properly signed credentials and current membership dues paid.
- F. Delegate positions vacant at the time of the State Convention may not be filled by a vote of the delegates present from the subject County Unit or District or from other County Units or Districts, or delegates at the State Convention.

Section 3. Compensation for State Delegates.

- A. The WARLCA shall pay round trip mileage at 33 cents a mile, capped at 850 miles plus tolls and/or ferry fees, by the most cost effective route to each county credentialed delegate who fulfills the responsibilities identified in Article VI Section 2.B or 2.C of the WARLCA Constitution, provided that this shall in no way increase the total number of delegates to which each county unit is entitled, and also in compliance with Section 3.C of Article VI of the WARLCA Constitution concerning mileage and allowance. The mileage will be computed using a current door-to-door computer mileage program.
- B. The WARLCA shall pay a State Convention allowance of \$250 to each county credentialed delegate who fulfills the responsibilities identified in Article VI Section 2.B or 2.C of the WARLCA Constitution, provided that this shall in no way increase the total number of delegates to which each county unit is entitled, and also in compliance with Section 3.C of Article VI of the WARLCA Constitution concerning mileage and allowance.
- C. The Board will set a total dollar cap at the first budget Board meeting of the year for the following State Convention allowance and mileage expense reimbursement. If the number of county credentialed regular delegates' reimbursement for State Convention allowance and mileage exceeds that set total dollar cap, each delegates' reimbursement will be reduced by an equal percentage to comply with the cap.

Section 4. State Officers. Each elected officer shall be entitled to a vote on every question before the State Convention.

Section 5. Quorum. Seventeen (17) members representing not less than six (6) County Units shall constitute a quorum for the transaction of the business of the WARLCA, but a lesser number than that may adjourn to some future time.

Section 6. Order of Business.

- A. Order of Business
 1. Call to Order
 2. Invocation
 3. Presentation of Colors
 4. Recite the Pledge of Allegiance
 5. Roll Call of Officers
 6. Vote on Convention Standing Rules
 7. Vote on Hearing Proposed Resolutions and Constitution Changes from the Floor under New Business
 8. Name Members of Committees
 9. Report of Credentials Committee
 10. Report of Officers
 11. Report of Standing Committees
 12. Report of the one-year future State Convention
 13. Report of the two-year future State Convention
 14. Report of the three-year future State Convention
 15. Report of Special Committees
 16. Call for Unfinished Business
 17. Call for New Business
 18. Election of Officers
 19. Installation of Officers
 20. Retirement of Colors
 21. Adjournment
- B. On the first day of the State Convention, the President will ask the elected convention delegates to decide by voting if they want to hear resolutions and proposed Constitution changes from the floor

during new business. The Resolutions Committee and Constitution Committee will only be responsible for Resolutions and proposed Constitution changes that have been submitted and passed by county units, and those submitted by the Finance Committee that fall within the parameters of their responsibility. If the delegation decides to hear Resolutions and proposed Constitution changes from the floor during new business, then the delegate who is submitting it must use the proper form, have enough copies for all elected delegates, and submit them to the Vice President by the close of business the second day of the convention.

- C. A ballot vote can be called for by a simple majority vote of the delegates present at the State Convention.

Section 7. Special Meetings.

- A. Special sessions may be called by the President upon written request of one-half of the County Units in good standing.
- B. Informational and/or training meetings may be authorized by the Board.

ARTICLE VII National Convention Delegates

Section 1. Eligibility.

1. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members. In order for a state to receive credit for cash pay members, dues must be received no later than the close of business on the first day of the Convention.
2. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such "good standing" status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.
3. A member who from the time of nomination through the end of the convention holds any position in USPS management or a job which competes with the USPS or this Association shall be ineligible to serve as delegate.

Section 2. Nomination.

1. Within each state association, nominations for National Delegate shall be submitted by U.S. Mail to the Secretary-Treasurer on a nominating ballot or copy. The nominating ballot shall be signed and show the name and address of the member making the nomination, and may include self-nomination. The nominating ballot shall be published in the February, March, April and May issues of The National Rural Letter Carrier.
2. Nominations must be received in the office of the State Secretary at least 40 days prior to the opening of the state convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

Section 3. Election.

A. Elections.

1. A member must be on the rolls at least 40 days prior to the opening of the state convention in order to be eligible to vote for National Delegates.
2. The State Secretary shall prepare a ballot listing the candidates for National Delegate. Instructions on each ballot shall include the number of delegates to be elected, the deadline for return of the ballot and the mailing address of the designated post office box. The number of votes cast on each

- ballot shall not exceed the number of delegates to which the state association was entitled at the previous convention.
3. The State Secretary shall cause the ballot to be mailed to eligible members at least 20 days prior to the opening of the state convention. In addition, the State Secretary/Designee shall arrange for the rental of a post office box for the receipt of the ballots and another for the return of undeliverable ballots.
 4. An envelope marked "Ballot" shall be provided in which to seal the ballot. To permit verification of membership and to maintain the integrity of the voting procedure, an outer envelope, also marked "Ballot" which clearly identifies the name and address of the member, shall also be provided. The sealed envelope containing the ballot shall be placed in the outer envelope by the member and mailed to the designated post office box.
 5. An Election Committee shall be appointed by the State President. No candidate for National Delegate may serve on the Election Committee. After the deadline for receipt of ballots, the Election Committee shall collect and tabulate the ballots at the state convention. The post office box designated for the return of ballots shall be accessible only to the Election Committee.
 6. Any candidate or designee may observe the ballot tabulation. In reporting the results of the election, the candidates shall be placed on a roster in the order of votes received. The number of delegates to which the state is entitled shall be declared regular delegates; the remaining candidates shall be declared alternates.
 7. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.
 8. The State Secretary shall prepare credentials in duplicate for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention and send originals to the National Secretary-Treasurer. The duplicate shall be provided to the delegate for identification. The state's seal shall be embossed on the face of credentials.
 9. Delegates holding proper credentials shall be seated at the National Convention if their state has paid National Per Capita Tax for members in good standing. The National Secretary-Treasurer shall notify each state association of the status of its National Per Capita Tax at least two weeks prior to the National Convention.

Section 4. Compensation of State-Paid National Delegates.

- A. The WARLCA will pay all regular credentialed delegates to National Convention that are not reimbursed by National, the same way and rate that National reimburses, up to a total dollar cap decided by the WARLCA board at the first board meeting of the year. The WARLCA will pay the first alternate delegate, in order of votes received, one-half the normal pay of regular credentialed State-paid delegates. Such State-paid alternate delegate shall have the same responsibilities as set forth for regular credentialed State-paid delegates. If the reimbursement amount for both regular credentialed and alternate delegates exceeds the set total dollar cap, each delegates' reimbursement will be reduced by an equal percentage to comply with the cap. Further, all State-paid delegates to the National Convention must attend all business sessions, Western State caucus, and at least one seminar. If a State-paid delegate does not meet his/her delegate's responsibilities, the remainder of the WARLCA regular credentialed delegates will decide before the end of the National Convention and before receiving the reimbursement if that delegate is to receive all or any of the State-paid funds due to not meeting his/her responsibilities.
- B. Paid delegates to the National Convention are required to give a report of said Convention at their county meeting before the next year's State Convention. Paid delegates are to attend all association general sessions at the National Convention with the following permitted exceptions upon the approval of the National Delegate-at-Large:
 1. Specific assignments to a committee
 2. Required to man a booth
 3. Illness

- C. The Delegate-at-Large shall be responsible for the following:
1. Polling delegates for their preferences for the seminar they wish to attend, and then ensuring at least one delegate covers each of the sessions.
 2. Taking roll of the delegates at the beginning of each general session.
 3. Establishing an adequate seating space for the Washington Delegation, including placement and collection of seat back covers and the Washington sign.
 4. Reporting to the Board any problems concerning delegates meeting their responsibilities at the convention.
 5. Collecting the ballots for his/her delegation and returning the ballots to the National Tellers Committee after his/her National delegates have voted.
 6. Submitting a single report to the State Board for publication in the WASHINGTON RURAL CARRIER.

ARTICLE VIII State Board

Section 1. Members. There shall be a Board of Control (herein referred to as the Board) consisting of President, Vice President, Secretary-Treasurer, and four (4) District Representatives.

Section 2. Duties. The WARLCA will operate on a budget each year.

Section 3. Meetings. This Board shall meet upon the call of the President or by a majority vote of the Board to the Secretary when matters of importance arise that need immediate attention during the interim between meetings of the WARLCA.

ARTICLE IX Committees

Section 1. Appointment.

- A. Previous to the first day of each State Convention, the President shall appoint from the list of regularly elected delegates, then in the hands of the Secretary-Treasurer, a committee of three (3) on Credentials, a committee of at least four (4) on Tellers, a committee of three (3) on Constitution, a committee of three (3) on Resolutions, and a committee of three (3) on Finances. On the first day of the State Convention, he/she shall also appoint from said delegates an Auditing Committee of three (3) members; a committee of three (3) on Mileage and Per Diem; a committee of three (3) on the WASHINGTON RURAL CARRIER, a committee of three (3) on Media, a committee of three (3) on Minutes, a committee of three (3) on Hospitality, and a committee of four (4) on Sergeant at Arms. He/She shall be responsible that a Nominating Committee be appointed according to Article V, Section 3.D of the Constitution of the WARLCA. He/She may appoint any other Convention Committee advisable and may also appoint more delegates to serve on a committee if so needed.
- B. The President can, if necessary, ask the Constitution Committee, the Resolutions Committee, the Tellers Committee, and/or the Finance Committee to meet up to two (2) days prior to the State Convention. These persons would be credentialed delegates to the Convention. The President can, if necessary, authorize a stipend of \$75 per day to any/all delegates serving on these committees that were asked to meet prior to State Convention.

Section 2. Duties.

- A. The Committee on Credentials shall examine the credentials of all delegates to the State Convention. They shall also back up and assist the Tellers Committee, when voting on the issues on the floor at the State Convention requires the use of a 2nd Tellers Committee.
- B. On the first day of the State Convention, the Credentials Committee will give a preliminary report. Final report of the Credentials Committee shall be given not later than ten (10:00) a.m. on the

second day of the State Convention. All delegates shall be seated by the passing of the final report of the Credentials Committee.

- C. The Committee on Audit shall examine the books of the Secretary-Treasurer, as well as the reports of the County Units, and shall report to the WARLCA when called upon.
- D. The Committee on Mileage and Per Diem shall make up a listing of delegates and/or elected and appointed officers who are entitled to receive mileage and per diem as per the WARLCA Constitution. The listing shall show the name, title (Delegate-at-Large or State-Paid county delegate, elected, or appointed officer), mileage, and per diem due for each person.
- E. The duties of the Committee on Constitution shall be: To examine all changes proposed for amending or changing the Constitution that have been passed and submitted by the county units, and those submitted by the Finance Committee that fall within the parameters of their responsibility. They may examine and correct, when called upon, propose laws governing County Units or District Associations so that they will not conflict with the National or State Constitutions.
- F. The duties of the Committee on Resolutions shall be to examine all proposed resolutions passed and submitted by the county units, and those submitted by the Finance Committee that fall within the parameters of their responsibility, and present same to the elected delegates, identifying them as binding (and to whom) or non binding. The Resolutions Committee can also propose any courtesy resolutions they deem necessary and present same to the elected delegates at State Convention.
- G. The duties of the Tellers Committee shall be: To count the ballots for National Convention delegates and to total the results of paper count voting on the floor. If the Tellers Committee is off the floor, then the Credentials Committee will act as a backup to the Tellers Committee concerning paper count voting on the floor.
- H. The duties of the Finance Committee shall be: To review the finances of the past year and to review any suggestions from the Board and delegates for the next year, and then to propose financial suggestions concerning State, County, and Auxiliary dues, salaries, and expenses for the upcoming year.
- I. The duties of the WASHINGTON RURAL CARRIER Committee shall be: To review the expenses to publish and mail the WASHINGTON RURAL CARRIER and to make any suggestions concerning future publications.
- J. The duties of the Nominating Committee shall be: To seek nominees for the offices open and present these names to the Convention delegates.
- K. The duties of the Media Committee are to present the proposed resolutions and constitution changes to the delegates on the LCD as well as any reports and/or presentations.
- L. The duties of the Minutes Committee are to audio record the State Convention and keep a written record of the business sessions, as well as an overview of the speakers.
- M. The duties of the Hospitality Committee are to write thank you notes to the speakers and guests and to make sure the meeting room and sound system are set up prior to each meeting, as well as securing the room and WARLCA equipment during breaks and upon adjournment each evening. At the end of convention, the Hospitality Committee will assist break down of WARLCA equipment and load out.
- N. The duties of the Sergeant at Arms are to facilitate the recess, as well as the use of the stopwatches during proposed resolutions and constitution changes.

- O. The duties of all other committees shall be those usual to such committees, and they shall report when called upon.

ARTICLE X Steward System

Section 1. Selection of Stewards.

- A. The State President, in conjunction with the Board, shall recommend to the NRLCA the member that the WARLCA would like to have appointed as State Steward. His/her service shall be continuous until terminated by the State President in conjunction with the Board or National President or by resignation.
- B. The State President, in conjunction with the Board and the State Steward, shall recommend to the NRLCA, the members that the WARLCA would like to have appointed as Senior Assistant State Steward, Assistant State Steward, and Area Steward. Their service shall be continuous until terminated by the State President in conjunction with the Board, or National Board, or by resignation.
- C. The State Steward shall be a full time employee of this Association.

Section 2. Duties and Responsibilities of Stewards.

- A. The State Steward shall work with and be responsible to the State President and the Board.
- B. The State Steward shall supervise and administer the Steward Program within the State using the following guidelines:
 - 1. The State Steward or designee shall make Step 3 Grievance appeals. The State Steward will coordinate all efforts closely with the NRLCA assigned Executive Committeeman and the Grievance Specialist and report monthly to the appropriate Local Steward and the grievant.
 - 2. Be responsible for certifying and maintaining certification records of all Local and Area Stewards.
 - 3. In the event there is a need to fill or replace an Area or Local Steward position, the State Steward has the responsibility to the WARLCA and NRLCA in naming an individual to temporarily serve as Steward.
 - 4. Be responsible for the distribution of Steward Manuals and Grievance forms to each Area and Local Steward, as well as for Steward training.
 - 5. The State Steward will approve payment of expenses incurred by the Area and Local Stewards, while they are involved in grievance-related business. Reimbursement shall be made by the State Secretary-Treasurer, after he/she reviews the voucher, supporting documents, and receives the State Steward's approval. Expenses for the Area and Local Stewards shall be submitted no later than three (3) months after the expense has been incurred. The State Steward will review payment of expenses incurred by the Assistant State Stewards while they are involved in grievance-related business. Reimbursements shall be made by the State Secretary-Treasurer, after he/she reviews the voucher and supporting documents. Expenses for the Assistant State Stewards shall be submitted no later than one (1) month after the expense has been incurred. All reimbursements for Assistant, Area, and Local Stewards must first meet the guidelines of the State Board Policy and State Constitution. Any expense that does not meet the guidelines must be reviewed by the State Board before payment can be made, and only paid after Board approval.
 - 6. The State Steward, in conjunction with the State President, shall appoint from the Assistant State Stewards, an Acting State Steward when he/she is unavailable. The Acting State Steward will be in charge of all State Steward duties that need to be performed while the State Steward is unavailable.
- C. The Senior Assistant State Stewards, Assistant State Stewards, and Area Stewards shall work with and be responsible to the State Steward in the performance of their official duties. The

geographical area served by each Senior Assistant State Steward, Assistant State Steward, and Area Steward shall be determined by the State Steward in conjunction with the Board.

ARTICLE XI

Appeals

Section 1. State

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

- B. A Party not satisfied with this decision, or any other action of the State Board on said appeal, shall have the right to appeal to the National Board.
 1. This appeal must be in writing and be filed with the President of the National Association within 30 days of receipt of the State Board's decision.
 2. Within 15 days of receipt of an appeal, the National Board shall notify the National Appeals Commission. The President shall notify the State President and the Parties that the appeal has been received and forwarded to the National Appeals Commission.
 3. Within 30 days, the National Appeals Commission shall investigate each appeal and report its findings and recommendations in writing to the National Board. Upon receipt of the findings and recommendations of the Appeals Commission, the National President shall notify the Parties that the findings and recommendations are before the National Board. The National Board shall render a decision and notify the Parties in writing within a reasonable period of time.

- C. A Party not satisfied with the decision of the National Board shall have the right to appeal to the next Convention of the National Association.
 1. This appeal must be in writing and be filed with the National President within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the Convention the appeal may be held until the following National Convention.
 2. Within 15 days of receipt of said appeal, the President shall notify the Parties that the appeal has been received and shall be forwarded to a National Appeals Committee.
 3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties and to the President of the state association at least 24 hours before the report is presented to the National Delegates.

Section 2. National

- A. A member aggrieved by any action of the National Association or Officer thereof shall have the right to appeal directly to the National Board.
1. The appeal must be in writing and be filed with the National President within 30 days of the action.
 2. Within 15 days of receipt of the appeal, the National Board shall retain the appeal for investigation, forward the appeal to the National Appeals Commission or, if received within 90 days of the first business session of the National Convention, refer the appeal to the Appeals Committee. The President shall notify the Charging Party(s) of the appeal's receipt and disposition.
 3. Should the National Board retain the appeal, it shall investigate, render a decision and notify the Charging Party(s) in writing within a reasonable period of time.
 4. Should the National Board forward the appeal to the National Appeals Commission, the commission shall complete an investigation and report its findings and recommendations in writing to the National Board within 30 days. Upon receipt, the National President shall notify the Charging Party(s) that the Commission's report is before the National Board. The National Board shall render a decision and notify the Charging Party(s) in writing within a reasonable period of time.
 5. Should the National Board refer the appeal to the Appeals Committee, the appeal shall be handled in accordance with the provisions that follow.
- B. A Party not satisfied with a decision rendered by the National Board shall have the right to appeal to the next National Convention.
1. The appeal must be in writing and be filed with the National President within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the Convention the appeal may be held until the following National Convention.
 2. Within 15 days of receipt of the appeal, the President shall notify the Party(s) that the appeal has been received and shall be forwarded to a National Appeals Committee.
 3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties at least 24 hours before the report is presented to the National Delegates.

Section 3. Administration

At every level of appeal, members shall be afforded the rights of due process and the right to appeal an adverse decision to the next level. The National Board shall have full authority to intervene to protect the members of this Association. Correspondence shall be by certified mail, return receipt requested. Costs of the state investigation and action shall be borne by the state association; costs of the National Appeals Commission and Appeals Committee shall be borne by the National Association. No legal proceeding may be initiated until the appeal procedures provided herein have been exhausted.

ARTICLE XII Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the State and National Constitution and any special rules of order the WARLCA may adopt.

ARTICLE XIII Amendment of Constitution

The Constitution shall take effect immediately upon adoption.

This State Constitution shall be in harmony with the National Constitution. The county Unit is subordinate to the WARLCA, and the WARLCA is subordinate to the NRLCA. Any provisions of this Constitution which conflicts with any 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.

Constitution amendments shall become effective upon adjournment of the State Convention unless otherwise stipulated and can only be amended by submitting the amendment in writing at a State Convention and shall require a two-thirds vote to amend.