

**2017 - 2018**

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

**President: Kelly D. Magalis  
Vice-President: Deborah J. Godfrey  
Secretary-Treasurer: Thomas K. Turner**

**BOARD MEMBERS  
Dwayne N. Griles  
Justin T. Edens  
Brinton B. Eckles  
Mozeke I. Slade**

<b>PREAMBLE</b> .....	4
<b>ARTICLE I - Name</b> .....	4
<b>ARTICLE II - Purpose</b> .....	4
<b>ARTICLE III - Members</b> .....	4
Section 1. Member in Good Standing .....	4
Section 2. Classifications .....	4
Section 3. Affiliation .....	5
Section 4. Dues .....	5
Section 5. Membership Year .....	6
Section 6. State Publication .....	6
Section 7. Standards of Conduct .....	6
Section 8. Recruitment .....	6
<b>ARTICLE IV - Subordinate Units</b> .....	6
Section 1. Subordinate Units .....	6
Section 2. Dissolution .....	7
Section 3. Trusteeship .....	7
<b>ARTICLE V - Officers and Appointees</b> .....	8
Section 1. Officers .....	8
Section 2. Duties and Responsibilities .....	8
Section 3. Election .....	10
Section 4. Salaries .....	11
Section 5. Expenses .....	11
Section 6. Benefits .....	11
Section 7. Removal .....	12
Section 8. Vacancy in Office .....	12
Section 9. Association Property .....	12
<b>ARTICLE VI - Meetings</b> .....	13
Section 1. State Convention .....	13
Section 2. Site Selection .....	13
Section 3. Delegates .....	13
Section 4. Compensation for State Delegates .....	13
Section 5. State Officers .....	14
Section 6. Quorum .....	14
Section 7. Order of Business .....	14

Section 8. Eastern States Conference .....	14
<b>ARTICLE VII - National Convention Delegates</b> .....	14
<b>ARTICLE VIII - State Board</b> .....	14
Section 1. Members .....	14
Section 2. Duties .....	14
Section 3. Meetings .....	15
<b>ARTICLE IX - Committees</b> .....	15
Section 1. Convention Committees.....	15
Section 2. Standing Committees .....	15
Section 3. Committee Compensation .....	16
<b>ARTICLE X - Steward System (<i>Removed</i>)</b> .....	16
<b>ARTICLE XI - Appeals</b> .....	16
<b>ARTICLE XII - Parliamentary Authority</b> .....	16
<b>ARTICLE XIII - Amendment of Constitution</b> .....	16
<b>APPENDIX A - LOCAL UNIT CONSTITUTION</b> .....	17
<b>APPENDIX B – LOCAL UNITS</b> .....	19
<b>APPENDIX C – BINDING RESOLUTIONS</b> .....	19

## PREAMBLE

This Association is predicated upon the long recognized need of those who work in our service industry for the establishment of a united force, free from divisive conflict, to accomplish the organization of all workers within its authority; to advance the economic and other interests of all members; to safeguard, enhance, and insure their job security; to enlarge upon their opportunities, and to provide in every respect their continuing full share of the reward in the growth and expansion of the United States Postal Service to which they contribute so substantially in the commitment of their working lives.

This Association shall seek, in unity and with all the resources at its command, to realize the highest aspirations of its members as workers and as citizens. It deems such realization to be their right, and it shall protect against all threats of impairment from any source.

This Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with democratic principles, processes, and traditions which are embodied in this Constitution. As its basic charter, this Constitution establishes the Virginia Rural Letter Carriers' Association and the organic law governing its operation.

## ARTICLE I - Name

The name of this organization shall be the Virginia Rural Letter Carriers' Association (VARLCA), chartered by the National Rural Letter Carriers' Association in 1904, Charter #24.

## ARTICLE II - Purpose

The purpose of this Association shall be to improve the methods used by rural letter carriers, to promote a fraternal spirit among its members, and to benefit their conditions of labor.

## ARTICLE III - Members

**Section 1. Member in Good Standing.** A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

### Section 2. Classifications.

A. The active membership of this Association shall be composed of regular rural letter carriers; PTF rural letter carriers; rural letter carriers who are serving in the Armed Forces of our country, provided they were members of the Virginia Rural Letter Carriers' Association at the time of their entry into the Armed Forces; auxiliary rural letter carriers; substitute rural letter carriers; rural carrier relief employees; rural carrier associate employees; assistant rural carriers; rural carriers who have been retired on an annuity (Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements); all former rural letter carriers who were in good Association standing when they left the service; former rural letter carriers now working in other postal related jobs and identified as Associate members; and Associate members who have retired on an annuity. No Associate member may be entitled to vote or to hold office in this Association.

B. All rural carriers in good standing at the time of retirement and all carriers in active military service shall be honorary members of the Association, unless they elect to remain active members by the payment of local, state, and national dues. Honorary membership may be bestowed upon others by this Association at its regular meetings, but no honorary member may be entitled to vote or to hold office in this Association.

C. In addition to the above language, all language in Article III, Section 2 of the NRLCA Constitution shall apply.

### Section 3. Affiliation.

A. The state association shall determine affiliation with local, district and/or county units.

### Section 4. Dues.

A. In addition to National per capita dues as defined in the National Constitution, annual State per capita dues shall be:

1. Regular - .37 (hundredths) % of the annual salary of a 40 hour step 1 from table two of the current rural carrier evaluated schedule in effect;
2. PTF - .3 (tenths) % of the annual salary of a 40 hour step 1 from table two of the current rural carrier evaluated schedule in effect;
3. Leave Replacements (Substitutes, RCR, RCA, ARC, and Auxiliary) - .15 (hundredths) % of the annual salary of a 40 hour step 1 from table two of the current rural carrier evaluated schedule in effect;
4. Retiree - \$92.00;
5. Associate (Active) - .41 (hundredths) % of the annual salary of a 40 hour step 1 from table two of the current rural carrier evaluated schedule in effect;
6. Associate (Retired) - \$92.00.

B. Local, state, and national dues, or dues withholding forms 1187 or 1187-R, must accompany application for membership. The amount of national dues per capita shall be added to state dues. The amount of national dues shall be the amount as set forth by the National Rural Letter Carriers' Association.

C. The Secretary-Treasurer shall remit to the Virginia Retired Carriers Association the amount of \$1.00 for each retired member in good standing.

D. Family Plan.

1. In addition to the above defined amounts, those who have authorized deduction of such dues, annual State Auxiliary Per Capita dues shall be designated as follows, plus the National Auxiliary Per Capita dues as defined in the National Auxiliary Constitution.
2. Regular Rural Carriers; \$4
3. Part-Time Flexible Rural Carriers; \$4
4. Substitute Rural Carriers; \$4
5. Rural Carrier Associates; \$4
6. Rural Carrier Reliefs; \$4
7. Auxiliary Rural Carriers; \$4
8. Retired Rural Carriers; \$4
9. Assistant Rural Carriers; \$4

These amounts shall be deducted pro-rata from NRLCA State Association dues by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction dues and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of each NRLCA fiscal year.

**Section 5. Membership Year.** The Association membership and fiscal year shall begin July 1 and end on June 30.

**Section 6. State Publication.** Persons paying membership dues including, Regular-Designation 71, PTF Rural- Designation 76, Substitute-Designation 72, 73, Rural Carrier Relief employees-Designation 75, Rural Carrier Associate employees-Designation 74, 78, 79, Assistant Rural Carrier employees-Designation 70-5; Retired-Designation 00, shall receive each issue of *the Virginia Rural Letter Carrier*.

**Section 7. Standards of Conduct for the Association and its Members.**

- A. The following standards of conduct are prescribed for this Association.
  - 1. To maintain democratic procedures and practices, including provisions for periodic elections to be conducted subject to recognized safeguards and provisions defining and securing the right of the individual members to participation in the affairs of the organization, to fair and equal treatment under the governing rules of the organization, and due process in any disciplinary proceedings.
  - 2. To prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status;
  - 3. To prohibit business or financial interests on the part of organization officers and agents which conflict with their duty to the organization and its members; and
  - 4. To maintain fiscal integrity in the conduct of the affairs of the organization.
- B. In addition to the above, the language found in Article III, Section 9 of the NRLCA Constitution shall apply.

**Section 8. Recruitment.** As membership is the lifeblood of any organization, this Association strongly supports the active recruitment of non-members by encouraging the development of membership campaigns within all levels of this Association, including but not limited to, Rural Academies, new employee orientations, individual visitations, letters, etc.

## ARTICLE IV - Subordinate Units

**Section 1. Subordinate Units.**

- A. The state shall be organized into Local Units which have been duly chartered by the State Association.
- B. A Local with fifteen or more bona fide members may apply to obtain a charter by remitting a charter fee of \$5.00 and the per capita tax for all members as of the time of application. In conjunction with the application for a charter, the Local shall submit a copy of its proposed Constitution to the State Secretary-Treasurer for review.

C. In compliance with Federal Labor Laws, all Locals must have an approved Constitution, or will be governed by the Uniform Constitution as printed in Appendix A of the National Constitution.

D. All Local Constitutions shall be in harmony with the State and National Constitutions and in compliance with Federal Labor Laws. The Local Association is subordinate to the State Association, and the State Association is subordinate to the National Association.

E. All Local Constitutions shall be submitted to the state for review, and subsequent amendments to them shall be submitted to the state for approval.

F. No Local Association shall offer representation to rural carrier craft employees on matters relating to EEO, MSPB, OWCP, or other non-contractual labor-related issues without prior written consent of the National Board.

G. The Local Associations shall maintain fiscal responsibility to ensure that all financial obligations are paid in a timely manner.

**Section 2. Dissolution.** If the charter of a Local Association is suspended or revoked, or in the event of the dissolution, disaffiliation or termination of operations of a Local Association, all property, assets, liabilities and funds of the Local Association shall become the property of the State Association. If the Local Association is re-chartered and resumes operation, the balance of the aforementioned funds shall revert back to and become the property of the Local Association.

### **Section 3. Trusteeship.**

A. 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 assure performance of collective bargaining agreements or other duties of a bargaining representative;
4. To restore democratic procedures;
5. To otherwise carry out the legitimate objectives of the State and National Associations;
6. Failure to hold a meeting annually.

B. 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. Within 30 days of the imposition of the trusteeship, a hearing shall be held before an impartial committee of three (3) members. The members shall be selected as follows: one member selected by the State Board, one selected by the Local 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. Any active member in good standing may serve on this committee, except that no member of this committee shall be chosen from the Local Association in trusteeship, nor from the State Board. All interested persons shall have the right to present evidence at the hearing to the hearing committee.

D. The hearing officer shall report as soon as practicable, after the close of the hearing, the findings and recommendations to the State Board. The State Board may accept or reject these findings and recommendations, and the trusteeship may be continued or terminated accordingly.

E. Upon a petition filed with the State Board, no earlier than six months after the appointment of the trusteeship, and at six month intervals thereafter, any party may request termination of the trusteeship. The State Board acting on such petition, or at any time, may terminate the trusteeship, and restore

government to the Local Association Officers.

F. Any member in good standing of the affected Local Unit not satisfied with the decision of the President may have the right to appeal as provided in Article XI of this document.

## ARTICLE V - Officers and Appointees

### Section 1. Officers.

A. The officers of this Association shall consist of President, Vice-President, and Secretary-Treasurer. They shall be elected annually from the active membership for a one year term by the delegates at the State Convention. No member shall hold two elected positions simultaneously.

B. There shall be a State Board consisting of the President, Vice-President, Secretary-Treasurer, and four (4) Committeemen. The Committeemen shall likewise be elected from the active membership for a four (4) year term by the delegates at the State Convention. One Committeeman shall be elected each year in order to maintain a rotating body.

C. An officer of this Association shall be further defined as any qualified member serving in an official capacity, under the authority of the State Board.

### Section 2. Duties and Responsibilities.

#### A. President

1. The President shall preside at all meetings of the State Association and enforce all requirements of the Constitution subject to the approval of the State Board. The President shall sign all papers and documents that require his approval. The President shall employ a Certified Public Accountant to audit the Treasurer's books every year and prior to a new Treasurer receiving said books.
2. The President shall appoint from the membership an Insurance Representative, a PAC Chairman, a Legislative Director, a State Chaplain, others as necessary, and a Parliamentarian or employ a professional Parliamentarian. These persons shall be appointed at his earliest convenience.
3. The President shall, at the close of each Annual State Convention, make such appointments of special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during recess. The President shall temporarily fill all vacancies in the State Board of the Association, subject to the approval of the State Board.
4. The President shall make decisions upon all questions of law, which shall be subject to a vote of the State Board, during the recess of the Association. The President and the Board shall report all such decisions to the Association at its next Annual State Convention, for approval or rejection; such decisions, when approved, shall have the effect and force of the general laws of the Association.
5. The President shall give a report of his/her activities at each Board meeting and a written report annually to be published in the Virginia Rural Letter Carrier. The President shall perform such other duties as the Constitution of this Association shall require.
6. The President/Designee shall be in charge of the state resolutions sent to National. The President shall make a summary report available in the state publication on the disposition of those resolutions adopted at the previous convention.
7. The President shall have authority:
  - a. To grant charters and, in conjunction with the Secretary-Treasurer, issue them during the interim between meetings of the Association.
  - b. To countersign all checks issued in payment of obligations of the Association.



B. Vice President

1. The duties of the Vice President shall be to preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of the office. The Vice President shall become the President and serve until such time as a successor shall be duly elected and installed. The Vice President shall serve as the Editor of *the Virginia Rural Letter Carrier*.
2. The Vice President shall have the authority to countersign all checks issued in payment of any obligations of the Association.
3. The Vice President shall give a report of his/her activities at each Board meeting and a written report annually to be published in *the Virginia Rural Letter Carrier*. The Vice President shall perform such other duties as the Constitution of this Association shall require.

C. Secretary-Treasurer

1. The duties of the Secretary-Treasurer shall be:
  - a. To keep a correct record of the proceedings of this Association, read, or cause to be read, all communications, reports, etc., and draw and attest all orders drawn on the Treasury; affix the stamp of the Association to all official documents;
  - b. Within two months after the close of each State Convention or special meeting, to prepare for publication in *the Virginia Rural Letter Carrier* a correct copy of the entire proceedings of the State Convention, or special meeting of the Association, giving a complete statement of the financial conditions of the Association and a statement of the membership;
  - c. To issue checks in payment of all properly itemized invoices and statements, for authorized payroll payments and for other obligations of the Association as directed by the State Board;
  - d. To conduct the correspondence of this Association, keep a record of and submit same when demanded by the State Board;
  - e. To keep a true and correct account between the State Association and the Local Associations and of all other financial transactions. Following the end of the Association year, June 30, the books and records for the fiscal and Association year's operation, July 1 to June 30, shall be immediately audited as prescribed in Article V, Section 2.A.1. The report of the Certified Public Accountant shall be submitted to the Finance Committee;
  - f. To submit to the Finance Committee prior to the first day of the State Convention a detailed report on all receipts, expenditures, and other financial transactions between the close of the books, May 31, and the opening of the State Convention. This committee shall examine the books, records, and financial statement of the Secretary-Treasurer for that period and report their findings to the Convention;
  - g. To receive all funds due the Association and make timely deposits of all receipts into the Association's Treasury, keeping on file a copy of each deposit slip;
  - h. To prepare a quarterly financial report, giving the receipts and expenditures of the Association in detail, as shown by the ledger accounts; such report to be published in *the Virginia Rural Letter Carrier*;
  - i. To meet with the Finance Committee and provide a detailed overview of the total revenues and expenditures of the Association; and
  - j. The Secretary-Treasurer shall give a report of his/her activities at each Board meeting and a written report annually to be published in *the Virginia Rural Letter Carrier*. The Secretary-Treasurer shall perform such other duties as the Constitution of this Association shall require.
  - k. Following any changes in the State Constitution, the Secretary-Treasurer shall cause such revisions to be incorporated into a supplement of the changes, or a new printing of the Constitution, as directed by the State Board. This shall include deleting all present language in reference to the State Steward System upon implementation of the National Steward System.
  - l. The Secretary shall, immediately after the closing of the State Convention, prepare all

resolutions adopted at said Convention which deal with matters that come within the jurisdiction of the National Convention by listing only one resolution on each NRLCA provided form, designating whether the resolution is binding or non-binding. The State Secretary shall also submit all Constitution changes considered and adopted by the delegates at the State Convention to the National Secretary-Treasurer.

m. The State Secretary-Treasurer shall remit \$5.00 per annum to each Local for each member of that Local.

2. The responsibilities of the Secretary-Treasurer are:

- a. To have charge of the seal, books, papers, and documents belonging to this Association;
- b. Subject to the approval of the State Board, to employ such office help as may be necessary to properly discharge the duties of the office;
- c. To invest Association funds, in excess of that needed for current operation. Excess funds shall be invested in U.S. Government Securities, federally insured depositories, credit unions or in certificates of deposit issued by federally insured banks in such manner as provided by the State Board. The payments of interest or dividends, or the withdrawal or transfer of funds from one depository to another, and issuing orders as may be drawn upon the Secretary-Treasurer, in accordance with the laws of the Association, shall be made as provided by the State Board.
- d. To be the membership chairman for the Association.

D. Executive Committee

1. The Executive Committee shall act as Trustees of the Association.
2. Each member of the Executive Committee shall work as advocates for all interests of the membership, including, but not limited to, membership growth, PAC, NRLCA Insurance Programs, attendance, and legislative representation.
3. The Executive Committee shall meet regularly with the officers to administer whatever the entire State Board prescribes.
4. Each member of the Executive Committee shall give a report of their activities at each Board meeting and a written report annually at the State Convention to be published in *the Virginia Rural Letter Carrier*. The Executive Committee shall perform such other duties as the Constitution of this Association shall require.

E. All officers, executive committeemen, and appointed office holders shall discharge the duties of their respective offices until their successors are elected or appointed. If removed from office, their duties shall cease immediately.

### Section 3. Election.

A. The nomination and election of officers shall take place at each Convention of the State Association. Nominations shall be in order at any time after 10:00 a.m. of the first day of the State Convention and until the time of election.

B. The election of officers shall be by majority vote and write-in votes shall not be considered valid. Election shall be by ballot when there is more than one nominee for the same office. When there are more than two nominees for the same office, the one receiving the least number of votes on the third ballot and on each succeeding ballot shall be dropped, until election is accomplished. When there is only one nominee for an office and nominations have been closed, the President or Secretary-Treasurer shall declare that the nominee is elected.

## Section 4. Salaries.

- A. The annual salaries of the officers of the Association shall be President \$4,500; Vice-President \$2,500; Executive Committee member - \$800 each; State Insurance Representative \$500; Political Action Committee (PAC) Chair \$400; Legislative Director \$400.
- B. The Secretary-Treasurer shall have a semi-annual (6 month) salary equivalent to a 45K rural route at Step 12, Table One. This period will run from the first full pay period in March for 13 consecutive pay periods. During this period this position will be considered full-time. The remainder of the year the Secretary-Treasurer will be compensated \$4000. In addition to the above mentioned salaries, the Secretary-Treasurer shall receive secretarial expenses and annual office rent of \$2400.
- C. In the event a retired carrier is elected Secretary-Treasurer, the semi-annual (6 month) salary shall be the equivalent of a 40K rural route at Step 12, Table One.

## Section 5. Expenses.

- A. All union members in good standing, and not receiving any other reimbursement from the State Association, shall receive compensation, one way, for their mileage to all State Board and Booster meetings, at the maximum allowable standard rate of mileage reimbursement currently defined by the Internal Revenue Service.
- B. No person holding office in this Association shall be allowed compensation for services or expenses if such officer is receiving compensation from any other source for that service. Officers shall not hold any other paid position in the Association or in connection with the Association while receiving compensation as an officer.
- C. Excluding work performed throughout the two business session days of the State Convention, all members working for the VARLCA shall be paid a daily rate of pay equivalent to a 46K at Step 12, Table One. This VARLCA Day of Pay must be authorized in advance by the State President / designee. Proper documentation must be submitted to receive VARLCA Day of Pay. Any leave lost as a result of using LWOP for VARLCA business is compensable with proper documentation.
- D. The Association shall pay Officers of the Association, elected or appointed, actual travel and lodging expenses plus \$40 per diem while in travel status. VARLCA travel status will be defined as when Association business requires an overnight stay or more than 12 hours away from the home office. All Officers elected or appointed shall be reimbursed for all other necessary expenses in the performance of their duties. All necessary expenses shall be itemized and approved by the State President or their designee.
- E. All Officers elected or appointed shall be paid mileage for the use of their vehicle at the same rate per mile as paid by the Internal Revenue Service, while in the performance of their duties.
- F. All vouchers, payroll and expense, must be submitted within 30 days from the end of the pay period (for payroll) or end of the month (for expenses) following completion of the work performed. Any vouchers received after this time frame will not be approved or paid.

## Section 6. Benefits.

- A. Full Time VARLCA Employees
  - 1. Active Carrier
    - a. Annual leave will be earned in accordance with postal policy at the employee's attained rate, forwarded at the beginning of the Union Year. Unused annual leave can be carried forward for use in future years up to a limit of 55 days. All or a portion of it may be

“cashed out” annually, at the employee’s daily rate of pay.

- b. Sick leave will be earned in accordance with postal policy. Unused sick leave will be carried forward for future use. The employee will be paid for any unused sick leave accumulation at their daily rate of pay within six months of having a successor appointed or elected.
- c. In the event of the death of the employee, all accrued annual leave shall be paid to the employee’s estate.

2. Retired Carrier

- a. A retired carrier serving as a full time VARLCA employee will be granted up to thirty-nine (39) days annually of personal leave with no effect on their salary. There will be no accumulation or “cashing out” of personal leave.

B. All personnel serving in an Official Union Capacity are to be covered by a Workman’s Compensation/Insurance program in case of injury while on Official Business. The coverage is to be purchased and kept in force by the State Association.

C. All personnel serving in an Official Union Capacity shall be compensated for lost retirement benefits and matching funds equal to those which would have been earned in their capacity with USPS. Said funds are to be deposited in their respective Retirement Plan.

D. If the full time VARLCA employee is a designation 71 or 76, the State Association will be responsible for reimbursement to the USPS for all postal contributions to the full time VARLCA employee’s health and life insurance programs in which enrolled. If a retired carrier is the full time VARLCA employee, no additional benefits will be paid.

## Section 7. Removal.

A. In case of neglect of duty or violation of this Constitution on the part of any Officer of this Association or subordinate branch thereof, in the interim of the State Convention, the State Board shall have the power to suspend such Officer, without pay, after a fair hearing, subject to an appeal to the next State Convention.

B. In case a State Officer shall prove unfaithful to the Association, such officer may be impeached and removed from office by a two-thirds vote of the delegates at the State Convention. The officer shall be duly notified and granted a fair hearing before a Committee comprised of three members; one selected by the State Board; one selected by the accused Officer; and a chairman selected by the other two members of the Committee. The Committee shall report to the State Convention before a vote is taken.

## Section 8. Vacancy in Office.

A. In the event other vacancies exist causing an unexpired term, an election shall be held to fill such vacancies for the remainder of the term at the next State Convention or the President shall have the authority to appoint a replacement if the vacancy occurs more than sixty (60) days prior to the State Convention.

B. In the event of death or other cases of incapacity of the Secretary-Treasurer so as to render him/her unable to perform his/her duties, the President will appoint a qualified member in good standing to temporarily assume the duties of the Secretary-Treasurer.

**Section 9. Association Property.** All Officers elected and appointed, at the expiration of their terms of office, if removed from office, or if their office is declared vacant, shall deliver to their successor and/or the State Board, all books, records, monies, and other property in their possession belonging to the State Association.

## ARTICLE VI - Meetings

### Section 1. State Convention.

- A. The State Association shall convene each year between June 1 and June 30. The length of the Convention shall be determined by the State Board.
- B. The State Convention shall consist of its Officers and Delegates from the Local Units. Such Officers and Delegates shall consist of those members eligible as defined in Article III of the VARLCA Constitution, and meeting the requirements as set forth in Article VI.3.F of the VARLCA Constitution.
- C. All proposed actions relating to financial matters shall be voted on by secret ballot by the delegates.

### Section 2. Site Selection.

- A. The delegates shall choose the dates for the Convention a minimum of three years in advance.
- B. The annual meeting place for the State Convention shall be selected three (3) years in advance as follows: The Convention Delegates shall select the location after hearing the report of the Time and Place Committee. If, for any reason, the place so prescribed shall be unsuitable, the State Board shall have the authority to change such place by giving notice through *the Virginia Rural Letter Carrier* of the official notice of the annual meeting.

### Section 3. Delegates.

- A. Any Local Unit shall be entitled to representation in the State Association by one (1) delegate and one (1) alternate for each four (4) members or major fraction thereof. This representation shall be based on the membership of the previous Association year.
- B. Each Local Unit shall elect delegates by secret ballot by those present and entitled to vote.
- C. Each Local Unit shall elect the number of delegates and alternates in accordance with Subsection A.
- D. Alternates will be called on by the Local Unit Secretary due to the inability of one or more delegates to attend. Such alternate or alternates shall have all the rights and privileges accorded delegates.
- E. The Local Unit Secretary shall certify to the State Secretary a list of delegates and alternates twenty (20) days prior to the beginning of the State Convention.
- F. No delegate can be seated from any Local Association that has not paid local, state and national dues, or given security for same, and only when holding properly signed credentials. The State Secretary-Treasurer will notify each Local Association, at least two weeks prior to the opening date of the State Convention, the status of the Local Association as it relates to the payment of local, state and national dues for its members.

**Section 4. Compensation for State Delegates.** Duly elected delegates to the State Convention shall be paid mileage at the rate of double that allowable by the Internal Revenue Service per mile one way. Mileage shall be computed at the most direct route over Federal and State highways by the Credentials Committee.

## Section 5. State Officers.

A. The outgoing State President shall have the status of Delegate-at-Large at the next succeeding State Convention immediately following that term in office, but shall not be eligible to vote for officers of this Association unless he/she is a duly elected delegate.

B. Each State Board Member shall be entitled to a vote on every question coming before the State Convention. This would include election of President, Vice President, Secretary-Treasurer, and Executive Committeemen only if said State Board Member is a duly elected delegate from his or her Local to the State Convention in question.

**Section 6. Quorum.** Twenty five (25) members representing not less than one third of the Local Associations shall constitute a quorum for transacting business.

**Section 7. Order of Business.** Beginning in the first afternoon of the Convention, the report of the Constitution Committee, followed by the report of the Resolutions Committee, shall be the order of business without interruption, unless suspended by a 2/3 vote of the delegates on the floor.

**Section 8. Eastern States Conference.** The State shall pay all members in good standing who attend the Eastern States Conference if they are not otherwise receiving compensation for being there. This subsidy of no more than \$200 per eligible member will be divided equally and have a cap of \$2,000.

## ARTICLE VII - National Convention Delegates

A. National Convention Delegates will be selected as outlined in the NRLCA (National Rural Letter Carriers' Association) Constitution.

B. Compensation of State-Paid National Delegates. Duly elected delegates and the first alternate delegate to the National Convention shall be paid mileage at the rate prescribed by the National Constitution. Mileage shall be computed at the most direct route over federal and state highways by the State Secretary-Treasurer. Duly elected delegates and the first alternate delegate shall be paid per diem for attending sessions of the National Convention at the rate equal to that paid by the National Association plus \$50.00 per day. All National-Paid Delegates shall be paid \$50.00 per diem per day in addition to the amount paid by the National Association.

## ARTICLE VIII - State Board

**Section 1. Members.** There shall be a State Board consisting of the President, Vice-President, Secretary-Treasurer, and four (4) Committeemen.

**Section 2. Duties.**

A. The State Board shall have oversight of the publication known as *the Virginia Rural Letter Carrier*, and be responsible for its continued distribution and content. The State Board shall employ a Communications Specialist from within the rural craft if possible with an annual salary of \$6,000 plus applicable expenses.

B. The State Board has the authority to make decisions necessary to meet the financial needs of the Association.

**Section 3. Meetings.** The President may convene the State Board and/or Committees whenever in his/her judgment circumstances demand, and assign duties to any of them. For this service, members of the State Board or Committees shall receive their travel, \$40 per diem, and lodging, or similar related essential expenses when itemized and approved by the State President or their designee.

## ARTICLE IX - Committees

### Section 1. Convention Committees.

A. All Committees, unless otherwise provided for, shall be appointed by the President. Said Committees and appointees shall consist only of regular elected delegates.

B. No less than two full weeks before the State Convention, the President shall appoint from the list of regularly elected delegates then in the hands of the Secretary-Treasurer, committees of: no less than three (3) on Credentials, no less than three (3) on Resolutions, no less than three (3) on Constitution, no less than three (3) on Time and Place, and no less than three (3) on Member of the Year. In addition, a Teller Committee Chairman and two (2) Tellers Committees of no less than four (4) members each shall be appointed.

C. The committees on Constitution, Resolutions, and Elections may be required to report to the site of the State Convention one day preceding the opening of the State Convention to discharge their duties at the direction of the State President.

### Section 2. Standing Committees.

A. The Finance Committee shall be a standing committee consisting of members of the Executive Committee. The Chairperson shall be appointed by the President. The Finance Committee shall review the Association's total revenues and expenditures from the past year, and hear suggestions from the members. The Finance Committee shall evaluate and submit recommendations from said review, concerning but not limited to general expenditures, officers' salaries, benefits and expenses; and propose the level of dues for the upcoming year. The Finance Committee shall submit a final report to the delegation with the recommendations to be voted upon. The Finance Committee, if necessary, will have access to the CPA firm employed by the State President, and to all records to effectively perform their duties.

B. The Time and Place Committee shall be a standing committee. The Time and Place Committee shall be responsible to receive bids on future convention sites and consider bids submitted by a Local Association. The committee will then investigate the bid and inspect the sites to determine their suitability. The committee will, after thorough deliberation, make a report at the next State Convention on prospective convention sites.

C. The Elections Committee shall be a standing committee. The Chairman and two additional members will be appointed annually. These members will be responsible for the retrieval and tabulation of National Delegate ballots at each State Convention, and conforming with applicable Federal Labor Laws. A minimum of an additional seven (7) members will be appointed no less than two full weeks prior to the State Convention.

**Section 3. Committee Compensation.** The President shall direct the Secretary-Treasurer to compensate these committee members for their travel, lodging, and for any days related to their service on the respective committee prior to the Convention. \$40 per diem will be paid for all days of work performed prior to the convention while in travel status.

## ARTICLE X - Steward System (*Removed*)

## ARTICLE XI - Appeals

Appeals to the State Board will be handled as outlined in the Constitution of the NRLCA (National Rural Letter Carriers' Association).

## 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 Constitution and any other special rules of order the Association may adopt.

## ARTICLE XIII - Amendment of Constitution

A. This Constitution shall take effect immediately upon its adoption, unless a later effective date is so stipulated. It may be amended at any State Convention by a two-thirds vote of the voting Delegates of that Convention.

B. The Executive Board is hereby empowered to make such interim amendments to the Constitution of the Association as may be necessary to conform to the requirements of Federal or State Law.

C. Any provision 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.



## APPENDIX A - LOCAL UNIT CONSTITUTION

In compliance with Federal Labor Laws, all Local and/or District Units must have a Constitution. All sections in this Uniform Local Unit Constitution must be included. However, adoption of this Uniform Constitution by the Local or District Unit eliminates the need for any other Unit Constitution.

The Local and/or District Unit may make amendments to this Uniform Constitution, but no amendment shall be in conflict with the State Constitution or NRLCA Constitution.

### UNIFORM LOCAL AND/OR DISTRICT UNIT CONSTITUTION

#### ARTICLE I Name

The name of this Association shall be the \_\_\_\_\_, hereafter referred to as the Unit. This Association shall be a subordinate unit of the Virginia Rural Letter Carriers' Association (VARLCA) and the National Rural Letter Carriers' Association (NRLCA).

#### ARTICLE II Purpose

The purpose of this Unit shall be as provided in Article II of the NRLCA Constitution.

#### ARTICLE III Members

Eligibility for membership in this Unit shall be in compliance with Article III of the NRLCA Constitution and with the assignment of subordinate units by the VARLCA.

#### ARTICLE IV Officers

Section 1. Officers. The elective officers of this Unit shall be a President, Vice President, Secretary, Treasurer (or a combined Secretary-Treasurer) and such other officers as the Unit deems necessary.

Section 2. Duties. The Unit Officers shall perform such duties as are prescribed in this Constitution, by the State Board or in the adopted parliamentary authority. No Officer of this Unit shall incur any indebtedness on its behalf or appropriate any money without authority from the Unit. Officers shall account for and deliver to their successors or to the Unit all monies, books, papers, securities or other property of the Unit at the end of their term of office or when requested by the State Board.

A. President. The President shall be responsible for the supervision of all activities of the Unit and shall enforce compliance with the NRLCA Constitution and the VARLCA Constitution. The President shall preside at all meeting and shall be entitled to one vote on all matters to come before the Unit. The President shall sign papers or documents requiring the President's signature.

B. Vice President. The Vice President shall serve in the absence of the President and perform other duties as prescribed by the President.

C. Secretary. The Secretary shall be responsible for keeping the minutes, handling of finances, reports and correspondence relating thereto and shall establish an approved accounting and record keeping system. The Secretary shall make a report at each regular meeting of all monies received and expended, report on all official correspondence and shall file any necessary governmental reports. The

Secretary shall perform other duties as prescribed by the President.

D. Treasurer. The Treasurer shall make a report at each meeting of all monies received and expended, shall make timely deposits of all monies into the Unit's accounts and pay all authorized bills.

E. Executive Board. An Executive Board is optional with each Unit, but shall consist of all the Unit Officers and not more than 6 additional members, if authorized. The Executive Board shall have authority to act for the Unit Membership between meetings.

Section 3. Election. Only members in good standing shall be eligible to nominate, vote or hold office in this Unit. Election of officers shall be by secret ballot and shall take place at the annual meeting. The Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

Section 4. Convention Delegates. All delegates to the State Convention shall be elected by secret ballot.

## **ARTICLE V Meetings**

Section 1. Meetings. Meetings shall be held as determined by the Unit. Failure to hold a meeting at least once a year shall cause revocation of the Unit Charter. A permanent record of the minutes which accurately reflects the business transacted at each meeting shall be kept by the Secretary.

Section 2. Special Meeting. A special meeting may be called by the Unit President or at the request of 25% of the members. No business other than that for which the special meeting is called shall be transacted.

Section 3. Quorum. Those members in attendance shall constitute a quorum for the transaction of the Unit's business at any meeting.

Section 4. Annual Meeting. Notice of the annual meeting for the purpose of election of Unit officers shall be given in writing to each member not less than 15 calendar days prior to the meeting date. The annual meeting must be held at least 40 days prior to the State Convention. The meeting notice shall be mailed to each member at the last known address.

Section 5. Agenda. A suggested order of business may include:

Call to Order

Reading and Approval of Minutes Reading of Financial Report Unfinished Business

New Business Adjournment

## **ARTICLE VI Dissolution**

In the event of dissolution or revocation of the Unit's charter, all assets shall become the property of the State Association.

## **ARTICLE VII Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Unit in cases to which they are applicable and in which they are not inconsistent with the Constitution or any special rules of order the Unit may adopt.

## **ARTICLE VIII**

## Amendment

This Constitution may be amended at a Unit meeting by a two-thirds vote, provided that each member has been notified in writing at least 15 days prior that Constitutional changes will be considered. All amendments to this Constitution shall become effective upon approval of the Virginia Rural Letter Carriers' Association.

## APPENDIX B – LOCAL UNITS

Local 1 – Albemarle, Greene, Nelson  
Local 3 – Amherst, Appomattox, Campbell, Lynchburg  
Local 8 – Fredericksburg  
Local 9 – Mt. Rogers  
Local 11 – Clinch Valley  
Local 12 – Five County  
Local 13 – Dinwiddie, Prince George, Petersburg, Sussex, Surrey  
Local 14 – Fairfax, Loudoun, Prince William  
Local 15 – Fairystone Park  
Local 19 – Halifax  
Local 20 – Richmond, Henrico, Chesterfield  
Local 21 – Colonial Area  
Local 22 – Mecklenburg  
Local 23 – New River Valley  
Local 27 – Piedmont  
Local 28 – Pittsylvania  
Local 29 – Roanoke, Craig, Botetourt  
Local 30 – Rockbridge, Augusta, Highland  
Local 31 – Rockingham  
Local 34 – Southampton  
Local 35 – Southside  
Local 37 – Tazewell  
Local 38 – Tidewater  
Local 39 – Northern Valley  
Local 40 – Washington, Scott  
Local 41 – Accomack, Northampton  
Local 42 – Bristol

## APPENDIX C – BINDING RESOLUTIONS

### INFORMATIONAL PURPOSES ONLY BINDING RESOLUTIONS

#### Binding Resolutions:

This is a list of Binding Resolutions which apply to our State Association passed at State Conventions since 1997. Prior to the year 1997, resolutions were not presented as binding or non-binding and were considered advisory in nature. This list encompasses resolutions reported out from the Resolutions Committee as well as resolutions presented from the convention floor under New Business and motions made and passed by the State Delegation during conventions. This information was gathered from the Official Minutes as printed in our state newspapers for the corresponding years.

1997: Be It Resolved: The State President shall be in charge of the State Resolutions sent to National. The President shall report in the state paper following the National Convention on the success or failure of Virginia resolutions.

1997: Members of this Association who are working for this Association and are on the FERS retirement system lose monies and retirement benefits for each day of LWOP they take for the Union, Therefore Be It Resolved: That this Association pursue option for retirement to cover those employees working for this Association who are on the FERS program.

1998: Whereas: Acoustics in our State Convention hall is sometimes poor; Be It Resolved: That floor mikes be provided for delegates to use to better enable everyone to properly hear the proceedings of the State Convention.

1999: Be It Resolved: That all voting on non-personnel issues be recorded and printed in the VARLCA Newspaper with how each Board member voted.

1999: Be It Resolved: That the State President shall take copies of each resolution passed at the State Convention to the National Convention. Each shall be typed in triplicate. This is in addition to the Secretary submitting them through the proper channels. In the event any State Resolutions do not make it to the National Convention floor by the NRLCA Resolutions Committee (as happened in Denver) the State President shall present them from the floor.

2000: Whereas: The VARLCA should support their own resolutions at National Convention; Be It Resolved: The Virginia delegation will hold a meeting prior to voting on resolutions at National Convention to determine the ones passed at their State Convention.

2001: No binding resolutions which apply to State Association.

2003: Be It Resolved: While the State of Virginia is a right to work state, the Board should look into charging non- members when the steward travels into an office.

2003: Be It Resolved: That the State Board adopt the emblem that depicts the entire state outline (including the Eastern Shore) with Virginia Rural Letter Carriers' Association in a circular pattern around it as the official state association logo.

2004: No binding resolutions which apply to State Association.

2005: No binding resolutions which apply to State Association.

2006: Be It Resolved: A complimentary subscription of *the Virginia Rural Letter Carrier* be mailed to surviving spouses of deceased Association members if requested.

2007: No binding resolutions which apply to State Association.

2008: No binding resolutions which apply to State Association.

2009: No binding resolutions which apply to State Association.

2011: Be It Resolved: All previously passed binding resolutions be printed following the VARLCA Constitution as an informational list.

2012: No binding resolutions which apply to State Association.

2013: No binding resolutions which apply to State Association.

2014: No binding resolutions which apply to State Association.

2015: No binding resolutions which apply to State Association.

2016: No binding resolutions which apply to State Association.

2017: No binding resolutions which apply to State Association.