



NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

1630 Duke Street, 4th Floor

Alexandria, Virginia 22314-3465

Phone: (703) 684-5545

KEN PARMELEE
VICE PRESIDENT OF GOVERNMENTAL AFFAIRS

CASSIE FOLK
LEGISLATIVE REPRESENTATIVE

February 26, 1999

N. Bradley Litchfield
Associate General Counsel
Federal Election Commission
999 E Street, N. W.
Washington, DC 20463

AOR 1999-06

RECEIVED
FEDERAL ELECTION
COMMISSION
OFFICE OF GENERAL
COUNSEL
MAR 1 5 36 PM '99

Dear Mr. Litchfield:

Since its origin in 1903, the National Rural Letter Carriers' Association has represented rural letter carriers on two primary fronts in the Congress and with the Post Office Department, predecessor to the current U.S. Postal Service. Prior to 1962 representation at the U.S. Postal Service was on an informal basis.

In 1962, an employee-management program was established by Presidential Executive Order 10988. In a national ballot of rural letter carriers, the NRLCA gained exclusive recognition to represent rural carriers with the USPS by an overwhelming majority. The Postal Reorganization Act of 1970 granted full collective bargaining rights to postal employees.

NRLCA has approximately 97,000 members, of which approximately 26,000 are retirees. All federal and postal retirees receive their annuity from the Office of Personnel Management (OPM). OPM has for many years allowed retirees to designate voluntary contributions to be withheld from their annuity checks. These voluntary contributions have been limited to three in number. The withholdings have typically been for 1) the combined federal charitable campaign 2) dues to employee organizations and 3) premiums for the retiree share of the federal employee health benefit program. OPM has recently expanded their capacity to allow more voluntary contributions. Therefore, they have informed Employee Organizations that they will forward voluntary contributions to a PAC or separate segregated fund, if a retiree so elects.

OPM has designed the system to be user friendly and to provide the maximum control to the retiree. The employee organization's role is a very limited one of publicizing the option to its retirees. OPM has created a toll free number for retirees to call to begin, modify, or discontinue the voluntary contribution.

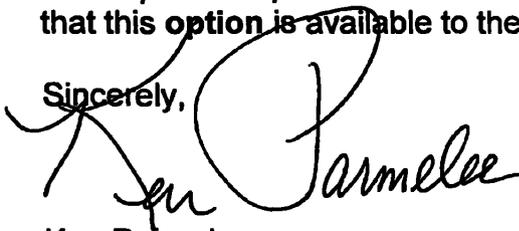
Each federal retiree is given their own personal civil service seven digit annuity number, know as a CSA number. The personal CSA number is required to access each individual's account. Therefore, the retiree retains total control of their account. Please refer to the attached OPM letter.

All dues paying retirees are members of NRLCA. All members vote to elect delegates to the national convention. The delegates at the annual national convention conduct all NRLCA business. All changes to the constitution and bylaws are also made at the national convention. Approximately one-third of delegates to the NRLCA annual national convention are retirees. Since a two-thirds majority is required to change the constitution and bylaws, disenfranchising retirees would be extremely difficult. Therefore, we do not believe that NRLCA would in any manner ever violate 11 CFR 114.5 by favoring or disadvantaging, enforcing a guideline, or any form of reprisal for not choosing to voluntarily participate in our PAC. Please refer to the copy of NRLCA's constitution and bylaws that I have enclosed.

NRLCA's role would be to print in our magazine the information on how a retiree would contact OPM through their toll free number. Please see the attached sample magazine article.

We request the permission of the Commission to begin to inform our membership that this option is available to them.

Sincerely,

A handwritten signature in black ink that reads "Ken Parmelee". The signature is written in a cursive style with a large, prominent initial "K".

Ken Parmelee
Vice President of Governmental Affairs



United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

SEP 22 1999

Your Reference:

**National Rural Letter Carriers Association
Attn. Mr. Ken Parmelee**

Dear Mr. Parmelee:

It was my pleasure talking to you this morning about our new Voluntary Allotment Program. This program was established by the Office of Personnel Management (OPM) to better serve our customers by providing a convenient method of making allotments from their monthly annuity payments to an organization of their choice. For Political Action Committee contributions, you should contact the Federal Elections Commission for approval. The contact person for FEC is Brad Litchfield, Associate General Counsel, at 202-694-1650.

Although we established this program to improve service to our customers, we believe the recipient organization can benefit as well. Since all payments will be recurring, electronic payments, there will no longer be a need to periodically bill your member/contributor or process their payments by check. Each month, your bank will automatically receive the remittance and pass on the supporting data to you. This process is explained in detail in the attachment.

As coordinator for this allotment program, I will be available to answer any questions you have. You may write to me at: Office of Personnel Management, 1900 E St NW, Rm 3H28, Washington, D.C., 20415; my phone number is (202) 606-8068; my fax number is (202) 606-7944; and my Internet address is drciesli@opm.gov. We are looking forward to welcoming you into our program.

Sincerely,

A handwritten signature in cursive script that reads "Donna Cieslicki".

Donna Cieslicki
Liaison for Organizations
Retirement and Insurance Service

ALLOTMENTS TO ORGANIZATIONS

Our allotment program is administered by the Retirement and Insurance Service of the Office of Personnel Management (OPM). This program is open to all of the 2.3 million annuitants and survivors of the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). This program allows our customers to direct OPM to make an allotment from their annuity payment to another organization. The information below explains the process annuitants and organizations must follow to effect these transactions.

Information for the Organization

- * Your organization must have a bank account into which payments can be deposited electronically. The type of payment format is known as CTX -- Corporate Trade Exchange. This form of electronic payment contains addenda records which your bank must be capable of transferring to you. You need to ensure that you have "remittance receiver" status before you can receive the detailed data contained in the addendum record. Check with your bank for further information since there could be costs associated with this banking service.
- * You must provide certain banking information to us so we know where to send the money and supporting data. As a means for documenting this banking information, you must complete an Automated Clearing House (ACH) enrollment form (enclosed in this package). We suggest that an official of your organization, with the appropriate authority, complete this form. The enrollment form asks for your Taxpayer Identification Number (TIN), account number and bank routing transit number (RTN). This form should be mailed or faxed to OPM's Liaison for Organizations. Currently, our Liaison is Donna Cieslicki. The address is: Office of Personnel Management, 1900 E St NW, Rm 3H28, Washington, D.C., 20415. Donna's phone number is (202) 606-8068 and fax number is (202) 606-7944.
- * Once we have processed your information, we will inform you of the commencing date that your members can begin using the system.
- * The payment will be effective on the first business day of each month.

- * Each payment will be forwarded to you as a lump sum amount. The individual detail is provided in the addenda records. We do not provide for a breakdown of the allotment payment into sub-categories such as dues or contributions. To effect a breakdown of this type, you must have separate bank accounts for each type of allotment. Check with the OPM liaison for further information on this feature.
- * If your organization plans to receive Political Action Committee (PAC) contributions by allotment, you must comply with the Federal Election Campaign Act. Please contact the Federal Election Commission if you have any questions regarding requirements and compliance.
- * Your payment may be adjusted from month to month. We will make adjustments as we become aware of erroneous withholdings. For example, if we receive a delayed report of an annuitant's death, we would recover all payments erroneously made to the annuitant after the date of death. We would also recover all withholdings taken from these erroneous payments and paid to your organization. We would do this by deducting the amount of the erroneous withholding from the current month's payment to you. We will provide you with this adjustment information in the addendum record (noted as a negative number next to the individual's name).
- * Please note that we have no way of screening to ensure that those who request an allotment for your organization are current members.

Information for our Annuitants

- * Annuitants can call our toll-free number and enter an allotment request into the Interactive Voice Response (IVR) telephone system. Our toll-free number is 1-888-767-6738. The caller must have his/her claim number and Personal Identification Number (PIN) on hand when making the call.
- * To establish an allotment to your organization, the caller simply follows the prompts provided in the telephone system.
- * The dollar (and cents) amount entered by the caller will be a fixed amount, deducted monthly and will be recurring until changed or cancelled. Should an annuitant wish to cancel or change his/her withholding for your organization, he/she must enter the cancellation or change on the IVR or instruct a Customer Service Specialist to make the change. We cannot accept changes from anyone other than the annuitant.

- * The commencement of an allotment will depend on the time of month it was requested. Generally, if an allotment is requested during the first two weeks of the month, the withholding will take place as of the first of the following month. For example, if an allotment is requested on the tenth of April, it would be deducted from the May 1 payment. If the allotment is requested after the first two weeks, the withholding takes place as of the second month following the request. For example, if an allotment were requested on the twenty-first of April, the withholding would commence on June 1.

- * We will send a notice of annuity adjustment to our customers each time they add or change an allotment to your organization.

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No. 1510-0056
Expiration Date 06/30/93

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY		
Office of Personnel Management - Retirement & Insurance Service		
AGENCY IDENTIFIER: 526083699	AGENCY LOCATION CODE (ALC):	ACH FORMAT: <input type="checkbox"/> ACH <input checked="" type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS: 1900 E. St. NW #3H28		
Washington D.C. 20415		
CONTACT PERSON NAME: Donna Cieslicki		TELEPHONE NUMBER (202) 606-8068
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

Constitution & Bylaws
of the
National Rural Letter
Carriers' Association

Approved on the
94th National Convention
in Denver, Colorado
August 4 - 7, 1998



ADL 1777-LL Attachments

NOTE: These are the most
relevant excerpts
from NRCA Constitution
& Bylaws. OGC has the
document in AUK file

DL
3-2-99

NATIONAL HEADQUARTERS

National Rural Letter Carriers' Association

1630 Duke Street, Fourth Floor
Alexandria, VA 22314-3465
Tel: (703) 684-5545
Web Site Address—<http://www.nrlca.org/>

Rural Carrier Benefit Plan
1630 Duke Street, Suite 100
Alexandria, VA 22314-3466
Tel: (703) 684-5552

Rural Carrier Auto & Homeowners Insurance Plans
National General Insurance Company
P.O. Box 66937
St. Louis, MO 63166-6937
Service Tel: (800) 325-1190
Claims Tel: (800) 325-1088
Sales Tel: (800) 847-2886
Homeowners Tel: (800) 847-7233

Provident Guild
Helena Schloneger, Secretary-Treasurer
1315 Deerfield SW
Dalton, OH 44618
Tel: (330) 828-2359

CONSTITUTION AND BYLAWS of THE NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

NATIONAL BOARD

President.....Steven R. Smith
Vice President.....Dale A. Holton
Secretary-Treasurer.....Clifford D. Dailling
Director of Labor Relations.....Gus Boffa

EXECUTIVE COMMITTEE

Francis Kaimier, chairman P.O. Box 1365 Covenry, RI 02816-1365 Tel: (401) 397-9325	Bill Gordon P.O. Box 3090 Flagstaff, AZ 86003-3090 Tel: (520) 714-1322
Randy Anderson P.O. Box 1128 Moundsville, WV 26041-3128 Tel: (304) 845-4294	Brady H. Porth, Jr. 1101 Brady Porth Road Lexington, SC 29072-7580 Tel: (803) 957-5414

Assistants to the Executive Committeemen

Terry Leeper P.O. Box 27 Trenton, MO 67683-0027 Tel: (660) 359-4501	Debbie Williams P.O. Box 2987 Sarasota, FL 34230-2987 Tel: (941) 924-9744
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HEALTH INSURANCE PROGRAMS

Director.....Clifford D. Dailling
Manager.....Lawrence J. Walligoro

OFFICIAL PUBLICATION

The National Rural Letter Carrier

Editor.....Dale A. Holton
Managing Editor.....Kathleen N. O'Connor
Associate Editor.....Clifford D. Dailling



CONSTITUTION
of
**THE NATIONAL RURAL LETTER
CARRIERS' ASSOCIATION**

PREAMBLE

This Association is predicated upon the long-recognized need of those who work in our service industry for the establishment of a unified 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 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 of 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 National Rural Letter Carriers' Association and the organic law governing its operation.

ARTICLE I

Name and Seal

The name of this Association shall be The National Rural Letter Carriers' Association. It shall have a seal of approval design by which all instruments issued or under the authority of the National Association shall be authenticated, which seal shall be in the custody of the National Secretary-Treasurer.

ARTICLE II
Purpose

Section 1. The purpose of this Association shall be to improve the methods used by rural letter carriers, to cooperate with the U.S. Postal Service and the public for the good of the service, to promote a fraternal spirit among its members, and to benefit their conditions of labor. This Organization shall not affiliate or merge with any other organization or group without a majority vote of the delegates at a national or special convention or a majority mail referendum vote of all members voting.

Section 2. The following standards of conduct are prescribed for this Association:

- A. 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 individual members to participation in the affairs of the organization, to fair and equal treatment under the governing rules of the organization, and to fair process in any disciplinary proceedings;
- B. To prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status;
- C. 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
- D. To maintain fiscal integrity in the conduct of the affairs of the organization.

Section 3. As membership is the life blood 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 employees' orientations, individual visitations, letters, etc.

ARTICLE III Membership

Section 1. The active membership of this association shall be composed of regular rural letter carriers; rural letter carriers who are serving in the Armed Forces of our country, provided they were members of the National 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; rural carriers who have been retired on an annuity; 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. Within these limitations, each State Association shall determine the eligibility of its own members. Said membership shall be computed on the basis of number of routes served by regular carriers.

Section 2. 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 annual per capita tax. Honorary membership may be bestowed upon others by this Association at its regular meetings, but no honorary member shall be entitled to vote or hold office in this Association.

Section 3. Members of the bargaining unit living in organized states shall be members in the State Association representing the office from which the route emanates. A member who is involuntarily reassigned to another state may also retain membership in the former state by payment of State per capita dues, consistent with the Constitution and Bylaws of that State Association. Individuals holding state membership in two states may be a candidate for National Delegate and shall have voting rights for selection of Delegates to the National Convention in either state, but not in both. A retired member shall have the option of being a member of the State Association either in the state of residence, or in the state where previously employed as a regular rural letter carrier.

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Section 4. All persons eligible for membership in this Association, as defined in Article III, Section 1, of the Constitution, and living in unorganized states or possessions, may become members of this Association upon payment of National per capita dues as defined in Article IX, Section 1 of the Bylaws. Such persons shall be entitled to voting rights by becoming members of organized State Associations as follows:

Those living in Alaska—membership in Washington;
Those living in Hawaii—membership in California;
Those living in Puerto Rico—membership in New York;
Those living in Nevada—membership in California.

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

Section 6. Regular, substitute, rural carrier relief employees, rural carrier associate employees, auxiliary carriers, retired, and associate members (both active and retired) shall receive each issue of The National Rural Letter Carrier.

ARTICLE IV Robert's Rules of Order

The rules contained in Robert's Rules of Order Newly Revised (1990 Edition) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the Association may adopt.

ARTICLE V National Officers

Section 1. The Officers of this Association shall consist of President, Vice President, Secretary-Treasurer and Director of Labor Relations who shall be elected for one year, or until their successors are elected and installed, and an Executive Committee of four members to be

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Section 4. The hearing officer shall report, as soon as practicable, after the close of the hearing, the findings and recommendations to the President. The President may accept or reject these findings and recommendations, and the trusteeship may be continued or terminated accordingly.

Section 5. Upon a petition filed with the President, 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 President, acting on such petition, or at any time, may terminate the trusteeship and restore government to the State Officers.

Section 6. Any party not satisfied with the decision of the President under Sections 4 or 5 shall have appeal rights as provided in Article VII.

BYLAWS

ARTICLE I President

Section 1. Duties of the President shall be:

A. To preside at all meetings of the Association and the National Board, and enforce all laws thereof, temporarily fill all vacancies in the National Board of the Association, subject to the approval of the National Board; shall have the general direction of all its affairs, including the Headquarters Office, sign all orders legally drawn on the Secretary-Treasurer, and sign all papers and documents that require the President's signature to properly authenticate them;

B. At the close of each Annual National Convention, to make such appointments of special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during recess;

C. To make decisions upon all questions of law, which shall be subject to a vote of the National Board during the recess of this Association.

The President and the Board shall report all such decisions to the Association at its next Annual National Convention, for approval or rejection; such decisions, when approved, shall have the effect and force of the general laws of the Association;

D. To submit at each Annual National Convention a written report of all official acts, and shall perform such other duties as the Constitution and Bylaws of this Association shall require; and

E. To make a summary report available on the disposition of those resolutions adopted at the previous convention.

Section 2. The President shall have the authority:

A. To grant charters and in conjunction with the Secretary-Treasurer issue them during the interim between meetings of the Association;

B. With the approval of the National Board, to select and appoint Association officers or members, or to retain legal counsel or services, to properly fulfill the obligations and duties of the Association in the area of Labor-Management Relations in the Postal Service. Officers and members assigned to this duty shall be reimbursed for all necessary expenses and receive a per diem payment and sub-hire, as defined in Article XV, Section 8, Subsection 3; and

C. To countersign all checks issued in payment of obligations of the Association.

ARTICLE II

Vice President

Section 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 office, the Vice President shall become the President and serve until such time as a successor shall be duly elected and installed.

Section 2. The Vice President has the authority to countersign all checks issued in payment of any obligations of the Association.

ARTICLE III

Secretary-Treasurer

Section 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 National Convention or special meeting, to prepare for publication in *The National Rural Letter Carrier* a correct copy of the entire proceedings of the National 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 National Board;

D. To conduct the correspondence of this Association, keep a record of and submit same when demanded by the National Board;

E. To keep a true and correct account between the Association and the State 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 by a certified public accountant who shall be employed by the President. The report of the certified public accountant shall be submitted to the National Convention;

F. To submit to the Finance Committee on the first day of the Convention a detailed report on all receipts, expenditures, and other financial transactions between the close of the books, June 30, and the opening of the National 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 National 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. To perform such other duties as the laws and regulations of the office may require.

Section 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 National 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 National 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 National Board; and

D. To keep in force at all times a blanket bond covering the National Officers, National Office employees and the elected Officers from each State Association. These bonds shall be in an amount determined by the National Board and certified copy shall be kept in the National Office.

ARTICLE IV Director of Labor Relations

The Director of Labor Relations shall be responsible for the coordination of the Steward System in the field, develop educational programs for the Local, Area and State Stewards, supervise the Step 4 Grievance and Arbitration procedures and generally devote time to Labor Relations matters and to perform other duties as prescribed by the President.

ARTICLE V Executive Committee

Section 1. The Executive Committee, or a majority of that Committee, shall act as Trustees of this Association.

Section 2. Each member of the Executive Committee shall be responsible for the administration of the Steward Program and other Labor Relations activities in the Postal Areas to which assigned by the National President. They shall coordinate their activities with the NLRCA Director of Labor Relations. They shall also perform other duties as prescribed by the National President.

ARTICLE VI The National Board

Section 1. The National Board shall maintain the publication known as *The National Rural Letter Carrier*, the official publication of the Association and shall distribute same among the members upon such terms as the Board may decide. It shall employ an editor, publisher and such other employees as it determines necessary.

Section 2. It shall be the duty of the National Board to maintain an office in the Washington, D.C. metropolitan area to be known as the Headquarters Office, of which the President of the Organization shall have charge, unless the maintenance of such Office shall become

impracticable from a financial standpoint.

Section 3. The National Board shall set the annual salaries of personnel employed in the National Office.

Section 4. At each National Convention or special meeting of the Association, a report in writing shall be rendered by each Officer.

Section 5. The National 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 law.

ARTICLE VII Salaries

Section 1. The salaries of the Officers of the Association shall be President \$107,000.00; Vice President \$102,000.00; Director of Labor Relations \$102,000.00; and the Secretary-Treasurer \$102,000.00 per annum. Each Member of the Executive Committee shall earn \$87,000.00 per annum. These salaries shall be adjusted to reflect any applicable COLA received by regular rural craft employees. All Board members shall receive their salary in biweekly payments. These salaries shall be considered full payment for services rendered.

Section 2. 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 a National Officer.

Section 3. Officers' salaries will be reviewed each year by the Finance Committee, which will make recommendations concerning Officers' compensation as part of its report to the delegates of the National Convention.

ARTICLE VIII Expenses and Benefits

Section 1. Expenses

A. Necessary expenses shall be allowed each Officer when itemized and properly approved by the Executive Committee.

B. The Association shall pay Officers of the Association actual travel and lodging expenses plus \$30.00 meal allowance per day while in travel status.

C. Resident Officers at National Headquarters shall be furnished living quarters by the Association in the Washington, D.C. area.

D. Members of the Executive Committee are considered to be in a travel status while away from home on Association business, including such time in the Washington, D.C. area.

Section 2. Officers' expenses will be reviewed and approved for payment by the Executive Committee. The Finance Committee will review and make recommendations for any needed changes as part of its report to the delegates at the National Convention.

Section 3. Retirement, Health and Life Insurance

The Association shall pay only the necessary United States Postal Service portion of contributions for Officers of the Association to continue in the Federal Retirement, Health and Life Insurance Programs in which they were enrolled preceding election to the National Board.

Section 4. Annual Leave

A. National Officers shall be granted 26 days annual leave per year.

B. Unused annual leave can be carried forward for use in future years up to a limit of 55 days, or all or a portion of it may be "cashed out" annually at the sub-hire rate defined in Bylaws Article XV, Section 8.

Subsection 3, and paid at the pre-convention Board meeting. Upon leaving office, the officer, or the estate of a deceased officer, is paid for unused annual leave accumulation.

Section 5. Sick leave

All Officers shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving National Office at the sub-hire rate defined in Bylaws Article XV, Section 8, Subsection 3.

ARTICLE IX

Revenues

Section 1. A. National per capita dues for regular rural letter carriers shall be \$129.00 per annum. The rate per annum for Associate members shall be equivalent to that for regular rural carriers.

B. National per capita dues for leave replacement rural letter carriers (Substitutes, RCR, RCA, and Auxiliary) shall be \$40.00 per annum. National per capita dues for retired rural letter carriers and retired associate members shall be \$20.00 per annum.

C. Contained in the dues amount for active carriers stated above is the sum of \$10.00 for each Regular rural carrier and \$6.00 for each leave Replacement rural letter carrier. This money will be set aside solely for use in the training and support of the steward system.

D. Also contained in the dues amount stated above is the sum of one dollar for the Postal Employees' Relief Fund. Should any one of the organizations associated with the PERF cease to contribute, the NRCA will not make a contribution. Any monies collected which are not contributed to the Fund will be set aside by the National Office. The delegates at the next national convention will give the Board guidance on the disbursement of the funds.

E. All dues shall be payable in advance unless authorization has been granted to the employer by the employee for the withholding of dues.

Likewise, retirees shall pay in advance unless dues withholding authorization has been granted to the Office of Personnel Management. The membership and fiscal year shall begin July 1 and end June 30.

F. The per capita tax shall be payable not later than the close of business of the first day of the National Convention, except in instances where the payroll deduction system is used.

Section 2. If any State fails to pay the National Secretary-Treasurer this per capita tax in full for each and every member in good standing on or before the close of business of the first day of the National meeting, said State shall be suspended from membership in the National Association until said per capita tax is paid; ninety days in suspension shall revoke State Charter.

ARTICLE X

State Charter

Section 1. A State with fifteen or more bona fide members may obtain a charter by remitting the 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 state shall submit a copy of its proposed Constitution and Bylaws to the National Office for review.

Section 2. If the Charter of a State Association is suspended or revoked, or in the event of the dissolution, disaffiliation or termination of operations of a State Association, all property, assets, liabilities and funds of the State Association shall become the property of the National Association. If the State Association is rechartered and resumes operation, the balance of the aforementioned funds shall revert back to and become the property of the State Association.

ARTICLE XI

State Constitutions and Bylaws

Section 1. All State Constitutions and Bylaws shall be in harmony with the National Constitution and Bylaws and in compliance with Federal

Labor Laws. The County or District Association is subordinate to the State Association, and the State Association is subordinate to the National Association.

Section 2. The State Board is hereby empowered to make such amendments to the Constitution of the State Association as may be necessary to conform to the requirements of State and Federal Law.

Section 3. No State Association shall offer representation to any carrier employees on matters relating to EEO, MSPB, GRIPE or other non-contractual labor-related issues without prior written consent of the National Board.

Section 4. The State Association shall maintain fiscal responsibility and ensure that all financial obligations are paid in a timely manner.

ARTICLE XII

Conflicts with Federal or State Laws

Any provision of this Constitution and Bylaws 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.

ARTICLE XIII

Ratification of National Agreements

All National Agreements reached between the National Letter Carriers' Association and the U.S. Postal Service shall be submitted to each State Association for ratification. The President, Vice President, Secretary and the elected Board for each State Association shall constitute a ratification committee and these elected officers shall vote approval or disapproval of the Agreement in accordance with the number of regular, substitute, rural carrier associates, rural carrier relief employees, and auxiliary carrier members within their respective state. The vote of each State Association shall be determined by a majority vote of these elected officers.

ARTICLE XV
Section 1
Representation

Subsection 1. Each Chartered State Association shall be entitled to representation in this Association by one Delegate-at-Large. Each Chartered State Association is also entitled to one delegate for each 100 or major fraction thereof of its own members, based on the current membership year. National Delegates will be selected as follows:

- A. 1. Nominations for National Delegates within each State Association shall be accomplished by submitting the nominations on a nominating ballot to be published in *The National Rural Letter Carrier* in the first issue of February, March, April and May. Such nominations may include self-nomination. The nominating ballot shall be signed, showing the name and address of the member making the nomination.
 2. No member shall be nominated or be a National Delegate who from the time of nomination through the end of the convention holds a position in management (either permanent or temporary) in the Postal Service; in any other postal craft; or any other job which competes with the Postal Service and/or this Association. This policy is defined as follows:
 - a. When a rural carrier craft member is serving in a managerial or supervisory position such as an OIC or 204B, the member is prohibited from Union participation. The member may not be nominated or serve as a National Delegate.
 - b. However, there are many instances where a member may be utilized by Postal Management to assist in the rural craft that equally benefit the rural craft and Postal Management. In those instances, where the individual is not in a managerial/supervisory position, the individual will not be prohibited from any Union participation. (Such examples may include, but are not limited to, assisting with route adjustments, mail count, academy trainers, automation team member, safety teams).
- B.
 3. A retired Associate member, a non-member or a craft member who has been separated involuntarily from the Postal Service cannot be nominated, elected or seated as a National Delegate.
 4. A delegate must be an active or retired carrier in good standing at the time of nomination, election and seating as a National Delegate.
- C. Nominations for candidates for National Delegates shall be in the office of the State Secretary at least forty (40) days prior to the opening of the State Convention.
 - It shall be the duty of the respective State Secretary to prepare a ballot listing the nominees for the position of delegate to the National Convention and to mail said ballot to all members at least twenty (20) days prior to the opening of the State Convention. The Secretary/Designee shall arrange for the rental of two post office boxes: one post office box for receipt of the ballots and the other for return of undeliverable ballots.
- D. An Election Committee shall be appointed by the State President. No member whose name appears on the ballot may serve on the Election Committee. Ballots shall be returned to a post office box accessible only to the Election Committee. At the end of the cut-off period, said ballots shall be collected and counted at the State Convention. Any candidate may observe the ballot tabulation.
- E. An envelope marked "Ballot" shall be provided each member in which to seal the ballot for mailing.

F. To permit verification of membership enrollment and to maintain the integrity of the voting procedure, the sealed envelope containing the ballot shall be placed in another envelope by the member and mailed to the designated post office box. The other envelope, also marked "Ballot," shall clearly identify name and address of the member.

G. The number of candidates to be voted upon by each member shall not be more than the total number of delegate votes to which the State Association was entitled the previous year. Appropriate instructions shall be on each ballot stating the number of delegates to be elected and the mailing address of the designated post office box at which it must be received prior to the cut-off date. In reporting the results of the vote tabulation, the candidates shall be placed on a roster in accordance with the number of votes received. The required number of delegates for the State Association, in accordance with Section 1, Subsection 1, of Article XV, shall be declared regular delegates and the remaining candidates shall be declared alternates.

(As an example, if a State Association was entitled to 18 votes at the last National Convention, including the Delegate-at-Large, all members would vote for not more than 18 candidates. If the State Association qualifies for an additional delegate by National Convention time, the first 19 on the delegate roster would be declared regular delegates. By the same token, if the State Association qualifies for 1 less delegate, only the first 17 would be declared regular delegates.)

H. From the elected National Delegates, a Delegate-at-Large and other National-Paid Delegates to which a State Association is entitled may be designated by each State Association in accordance with their own Constitution and Bylaws.

I. A State Officer may not be automatically declared a National Delegate by virtue of the office, unless selected to the State Office by direct vote of the membership. If the State Officer is elected by the delegate system, to be a National Delegate, the officer must be a candidate and be elected in

a state-wide election.

Subsection 2. Each elected National Officer shall be entitled to a vote on every question coming before the National Convention except election of National Officers.

Subsection 3. The outgoing National President shall have the status of Delegate-at-Large at the next succeeding National Convention immediately following that term of office, but shall not be eligible to vote for Officers of this Association.

Subsection 4. No delegate can be seated from any State Association whose state has not paid National per capita tax or given security for same, and only when holding properly signed credentials. The National Secretary-Treasurer will notify each State Association, at least two weeks prior to the opening date of the National Convention, of the status of the State Association as it relates to the payment of National per capita tax for its members.

Subsection 5. A majority of the seated delegates representing not less than twenty-five (25) states shall constitute a quorum for the transaction of the business of the National Association.

Section 2

Elections of Officers

Subsection 1. The nomination and election of Officers shall take place at each Convention of the National Association. Nominations shall be in order at any time after 10:00 a.m. of the second day of the National Convention and until the time of election.

Subsection 2. 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 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 election is had. Write-in votes shall not be considered valid.

SAMPLE NRLCA magazine
article.

A new alternative for donating to PAC is now available for NRLCA retired members. This new service gives retirees the choice of having their PAC Contribution automatically deducted from their retirement checks or to continue paying cash. Automatic donations will be serviced through the Office of Personnel Management (OPM) and cash donations will be serviced through individual state PAC Chairs.

Retirees who choose the automatic deduction will need to call OPM's toll free number (1-888-767-6738) and enter a dollar amount through the telephone system by simply following the prompt. Claim numbers and Personal Identification Numbers (PIN) will need to be available at time of call.

The dollar amount entered will be automatically deducted each month. **At any time, deductions can be discontinued or money amounts can be changed by calling the toll free number, or a Customer Service Representative.** Only the retiree can make these changes.

OPM has designed this system to be user friendly and provides maximum control to the retiree. **The retiree retains total control over their account!**