

**Iowa Rural Letter Carriers' Association
Constitution
2022-2023**

ARTICLE I

Name

This organization shall be known as the Iowa Rural Letter Carriers' Association (IARLCA).

ARTICLE II

Purpose

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

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A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.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. Bargaining Unit Member. Membership is open to the following rural carriers:

1. Regular Carriers (Designation Code 71), including regular carriers on limited duty assignments and assigned to (960-979) rural routes or who are in Injured-on-Duty/Leave Without Pay (IOD/LWOP) status and assigned to (980-989) rural routes;
2. Part-Time Flexible Rural Carriers (PTFs, Designation Code 76);
3. Substitute Rural Carriers (Designation Codes 72 and 73);
4. Rural Carrier Associates (RCAs, Designation Codes 78, 74, 79);
5. Rural Carrier Reliefs (RCRs, Designation Code 75);
6. Auxiliary Rural Carriers (Designation Code 77);
7. Assistant Rural Carriers (ARC's Designation Code 70-5); and
8. Rural Carriers in the Armed Forces of our country, provided they were members when their duty began.

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

B. Retired Member. Retired membership is open to Rural Carriers who were members in good standing at retirement on an annuity. Eligibility for Retired membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired membership. However, a Retired carrier whose membership has lapsed, due to extenuating circumstances, may apply for reinstatement to the National Secretary-Treasurer by providing proof of prior membership and the current year's dues. The National Secretary-Treasurer shall present the request for membership to the National Board for a decision. Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Retired Members may not be elected to National office.

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

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

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

Section 3. Affiliation.

Within the State Association a carrier's membership is credited to the local and/or district unit from which the route emanates.

Section 4. Dues.

A. Annual State Per Capita dues shall be defined as follows per membership classification plus the National per capita dues as defined in the National Constitution. The annual State Per Capita dues will be determined as of January 1, prior to the beginning of each fiscal year, and rounded down to the nearest dollar.

1. Regular Rural Carriers: 0.31 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
2. Part-Time Flexible Rural Carriers: 0.185 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
3. Substitute Rural Carriers: 0.085 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
4. Rural Carrier Associates: 0.085 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
5. Rural Carrier Reliefs: 0.085 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
6. Auxiliary Rural Carriers: 0.085 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
7. Assistant Rural Carriers: 0.085 per cent of the base salary for a 40-hour route at Step A from table of the current rural carrier evaluated schedule in effect.
8. Retired Rural Carriers: \$40.00 per year.
9. Associate Member: 0.31 per cent of the base salary for a 40-hour route at Step A from table one of the current rural carrier evaluated schedule in effect.
10. Retired Associate Member: \$40.00 per year.

B. Family Plan

1. In addition to the above defined amounts, 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; 10.00
3. Part-Time Flexible Rural Carriers; 1.50
4. Substitute Rural Carriers; 1.50
5. Rural Carrier Associates; 1.50
6. Rural Carrier Reliefs; 1.50
7. Auxiliary Rural Carriers; 1.50
8. Assistant Rural Carriers; 1.50
9. Retired Rural Carriers; 4.00

Those members who have signed an authorization for deduction of dues form 1187 and those that have paid by cash shall have the above amounts deducted pro-rata from the total defined dues amounts by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction of dues form 1187 or have paid by cash and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of the NRLCA fiscal year, July 1. This refund request will stay in effect each year until the member notifies the NRLCA Secretary-Treasurer otherwise.

C. \$3.00 per member shall be returned to the District in which they hold membership to help defray expenses of the District.

Section 5. Membership Year.

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

Section 6. Magazine.

All members shall receive each issue of the Iowa Rural Letter Carrier.

Section 7. Recruitment.

In recruitment of new members, the IARLCA may use incentives, such as, specials, discounts, and contests, only with State Board approval for the sole purpose of increasing membership in this association.

ARTICLE IV

Subordinate Units

Section 1. District Units.

A. The State shall be organized by District, six in number, in the following order:

1. Northwest - Composed of Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Ida, Pocahontas, Woodbury, Sac, and Calhoun Counties.

2. North Central - Composed of Kossuth, Winnebago, Worth, Mitchell, Hancock, Humboldt, Cerro Gordo, Floyd, Wright, Franklin, Butler, Webster, Hamilton, Hardin, Grundy, Marshall, and Tama Counties.

3. Northeast - Composed of Howard, Winneshiek, Allamakee, Chickasaw, Bremer, Fayette, Clayton, Black Hawk, Buchanan, Delaware, Dubuque, Benton, Linn, Jackson, and Jones Counties.

4. Southwest - Composed of Monona, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Montgomery, Adair, Mills, Adams, Union, Fremont, Page, Taylor, and Ringgold Counties.

5. South Central - Composed of Boone, Story, Dallas, Polk, Jasper, Poweshiek, Madison, Mahaska, Warren, Marion, Clarke, Lucas, Monroe, Decatur, Wayne, and Appanoose Counties.

6. Southeast - Composed of Iowa, Johnson, Cedar, Clinton, Keokuk, Washington, Muscatine, Scott, Louisa, Wapello, Jefferson, Henry, Davis, Van Buren, Lee, and Des Moines Counties.

B. Name

The name of this Association shall be theDistrict, hereafter referred to as the Unit. This Association shall be a subordinate unit of the Iowa Rural Letter Carrier's Association (IARLCA) and the National Rural Letter Carrier's Association (NRLCA).

C. Purpose

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

D. Unit Constitution.

All Units will adopt Appendix (A) Uniform Unit Constitution of the NRLCA and may make amendments to this Uniform Constitution, but no amendments shall be in conflict with the IARLCA or NRLCA Constitutions.

E. 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 IARLCA.

F. Dues.

The dues shall be governed by ARTICLE III, Section 4 to govern the State Association.

G. Officers.

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

H. Election.

1. Only members in good standing shall be eligible to nominate, vote or hold office in this Unit.

2. The District Secretaries will prepare and mail to all members 15 days prior to the meeting, a notice of the Fall District meeting and include notice of the nomination and election of District Officers. Notification of the meeting is to be by mailed notice and printed in the Iowa Rural Letter Carrier.

3. The mail ballot must be returned either by mail or by hand to the District Secretary prior to the opening session of the district meeting.

4. The District Officer nomination and elections shall be at the Fall District meeting.

5. All Rural Carrier District Officers shall be elected by secret ballot at the Fall meeting and will take office immediately. The District Secretary shall make an immediate report of such election to the State Secretary.

6. The Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

I. Duties

A. Duties of Officers

The Unit Officers shall perform such duties as are prescribed in the 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, or other property of the Unit at the end of their term of office or when requested by the State Board.

1. 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 IARLCA Constitution. The President shall preside at all meetings 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. (S)he shall require that the books of the Secretary-Treasurer are properly audited by an auditing committee prior to the Fall meeting and this audit report be submitted to the State Secretary within 30 days after the fall audit of the books. (S)he shall direct all organizational work in his/her respective district under the direction of the Board of Control.

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

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

4. 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 necessary governmental reports. The Secretary shall forward all Constitution amendment proposals and resolutions adopted by the the District to the State Secretary within 15 days of the conclusion of the Spring District meeting. The Secretary shall be responsible for recording attendance at all business sessions during the State Convention and issuing checks to District delegates who attended all business sessions. The Secretary shall perform other duties as prescribed by the President.

5. 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.

J. Meetings

Each district will have an annual Spring and Fall meeting. The Spring meeting will be held between April 1 and May 31. The Fall meeting will be held between September 6 and October 31.

K. 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.

L. Quorum.

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

M. Trusteeship

1. The President, with approval of the State Board, may place in trusteeship any District Association (Unit) or subordinate unit for any of the following reasons:

- a. To uphold the principles and integrity of this constitution;
- b. To correct corruption or financial malpractice;
- c. To assure performance of collective bargaining agreements or other duties of a bargaining representative.
- d. To restore democratic procedures; and
- e. To otherwise carry out the legitimate objectives of the State Association.

2. The trustee shall assume immediate control and authority of the Local/County/District 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.

3. Within 30 days of the imposition of the trusteeship, a fair and impartial hearing shall be held before a Committee comprised of three members—one selected by the State Board; one selected by the elected Officers of the Unit or subordinate unit placed in trusteeship; and a

chairman selected by the other two members. Each Committee Member must be a bargaining unit member of the NRLCA. No member of this committee shall be chosen from either the State Board or affected Unit or subordinate unit. This committee shall have sole discretion as to the conduct and procedures at the hearing.

4. After the close of the hearing, or as soon as practicable, the committee shall report their findings and recommendations to the President. After reviewing the findings and recommendations of the committee, the President, with the approval of the State Board, shall then determine whether to continue or terminate the trusteeship accordingly.

5. No earlier than six months after imposition of the trusteeship, and at six-month intervals thereafter, the affected Unit or subordinate unit may file a petition with the President requesting termination of the trusteeship. Acting on such petition, or at any time, the President, with the approval of the State Board, may terminate the trusteeship and restore government to the Unit or subordinate unit.

6. The affected District Association, if not satisfied with the decision of the President, shall have appeal rights as provided in the National Constitution.

Section 2. County Units.

A. Name

The name of this Association shall be the, hereafter referred to as the Unit. This Association shall be a subordinate unit of the Iowa Rural Letter Carrier's Association (IARLCA) and the National Rural Letter Carrier's Association (NRLCA).

B. Purpose

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

C. Unit Constitution

All Units will adopt Appendix (A) Uniform County Constitution of the NRLCA and may make amendments to this Uniform Constitution at any regular meeting of the Association by a two-thirds vote of the members present, but no amendments shall be in conflict with the IARLCA or NRLCA Constitutions.

D. 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 IARLCA.

E. 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.

F. Duties.

The Unit Officers shall perform such duties as are prescribed in the 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, or other property of the Unit at the end of their term of office or when requested by the State Board.

a. Duties of Officers

1. President. President shall preside at all meetings of the Association, enforce all laws thereof, fill all vacancies in offices, sign all documents requiring his/her signature, and attend to the general business of the Association in the interim between meetings.

2. Vice-President. In the absence of the President, the Vice President shall perform the duties of that officer.

3. Secretary-Treasurer. The Secretary-Treasurer shall keep a correct journal of the proceedings of meetings. He/she shall conduct the correspondence of the Association. He/she shall keep a record of the number, name and location of each member of the Association. He/she shall receive and receipt for all dues, forward to the State Secretary all monies received by him/her for the Association.

b. Dues

The dues shall be of sufficient amount to defray County obligations.

c. Meetings and Election

1. The County association shall meet preceding their respective Fall District meeting. The purpose of this meeting will be for electing County Officers. Each County Officer shall be elected

by secret ballot. The county Secretary will notify all members of the time and place of the meeting.

2. Special meetings may be called by the Secretary and the President or by five members in good standing, whenever necessity or mutual benefit demands it. The Secretary shall notify all members of the time and place of the special meeting.

3. Members shall constitute a quorum for the transaction of the business of the meetings of the Association.

d. Trusteeship.

Trusteeship involving County units will be followed in accordance of Article IV Section 1.M of the IARLCA Constitution.

ARTICLE V

State Officers

Section 1. Officers.

The Officers of the State Association shall consist of President, Vice President, Secretary and Treasurer, who shall be elected for one year, or until their successors are elected and installed, and an Executive Committee of three members to be elected one each year for a three year term.

Section 2. Duties of Officers.

A. President

1. The President shall preside at all meetings of this Association and of the State Board, temporally fill all vacancies, and shall sign all papers and documents that require the President's signature.

2. Immediately following the State Convention, the President shall appoint the following: Chaplain, Editor, PAC Chairman, Ombudsman, and Auto Insurance Representative.

3. When requested, the President, with the approval of a majority of the State Board, shall recommend to the National Association the name of a member(s) of the State Association to serve as District Representative and/or Assistant District Representative(s).

4. At the Fall State Meeting the President shall appoint individuals, with their consent, to the following committees for the next State Convention: Credentials, Auditing, Elections, Time and Place, and a Political Action Committee.

5. At the Fall State Meeting the President, with the approval of a majority of the State Board, shall appoint individuals, with their consent, to the following committees: Constitution, and Resolutions.

6. The President shall submit at each State Convention a written report of all the President's official acts, and the President shall perform such duties as the Constitution of this Association require.

7. During the President's term of office, the President should visit (at least once) each District organization, or delegate another State Officer to perform this duty and to render such assistance as may be required.

8. The President will be in possession of all current passwords and codes used in conducting the business of the Association.

B. Vice-President

1. The Vice-President shall preside in the absence of the President, and in the case of death, resignation or neglect of the President to discharge the duties of the office. (S)he shall perform all the duties of the President until an election is held and the President's successor is duly elected and installed.

2. The Vice-President shall assist in the obtaining of members, membership drives, etc. The Vice-President will be responsible for securing a location for the State Convention, Fall State Meeting, State Board Meetings, and any other function that may be required by the State Board.

C. Secretary

1. The Secretary shall keep a correct record of the proceedings of the Association, read or cause to be read all communications, reports, etc. The Secretary/Treasurer shall prepare for publication in the next edition of the "Iowa Rural Letter Carrier" a correct copy of the proceedings of the State Convention, give a statement of the condition of the Association including a statement of membership at the time of the National Convention.

2. The Secretary shall conduct the correspondence of the association.

3. The Secretary shall have charge of the books, papers and documents belonging to the association and shall deliver to the association or to the Secretary/Treasurer's successor all property of the association at the expiration of the term or upon earlier termination thereof.

4. The Secretary shall present all Constitution amendment proposals to the Constitution Committee, and resolutions to the Resolutions Committee by the conclusion of the pre-convention board meeting.

5. The Secretary, after each State Convention, shall update the Constitution, (if any changes have been approved by the delegates,) and forward such to the State Editor for publication in the State Paper.

6. The Secretary shall obtain members, promote membership drives and shall compile a complete roster of the IARLCA membership annually at the close of the Association year. The roster shall be printed annually and available to each member of the Association. The State Secretary shall inform District Secretaries at once of any membership changes coming to his/her attention..

7. The Secretary shall perform other duties as the laws and regulations of that office may require.

8. The Secretary will be in possession of all current passwords and codes used in conducting the business of the Association.

D. Treasurer

1. The Treasurer shall receive all monies, which may be paid to the association, giving correct receipt thereof. (S)he or other legal signatories, shall 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.

2. Legal signatures registered with the financial institution(s) will be President, Secretary and Treasurer.

3. The Treasurer shall deposit in a timely manner all monies received in a federally insured financial institution. Legal signatures shall be those of the President, Secretary and the Treasurer. Said deposits shall be in the name of the Iowa Rural Letter Carriers' Association.

4. The Treasurer shall keep a true and correct account of all financial transactions. Following the end of the Association year, June 30, the books and records shall be made available for review by the Audit Committee.

5. The Treasurer shall prepare a quarterly financial report, giving the receipts and expenditures of the Association in detail, as shown by the ledger accounts in his/her possession; such report shall be published in "Iowa Rural Letter Carrier".

6. Treasurer shall submit a detailed report to the convention of the receipts and expenditures of the funds of the Association.

7. Treasurer shall have the books available for inspection by the President and the State Board at any time.

8. The outgoing Treasurer shall act as the primary trainer for the incoming Treasurer to include, but not limited to: transfer all records, aid to change all passwords and codes to new passwords and codes, and answer the new Treasurer's inquiries with full cooperation on behalf of both parties.

9. The Treasurer will be in possession of all current passwords and codes used in conducting the business of the Association.

E. Executive Committee

1. The Executive Committee shall assist the other state officers in any way possible and make known to the State Board the needs and concerns of the membership.

2. It shall be the Executive Committee's responsibility to work with the other elected and appointed state officers in developing an annual budget.

3. A budget will be developed annually and will become effective on July 1.

Section 3. Election of Officers.

A. All nominations for State Officers and the Outstanding Member award shall be made from the floor by delegates seated at the State Convention. Nominations for State Officers shall be in order at any time after 12:00 p.m. of the first day of business and until the time of elections.

B. Only Bargaining Unit, and Retired members of the Association shall be eligible to hold state offices. No member whose dues are delinquent can hold any state office. Honorary and Associate members will be ineligible for an elected office.

C. Election of State Officers and Outstanding Member will be held on the morning of the last day of the State Convention. Only delegates duly elected and certified by the credentials committee shall be entitled to vote for State Officers and Outstanding Member award.

D. Any member not satisfied with the election procedure followed at his/her State Convention may appeal to the State Board, in writing, within 30 days following the close of the State Convention. The State President shall select a member, the grievant shall select a member, and the two will select a third member to act as chairman. The three-man committee shall conduct a hearing and render a decision.

Section 4. Duties of Appointees.

A. Editor

1. The Editor shall publish the "Iowa Rural Letter Carrier". The frequency of publishing the State Paper will be determined by the State Board.

2. The Editor's duties shall include editing, layout, printing and distribution. The Editor shall write and solicit articles for publication.

3. The State Board may require special editions.

4. The issue published prior to the State Convention shall contain candidates for elected state officers, and date, time and place of meeting.

B. Chaplain.

1. The Chaplain shall be responsible at all State Meetings for conducting the Invocation.

2. The Chaplain shall write articles for the State Paper as directed by the State Board.

C. Political Action Committee Chairman

1. The PAC chairman shall direct all activities of the Association in regard to fundraising for the purpose of PAC.

2. The PAC chairman will comply with all FEC guidelines regarding the kinds of fundraising PAC can be involved in.

3. The PAC chairman should attend or send a written report to each State Board meeting concerning his/her official responsibilities.

4. The PAC Chairman will only be reimbursed for expenses that have been approved by the State Board.

D. Auto Insurance Representative

1. The Insurance representative shall supervise the insurance program.

2. (S)he shall keep a file of all records received and answer all correspondence as necessary.

3. (S)he should attend or send a written report to each State Board Meeting concerning his/her official responsibilities.

E. Ombudsman

1. The Ombudsman shall keep abreast of all Health Insurance programs and Retirement issues available to the membership.

2. (S)he shall attend State and District meetings as directed by the State Board.

3. (S)he shall provide correspondence to all members and spouses concerning Retirement and Health Insurance issues.

Section 5. Salaries.

A. The President shall receive, a salary of \$2,500 per year and mileage at the Internal Revenue Service allowable rate.

B. The Secretary shall receive a salary of \$5,500 per year and mileage at the Internal Revenue Service allowable rate for the discharge of his/her duties.

C. The Treasurer shall receive a salary of \$4,500 per year, Editor of the State Paper shall receive a salary of \$4,500 per year. The State Ombudsman shall be paid a yearly salary of \$2,200. The Web Master shall receive a salary of \$1,000.00 per year.

Section 6. Expenses.

A. Each officer of the Association shall be allowed out of the hand of the Treasurer for union or Association business, \$100.00 stipend or a Union Day of Pay (UDOP), mileage at the Internal Revenue Service allowable rate, and reimbursement for all expenses which (s)he incurs in the

discharge of his/her official duties. The term UDOP shall mean an amount equal to the current daily salary for an evaluated 46K route at step 12 from table one of the current rural carrier evaluated schedule in effect.

B. All bills for reimbursement of payment, except convention expenses, should be presented to the State Secretary on or before the first day of the Convention.

C. No officer shall transact any Association business, purporting to be official, and receive expenses for same unless authorized by the President.

Section 7. Vacancy in Office.

A. Should any officer, excluding the President, be unable to fulfill his/her duties for any reason, the President, with the approval of the State Board, shall appoint a member of the Association to assume his/her duties pro-tem until the next State Convention. Said appointee to be governed as outlined in the State Constitution.

B. Any officer may resign at any time by notifying the State Board of his (her) intention.

Section 8. Removal.

The State Board may suspend a state officer for misconduct or neglect of duty in office, pending a hearing before a committee of three members within 30 days of suspension. The members shall be selected as follows: one member selected by the State Board, one selected by the suspended officer and a chairman selected by the other two members. No state officer shall serve on the Committee. The committee shall report its findings and recommendations to the next **State Convention**. The IARLCA State Delegation, by a two-thirds vote, may remove the officer from office.

Section 9. Association Property.

Officers shall account for and deliver to their successors or to the State Board all monies, books, papers, securities or other property of the Association at the end of their term of office or when requested by the State Board.

ARTICLE VI

Meetings

Section 1. State Convention.

The State Convention of the Association shall be held between June 8th and July 31st of each year at such places as the Association may determine, the exact date to be left to the State Board.

Section 2. Delegates.

A. Nominations for delegates to the State Convention will be made in the same manner as nominations for delegates to the National Convention are made. Each district shall elect by mail ballot, delegates to the State Convention on the basis of one (1) delegate for each ten (10) members or major fraction thereof.

B. Nominations for State delegates within each District Association shall be accomplished by submitting nominations on a Nominating Ballot to be published in The Iowa Rural Letter Carrier in the January and February issues. Such nominations may include self-nomination.

C. Nominations for candidates for State delegate shall be in the office forty (40) days prior to the opening of the District meeting.

D. 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 District Association was entitled the previous year. Appropriate instructions shall be on each ballot stating the number of delegates to be elected and the name and mailing address of the District Secretary to whom they should be returned. The secret ballot must be returned to the District Secretary prior to the first business session of the District meeting.

E. The sealed plain envelope containing the ballot shall be returned to the District Secretary by the member in another envelope clearly identifying name, address and county of the member to permit verification of membership enrollment and to maintain the integrity of the voting procedure.

F. It shall be returned to the District Secretary and counted at the District meeting by an Election Committee appointed by the District President. Any candidate may observe the ballot tabulation. If a nominee is unopposed after the union has provided reasonable opportunity for nomination, the union does not have to include that position on the ballot if write-in votes are not permitted by the union's Constitution. (If nominees for all offices are unopposed under these

circumstances, no election is necessary.) Furthermore, if nominations for delegates are equal to or less than the number allowed the Secretary shall include the names of those nominated and mail to all members with the district meeting notice stating that they will be the District's Delegates to the State Convention.

G. 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 district Association, in accordance with ARTICLE VI Section 2.A of the State Constitution, shall be declared regular delegates and the remaining candidates shall be declared alternates in order of their finish.

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

H. A certified list of state delegates will be provided to the chairman of the credentials committee by the state secretary prior to the opening of the first business session of the State Convention. No delegate will be seated and allowed to vote if not certified. No member will be seated as a delegate except as a certified delegate voted on by the membership of the District of which he/she is a member.

I. Any Bargaining Unit and Retired member will have the privilege of voting at any Association meeting on all Association business except as covered in ARTICLE V, Section 3.C and ARTICLE XII.

Section 3. Compensation for State Delegates.

A. The State Treasurer will issue a check in the amount of \$500.00 to each elected District delegate who attends all business sessions of the State Convention and a \$50.00 check to each District Secretary/Treasurer for State Convention duties.

B. If an elected delegate is unable to attend all business sessions, the said delegate shall be able to request in writing a partial payment. The State Board shall decide if warranted and how much the payment shall be at the Fall Board meeting following State Convention.

Section 4. Quorum.

Twenty five delegates, who represent not less than four districts, shall constitute a quorum for transaction of business.

Section 5. Special Meetings

Upon request of twenty organized counties in good standing, the State Board shall call a Special meeting. No business other than that for which the special meeting is called shall be transacted.

Section 6. Secret Meetings.

No meeting, whether regular or special, shall be held in secret.

ARTICLE VII

National Convention Delegates

Section 1. Eligibility.

A. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members. In order for a state to receive credit for cash pay members, dues must be received no later June 30 of the Association year just ended.

B. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such "good standing" status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.

C. A member who accept or acts at any time in any capacity normally performed by a manager from the end of one Convention to the end of the next Convention shall be ineligible to be nominated or serve as delegate.

Section 2. Nomination.

A. Within each state association, nominations for National Delegate shall be submitted by U.S. Mail to a prearranged post office box on a nominating ballot or copy. The nominating ballot shall be signed and show the name and address of the member making the nomination, and may include self-nomination. The nominating ballot and instructions shall be posted on the NRLCA website and in all published issues of the National Rural Letter Carrier from December-May..

B. Nominations must be received in the office of the State Secretary at least 50 days prior to the opening of the state convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

Section 3. Election.

A. A member must be on the rolls at least 50 days prior to the opening of the state convention in order to be eligible to vote for National Delegates.

B. Members of the Election Committee shall conduct a random drawing to determine the order in which the names of nominees are to be placed on the National Delegate Ballot.

C. The State Secretary shall prepare a ballot listing the candidates for National Delegate. Instructions on each ballot shall include the number of delegates to be elected, the deadline for return of the ballot and the mailing address of the designated post office box. The number of votes cast on each ballot shall not exceed the number of delegates to which the state association was entitled at the previous convention.

D. The State Secretary shall cause the ballot to be mailed to eligible members at least 25 days prior to the opening of the state convention. In addition, the State Secretary/Designee shall arrange for the rental of a post office box for the receipt of the ballots and another for the return of undeliverable ballots.

E. An envelope marked "Ballot" shall be provided in which to seal the ballot. To permit verification of membership and to maintain the integrity of the voting procedure, an outer envelope, also marked "Ballot" which clearly identifies the name and address of the member, shall also be provided. The sealed envelope containing the ballot shall be placed in the outer envelope by the member and mailed to the designated post office box.

F. An Election Committee shall be appointed by the State President. No candidate for National Delegate may serve on the Election Committee. After the deadline for receipt of ballots, the Election Committee shall collect and tabulate the ballots at the state convention. The post office box designated for the return of ballots shall be accessible only to the Election Committee.

G. Any candidate or designee may observe the ballot tabulation. In reporting the results of the election, the candidates shall be placed on a roster in the order of votes received. The number of delegates to which the state is entitled shall be declared regular delegates; the remaining candidates shall be declared alternates.

H. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.

I. The State Secretary shall prepare and send credentials to the National Secretary-Treasurer for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention. The credentials shall be embossed with the state's seal to verify authenticity.

J. Delegates-at-Large and regular elected delegates presenting identification to the Credentials Committee at the National Convention shall be certified and seated.

Section 4. Compensation of State-paid National Delegates.

A. A State-paid delegate to the National Convention, State President, State Vice President, State Secretary, State Treasurer, and Executive Committee members shall be paid at the same rate per diem and mileage as National paid delegates; as per Article VI Section 3 of the National Constitution. In the event that any delegate would be elected National paid delegate, he or she would forfeit the state-paid delegate pay. All State-paid delegates shall receive no less than \$1000. If the National-paid delegate rate is less than \$1,000; the IARLCA will pay the difference to the National-paid delegate.

ARTICLE VIII

State Board

Section 1. Members.

There shall be a State Board consisting of the President, Vice President, Secretary and Treasurer and the three members of the Executive Committee. Members of the State Board shall serve as members of that board according to their respective positions in the Association.

Section 2. Duties.

A. The State Board shall have charge of all property of the Association, examine all bills, which must be itemized before being paid, and the State Secretary shall draw orders for the same when approved by the State Board and countersigned by the President of the Association.

B. The State Board shall audit all accounts, all receipts and expenditures, examine all books of the Secretary and Treasurer to determine whether they have faithfully performed their duties.

C. The State Board shall have general supervision of finances of the Association, including the power to borrow money from a lending institution upon the signature of the President and Secretary and to repay the same with interest. The sum borrowed shall not exceed 10 percent of the gross monies received by the State Association for the preceding association year.

D. The State Board shall cause the State Treasurer to have printed in the Iowa Rural Letter Carrier an itemized financial report quarterly.

E. The State Board shall maintain an inventory of all records and properties of the Association. As determined by the State Board, all records and properties, not in use, shall be entrusted to the custody of the State Secretary.

F. It shall be the duty of the State Board to execute the terms of the agreement with National General Insurance Company according to the terms thereof: Funds from this program in excess of administrative costs shall be placed in the General Fund and administered by the State Board, according to the directive of our Constitution.

G. The State Board shall be authorized by the Iowa Rural Letter Carriers' Association to provide an "Iowa Room" at the site of the National Convention.

H. The State Board shall arrange for the publication of a State Paper, contract for printing and control all business matters pertaining to the State Paper.

I. The State Board shall have the Constitution printed in the Iowa Rural Letter Carrier, the Association's monthly paper, annually. The cost of printing to be allowed from the fund of the State Association.

J. A review of the State Treasurer's books will be done by an independent CPA firm to be determined by the State Board within 30 days of the close of the fiscal year.

K. All salaries and fees shall be reviewed annually by the State Board, and a recommendation made and presented to the delegates for a vote at each annual State Convention.

L. The Chairman of the Executive Committee shall submit at each State Convention, a report of the official acts and duties of the Executive Committee.

ARTICLE IX

Committees

A. Legislative Committee.

1. Officers and personnel shall consist of a chairman and two other members, all to be appointed by the president. The Committee shall be appointed for their qualifications rather than to honor them and their tenure of office shall be for one year or until their successors are appointed.

2. Their duties are to represent the State Association in efforts toward legislative goals - including contacts with the Iowa Legislature.

B. Auditing Committee.

A special auditing committee of three shall be appointed at each State Convention to audit the books of the Treasurer.

ARTICLE X

Appeals

The appeals process shall be as provided for in Article X of the National Constitution.

Section 1. State.

A. A member aggrieved by any action of the state association or officer shall have the right to appeal to the State Board.

1. Appeals must be filed and mailed individually, in writing, and be filed with the State President within 30 days of having knowledge of said action.

2. Within 10 days of receipt of the appeal, the State President shall notify all members of the State Board and the assigned Executive Committeeman and shall request that the Charging Party provide a letter outlining the specific charges and any relief sought. This letter of specificity, along with complete documentation, must be returned within 20 days of receipt of the President's request.

3. Upon receipt of the letter of specificity, the State President shall forward a copy to the Charged Party for response. The Charged Party shall have 20 days to respond in writing and provide documentation to the State President.

4. The State Board shall review the Charging Party's letter of specificity, documentation, relief sought and the response of the Charged Party. The State Board is authorized, in consultation with the Executive Committeeman, to take the necessary action to resolve the issue within 30 days. Extension of this 30-day time limit, when necessary, shall not exceed 15 days. The Charging Party(s) and Charged Party(s) (hereafter referred to as the Party or Parties) shall be notified in writing of the decision of the State Board.

B. A Party not satisfied with this decision, or any other action of the State Board on said appeal, shall have the right to appeal to the National Board

1. This appeal must be in writing and be filed with the President of the National Association within 30 days of receipt of the State Board's decision.

2. Within 15 days of receipt of an appeal, the National Board shall notify the National Appeals Commission. The President shall notify the State President and the Parties that the appeal has been received and forwarded to the National Appeals Commission.

3. Within 30 days, the National Appeals Commission shall investigate each appeal and report its findings and recommendations in writing to the National Board. Upon receipt of the findings and recommendations of the Appeals Commission, the National President shall notify the Parties that the findings and recommendations are before the National Board. The National Board shall render a decision and notify the Parties in writing within a reasonable period of time.

C. A Party not satisfied with the decision of the National Board shall have the right to appeal to the next Convention of the National Association.

1. This appeal must be in writing and be filed with the National President within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the Convention the appeal may be held until the following National Convention.

2. Within 15 days of receipt of said appeal, the President shall notify the Parties that the appeal has been received and shall be forwarded to a National Appeals Committee.

3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties and to the President of the state association at least 24 hours before the report is presented to the National Delegates.

Section 2. National.

A. A member aggrieved by any action of the National Association or Officer, representative or steward thereof shall have the right to appeal directly to the National Board.

1. Appeals must be filed and mailed individually, in writing and be filed with the National President via first class mail within 30 days of having knowledge of said action.

2. Within 15 days of receipt of the appeal, the National Board shall retain the appeal for investigation, forward the appeal to the National Appeals Commission or, if received within 90 days of the first business session of the National Convention, refer the appeal to the Appeals Committee. The President shall notify the Charging Party(s) of the appeal's receipt and disposition.

3. Should the National Board retain the appeal, it shall investigate, render a decision and notify the Charging Party(s) in writing within a reasonable period of time.

4. Should the National Board forward the appeal to the National Appeals Commission, the commission shall complete an investigation and report its findings and recommendations in writing to the National Board within 30 days. Upon receipt, the National President shall notify the

Charging Party(s) that the Commission's report is before the National Board. The National Board shall render a decision and notify the Charging Party(s) in writing within a reasonable period of time.

5. Should the National Board refer the appeal to the Appeals Committee, the appeal shall be handled in accordance with the provisions that follow.

B. A Party not satisfied with a decision rendered by the National Board shall have the right to appeal to the next National Convention.

1. The appeal must be in writing and be filed with the National President within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the Convention the appeal may be held until the following National Convention.

2. Within 15 days of receipt of the appeal, the President shall notify the Party(s) that the appeal has been received and shall be forwarded to a National Appeals Committee.

3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties at least 24 hours before the report is presented to the National Delegates.

Section 3. Administration.

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

ARTICLE XI

Parliamentary Authority.

The parliamentary authority of the association shall be the most recent edition of Roberts Rules of order.

ARTICLE XII

Amendment of Constitution.

A. This Constitution shall take effect at the final adjournment of the State Convention and may be amended at any State Convention by a two-thirds (2/3) vote of the delegates present.

1. All amendments shall take effect at the close of the State Convention unless otherwise ordered by the Convention.

2. All amendments determined to affect counties equally will become part of county bylaws at the close of the State Convention.

3. The State Board shall have the authority to make interim amendments to the Constitution of the Association when necessary to conform to federal law.

4. Any provision of this Constitution which conflicts with federal or state law, regulation or ordinance shall be inoperative as to those jurisdictions in which said federal or state law, regulation or ordinance is in force.

ARTICLE XIII

Life of the Association

The duration of the association shall be perpetual, unless dissolved by three-fourths majority of all members by a referendum vote. The referendum vote shall be a result of Convention action.