

**COUNTY  
CONSTITUTION**

**ARTICLE I  
Name**

The name of this Association shall be the Columbia County Rural Letter Carrier's Association, hereafter referred to as the Unit. This Association shall be a subordinate unit of the Wisconsin Rural Letter Carriers' Association (WI RLCA) and the National Rural Letter Carriers' Association (NRLCA).

**ARTICLE II  
Purpose**

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

**ARTICLE III  
Members**

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

**ARTICLE IV  
Officers**

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

**Section 2. Duties.** The Unit Officers shall perform such duties as are prescribed in this Constitution, by the State Board or in the adopted parliamentary authority. No Officer of this Unit shall incur any indebtedness on its behalf or appropriate any money without



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

A. **President.** The President shall be responsible for the supervision of all activities of the Unit and shall enforce compliance with the NRLCA Constitution and the WI RLCA Constitution or Bylaws. 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.

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

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

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

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

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



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

## **ARTICLE V**

### **Meetings**

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

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

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

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

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

- Call to Order
- Reading and Approval of Minutes
- Reading of Financial Report
- Unfinished Business
- New Business
- Adjournment



**ARTICLE VI  
Dissolution**

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

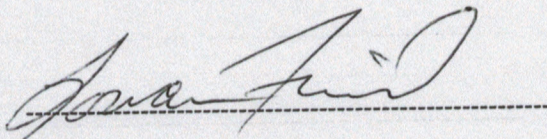
**ARTICLE VII  
Parliamentary Authority**

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

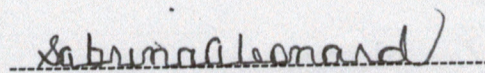
**ARTICLE VIII  
Amendment**

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

Approved as written: April 14, 2009



President



Secretary/Treasurer