

**WELCOME
TO
LOCAL OFFICER
TRAINING**

March 9th, 2024 – Black River Falls, WI

INTRODUCTIONS

- President, Kim Mac Donald
- Vice President, Jason Johnson
- Secretary/Treasurer, Erica Kragness
- Assistant Secretary/Treasurer, Beth Montejano
- Chairperson Executive Committee, Jesse Hanson
- Committeeperson, Lisa Rittenhouse
- Committeeperson, Kayla Kastenson

NRLCA Wisconsin District Rep, Greg Dietzler
Chaplin, Carla Freymiller

Pac Chair, Bob Lueck
Media, Eileen Fletcher

LEGAL AND BINDING MANDATES

IT'S THE LAW

TRANSFER OF PROPERTY

Anyone holding a position of leadership in this Association must surrender any and all files, records, and union property upon leaving that position, to either your successor, or your State Association. This includes materials acquired through the regional, area, and nationwide seminars. Failure to comply with this directive can subject you to possible charges and or suits from the Department of Labor, as well as from your State Board, or the National Office.

Reference: Department of Labor Union Member Rights and Officer Responsibilities / LMRDA, NRLCA Constitution, Article V, Section 9 and the State Constitution.

COMPLY WITH FEDERAL, STATE AND LOCAL LAWS

As a leader of this Association, you should have a basic understanding of the Federal, State, and local laws that pertain to the operation of our Association.

Penalties can be imposed upon the Association and/or an individual if we fail to adhere to the provisions of these laws. You are required to safeguard all Association funds, equipment, and supplies from embezzlement or personal benefit.

COMPLY WITH THE CONSTITUTION

The Constitution is a legally binding document. As a leader in this Association, it is important that you be familiar with, understand, and comply with the provisions of the National, State, and District/Local Unit Constitutions. The Constitution was established to give the Association direction and to help achieve its mission. The Constitution is the working document that dictates how our Association is governed. Every leader must have a current copy of each of these Constitutions and make sure that the provisions of the Constitution, whether National, State, or District/Local Units are adhered to.

OBLIGATIONS, DUTIES AND RESPONSIBILITIES DEFINED

- **Obligations**: *Mandatory, required and binding in law and/or conscience obligating oneself to a course of action, as a promise or vow.*
- **Duties**: *Tasks, conduct, service, or function that arises from one's position (as in a group).*
- **Responsibilities**: *To answer for one's conduct, accountability, reliability, or trustworthiness.*

DUTIES OF A LOCAL PRESIDENT

- Select location for Spring Meeting (if not set at previous meeting) and date – MUST BE HELD AT LEAST 50 DAYS PRIOR TO STATE CONVENTION. A Fall meeting may be held if desired by local members in addition to Regional Fall Informational Meetings.
- Notify Secretary or Secretary/Treasurer of meeting location and date so that notices may be mailed timely
- Create agenda – Include “Additions to Agenda” as an agenda item
- Conduct/Lead meeting and maintain agenda
- Approve and sign annual reports – Annual LM Report (filed with the Department of Labor – IMPORTANT); annual election report for county officers; annual delegate election results; annual delegate credentials
- Review copies of bank statements as received

DUTIES OF A LOCAL SECRETARY/TREASURER

- Maintain records
- Prepare and mail meeting notices **AT LEAST 15 DAYS PRIOR** to meeting; meeting notices do NOT need to include a complete agenda but **SHOULD** include notification of elections to be held and any constitution changes and other topics to be discussed/guest speakers who will be present.
- Notify assigned State Board Representative of local meeting(s) to be held. Invite local Auxiliary (if active) to attend. ***IF A STEWARD IS DESIRED, YOU MUST CONTACT THE APPROPRIATE DISTRICT REP TO REQUEST A STEWARD ATTEND.*
- Keep minutes of meetings. Be certain minutes include records of all elections – officers and delegates.

DUTIES OF SEC/TREASURER CONTINUED

- Prepare financial reports
- Complete and mail to state secretary the required annual reports (Annual County Officer Report; Delegate Election Report; Credential Forms; and annual LM Report) in a *TIMELY MANNER – BY REQUIRED DUE DATES*.
- Maintain accurate accounting of funds
- Present report of financials at meetings
- Promptly process payments received and payments to be made.
- Assist Secretary in preparation of LM report

WHAT IS IN YOUR POSSESSION?

- Past Minutes
- Old documents
- Bank Statements
- Checks and/or a Bank Debit Card
- Stamp stock
- Paper
- Envelopes
- Gavel
- Flag

HOW DO YOU KEEP YOUR LOCAL RECORDS?

- In a file cabinet? Is this owned by you or the local unit?
 - In a plastic tote? Whose property is the tote?
- In a cardboard box? Let's get you upgraded at the next meeting.
- Scattered all over your house? Let's talk about proper file keeping after this meeting.

SAFE KEEPING OF RECORDS



- Please do what you can to keep your local unit's property safe from any potential damages such as excessive heat, water, pets or unattended children.
- Ask at your local meeting for a proper piece of equipment to keep the local unit's records in.
- File cabinets can be expensive, consider a plastic tote designed for hanging folders.

HOW LONG DO WE KEEP RECORDS?

| PAPERWORK | SUGGESTED RETENTION PERIOD |
|--|-----------------------------------|
| Audit Reports | Permanently |
| Tax Exemption Documentation & Reports from IRS | Permanently |
| Minutes | Permanently |
| Constitution | Permanently |
| IRS Forms | 7 years |
| Checks- Canceled for any reason | 7 years |
| Reconciliations | 5 years |
| LM4 Forms | 5 years |
| Per Capita Reports | 5 years |
| Membership Rosters | 5 years |
| Expense Receipts | 5 years |
| Deposit Slips | 2 years |
| Election Notices | 1 year |
| Ballots of State Delegates | 1 year |

**DOES YOUR FAMILY KNOW
WHAT POSSESSIONS YOU
HAVE THAT BELONGS TO THE
LOCAL UNIT?**



INVENTORY LISTS

While majority of the local units do not hold much inventory, it is wise to make sure it is noted and filed with both president and secretary who has what belongings owned by the local unit. This is also important for your family to know incase of an emergency or an unexpected death.

Place a label on the box and/or file cabinet that states the belongings inside are property of the Local Unit if you personally own the box or file cabinet holding the property.

Place a label on the box and/or file cabinet that states this is property of the Local Unit along with the contents inside if the local unit owns the box or file cabinet also.

TRANSITION OF OFFICE

- Whether you leave on your terms or against your terms, you are obligated to turn over all property of the local unit.
- You are also obligated to make sure the transition is completed in a timely manner.
- It is a wise idea to have a signed paper document stating you turned over all property in your possession to the newly elected officer or a state board officer. Have the receiving officer also sign the paper stating they have received the property from you.

TRANSFERRING OF PROPERTY AND/OR EQUIPMENT

- As a reminder to all members of the NRLCA, whether they be duly elected officers, appointed to a position, or in an assigned position representing rural letter carriers:
- Be aware that at the expiration of the term of office or upon an earlier termination thereof, they shall turn over to the Association, their successor or the person responsible for the care of the materials in question, all books, papers, monies and other property that they may have in their possession which belong to the Association.
- This includes materials acquired through the regional, area or nationwide seminars.
- Failure to comply with this directive can subject the individual to possible charges and/or suits from the Department of Labor, as well as from the National Office.

I, Mable Lady, have turned over all items that were in my possession that belong to the Farmland Local unit of the WIRLCA. I also understand that I will forward any mail sent to me that belongs to the local unit.

I turned over:

1. All records
2. Checks and Bank Debit Card
3. All past minutes
4. The stamp stock
5. All paper and envelopes
6. The File Cabinet
7. The Flag
8. The Local Secretaries USB Flash Drive

All property was handed over to Johnny Johnson WIRLCA President.

Name

Title

Signature Mable Lady Date 4/8/2020

Receiving Signature Johnny Johnson Date 4/8/2020

SAMPLE

Additional Notes/Comments:

Inventory list matched.

(Local) Rural Letter Carriers

(Date)

(Location)

(Time)

AGENDA

- Call to Order
- Pledge of Allegiance
- Introductions (attendance)
- Any additions to agenda?
- Secretary's report
- Treasurer's report
- Election of Officers
- Election of Delegates to State Convention
- Unfinished business (formerly known as "Old Business")
- New Business
- Determine date for next annual meeting (record on report for state and KEEP THIS DATE!
- Motion to adjourn "business portion" of meeting (record time also)
- Guest speakers

AGENDA

- The agenda helps the meeting stay on task.
- It's good practice that the President has this done prior to arriving at the meeting.
- Having copies available allows members to follow the meeting and keep notes on.

SWEARING IN OF OFFICERS AT THE LOCAL LEVEL

The state board member in attendance will be swearing in local officers. Whether the local officer is newly elected or a long-time standing officer, this procedure will take place going forward.

If the State Board Representative is also a local officer, generally the next in line of power to swear the local officers in, would be the NRLCA Representative attending the local meeting.

TAKING PROPER MEETING MINUTES

BASED ON ROBERT'S RULES OF ORDER NEWLY REVISED (11TH EDITION)



THEME: Minutes are a record of what was done at the meeting *NOT* what was said by members or guests.

TAKING PROPER MEETING MINUTES

BASED ON ROBERT'S RULES OF ORDER NEWLY REVISED (11TH EDITION)

First Paragraph should include-

- Kind of meeting (regular, special, adjourned)
 - Name of board
 - Date and time of meeting
 - Place of meeting, if varies
- Fact that Chairman and Clerk were present or name of substitute
- Whether minutes of previous meeting were read and approved

TAKING PROPER MEETING MINUTES

BASED ON ROBERT'S RULES OF ORDER NEWLY REVISED (11TH EDITION)

Separate paragraph for each subject matter with name of mover:

- All main motions or motions to bring a main question again before the assembly (except any withdrawn, *see below*) stating
 - The wording in which adopted or disposed of
 - The disposition of motion (including amendments or motions)
- Secondary motions that were not lost or withdrawn
- All notices of motion
- All points of order and appeals, whether sustained or lost

TAKING PROPER MEETING MINUTES

BASED ON ROBERT'S RULES OF ORDER NEWLY REVISED (11TH EDITION)

Last Paragraph:

- Hour of adjournment

Number of votes if count ordered or ballot vote

Names and votes if roll call vote

Signature of Secretary (“Respectfully submitted” unnecessary)

DO NOT INCLUDE: Secunder’s name, remarks of guest speakers, motions that were withdrawn, or personal opinions on anything said or done

Sample Minutes

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The regular monthly meeting of the Alpha County School Board was held on Tuesday, November 6, 2001, at 7:00 p.m., at Smith High School, the Chairman and the Clerk being present. The minutes of the October meeting were read and approved as corrected.

The report of the Superintendent was received and placed on file.

The motion relating to the public comment period of the meeting, which was postponed from the October meeting, was then taken up. On motion of Mr. Smith, the motion was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting.

Mr. Rogers moved “that the Board participate in a leadership retreat to be held the second weekend of February.” After amendment and further debate, the motion was adopted as follows: “That the Board participate in a leadership retreat to be held on two consecutive weekends beginning the first weekend in June.”

The meeting adjourned at 8:40 p.m.

Wyatt Freeman McKinley, Clerk

RESOURCES

2021-2024 NRLCA-USPS Tentative National Agreement Has Been Ratified

Search ... 

WIRLCA

HOME ▾ NEWS CONTRACT ▾ COUNTY UNIT INFO ▾ FINANCIALS ▾ LEGISLATIVE ▾ MEETINGS ▾ USEFUL LINKS ▾ CALENDAR

Dane County

Dunn County



BREAKING NEWS

NRLCA Reaches Tentative Agreement with USPS for 3-Year Contract



org/?page_id=95

WWW.WIRLCA.ORG

2021-2022 COUNTY PRESIDENTS/SECRETARY-TREASURERS [contact list](#)

COUNTY SECRETARIES TOOLBOX

[DEPARTMENT OF LABOR \(DOL\)-OFFICE OF LABOR-MANAGEMENT STANDARDS \(OLMS\) link](#)

[HOW LONG DO I HAVE TO KEEP OUR COUNTY'S LOCAL RECORDS](#) [NRLCA DOCUMENT RETENTION SCHEDULE](#)

[LM report filing](#)

[-Step by Step instructions](#)

[-LM Cheat Sheet \(print and manually calculate\)](#)

How to run a meeting and other important stuff

[Treasurer helps \(download\)](#)

[Fill in the blank minutes \(download\)](#)

[Basic agenda \(download\)](#)

[2022 meeting invitation SAMPLE edit as needed \(download\)](#)

[County constitution](#)

[APCU application](#)

If you don't have Microsoft Office then use this free program "Open office" [download link](#) to open the documents above

Essential Parliamentary procedure: National Parliamentarian-Jim Slaughter [website](#)

Any Counties that are interested in having a web-page included should e-mail webmaster@wirlca.org



Clipboard Paste

Font Calibri (Body) 24 Bold Italic Underline

Paragraph Bullets Numbering Indentation

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Editing Find Replace Select

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Editor

Add-in Print to a DYMO Label

<Your County> COUNTY RURAL LETTER CARRIERS



2022 ANNUAL SPRING MEETING <DATE> <PLACE> <LOCATION>

Social Hour<TIME>; Order<TIME>; Meeting at <TIME>

Tentative Agenda includes:

- updated Secretary Report and Treasurer Report
election of local officers
election of delegates to state convention
discussion of motions regarding payments to delegates and gift to the state convention
Guest Speakers: Wisconsin Rural Letter Carriers Association <board member title> and <NAME>, National Rural Letter Carriers <NSS TITLE>

Bring a co-worker! Bring a non-member so they can see how the union is working for them! Everyone bringing a non-member who signs up will be entered into a drawing for a Gas Card. Anyone who signs up as a new member at the meeting will receive their meal complimentary.

Clipboard Font Paragraph Styles Editing Voice Editor Add-in

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(Local) Rural Letter Carriers
 (Date)
 (Location)
 (Time)

Meeting called to order at (TIME) by President (president name) with Vice President (VP name) and Secretary Treasurer (name) present, along with (number) members and (number) guests) present.

Pledge of Allegiance was recited and introductions were made.

Agenda was reviewed and (approved; additions were made).

Secretary/Treasurer (name) read minutes from the last meeting. (the following corrections were made) Motion by (name) to approve minutes; 2nd; MC.

The treasurer's report was presented. We have \$(amount) on hand with \$(amount) in checking and \$(amount) in savings. We received dues totaling \$(amount) and interest/dividends of \$(amount). Our expenses included postage and supplies for meeting notices, guest meals at last meeting, delegate pay and (any miscellaneous such as payments to officers if any).

Election of officers was held. (see notes from power point – Option A, B or C). Nominations were opened for the position of President. (name) nominated (name), 2nd. (Name) nominated (name), 2nd. Nominations were closed and (title and name) named (3 people) to be tellers. Ballots were passed out, voted and collected. Tellers left room to count ballots. (name) received (X) votes and (name) received (X) votes. (Name) was elected to serve as President.

Themes Colors Fonts Effects Themes

Margins Orientation Size Print Area Breaks Background Print Titles

Width: Automatic Height: Automatic Scale: 100%

Gridlines View Print Sheet Options

Headings View Print

Bring Forward Send Backward Selection Pane Align Group Rotate

Arrange

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | Balance from previous report | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | Additions: | | | | | | | | | | | | | | | | | | |
| 8 | Dues Received | | | | | | | | | | | | | | | | | | |
| 9 | Interest Earned | | | | | | | | | | | | | | | | | | |
| 10 | Other Income | | | | | | | | | | | | | | | | | | |
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| 13 | | | | | | | | | | | | | | | | | | | |
| 14 | Expenditures: | | | | | | | | | | | | | | | | | | |
| 15 | Annual Notices (postage/etc) | | | | | | | | | | | | | | | | | | |
| 16 | Meals | | | | | | | | | | | | | | | | | | |
| 17 | Delegate allowances | | | | | | | | | | | | | | | | | | |
| 18 | Gifts | | | | | | | | | | | | | | | | | | |
| 19 | Other Expenses | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | |
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| 22 | Balance as of today: | | | | | | | | | | | | | | | | | | |
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Main Report Tab

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Sheet Options Headings View Print Bring Forward Send Backward Selection Pane Align Group Rotate Arrange

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| 1 | Date | Check Number | Payee/Notes | Chk Amt | Deposit | Balance | | | | | | | | | | | | |
| 2 | | | Starting Balance | | | \$ 100.00 | | | | | | | | | | | | |
| 3 | | | | | \$ 20.00 | \$ 120.00 | | | | | | | | | | | | |
| 4 | | | | \$ 20.00 | | \$ 100.00 | | | | | | | | | | | | |
| 5 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 6 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 7 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 8 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 9 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 10 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 11 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 12 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 13 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 14 | | | | | | \$ 100.00 | | | | | | | | | | | | |
| 15 | | | | | | \$ 100.00 | | | | | | | | | | | | |

Checking Register Tab

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Sheet Options Bring Forward Send Backward Selection Pane Align Group Rotate

| A | C | D | E | F |
|------|------------------|----------|----------|-----------|
| Date | Payee/Notes | Chk Amt | Deposit | Balance |
| | Starting Balance | | | \$ 100.00 |
| | | | \$ 20.00 | \$ 120.00 |
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Savings Register Tab

LOCAL AND DISTRICT MEETINGS

When scheduling local unit meetings, you must have written communication with the District Representative for the Postal District that covers the unit being scheduled.

The District Representative will assign a representative to attend local unit meetings to the extent possible. All expenses of the NSS employee will be borne by the NRLCA.

Steward Request



On behalf of the local unit Dunn County,
I am requesting a steward be present at our local meeting.

Our meeting will be on _____, 2024.

Social hour starts at ____ am/pm with the meeting starting at ____ am/pm.

Our meeting will be held at _____

Full Address _____

City _____, WI

Thank you Greg, for your attention in this matter. If you have any questions you can reach me, _____, at _____.

**DID YOU REQUEST YOUR STEWARD
BE PRESENT?**

CALENDAR WITH MEETING DATES

WIRLCA Any Counties that are interested in having webinars included should email webmaster@wir.ca.gov

HOME NEWS CONTRACT COUNTY UNIT INFO FINANCIALS LEGISLATIVE MEETINGS USEFUL LINKS CALENDAR

THANK CHUCK GROTH FOR DOING A FANTASTIC JOB KEEPING THE WEBSITE UPDATED!

COUNTY UNIT MEETING SCHEDULE

Show entries

| County | Unit Name | Date/Time | Location |
|--------|--|------------------|----------|
| 003 | Carroll | | |
| 004 | Brown/Shawano | April 19, 2022 | |
| 005 | Barron | April 20, 2022 | |
| 007 | Chippewa/Eau Claire | April 20, 2022 | |
| 009 | Central Wisconsin (Madison, Monroe, Oneida, Outagamie, Waushara, Winnebago, Wood County) | April 19, 2022 | |
| 010 | Crawford | | |
| 012 | Dodge | April 13, 2022 | |
| 013 | Dool/Kewaunee | April 13th, 2022 | |
| 014 | Lake Superior | | |


Showing 1 to 10 of 39 entries

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County Unit Info

updated 1/27/2022

WIRLCA FALL REGIONAL MEETINGS

[MAP & SCHEDULE](#)

NEWS

NEW LEAVE CODE FOR FULL DAY RURAL UNION LWOP (leave without pay)

(The) USPS is implementing a new DACA Code (Code F) which will be used instead of "L" when a carrier takes a full-day of LWOP for Union business.

DACA Code F is used for Full Day Rural Union LWOP.

This new process begins pay period 04/2021, (January 30th, 2021).

The new code F is applicable to designated "Full Time" Union Officials or when a Regular Rural Carrier (Union Steward or other Union Officer) is working on official union business for the entire day.

This new code should also be used when a carrier requests LWOP for conventions or other union business.

Forms/Documents

- Classifieds
- EAP
- Forms/Documents
- Insurance
- Newsletters
- OWCP
- Videos



Forms/Documents

HANDBOOKS

[PO-603 Rural Carrier Duties and Responsibilities](#)

[EL-902 National Agreement \(Contract\)](#)

[EEM 1045-Employee Labor Manual
Part 1 Title and Attendance Chapter 5, Rural Letter Procedures](#)

[Standard Training for Rural Letters Carriers-On the Job Training](#)

[New Career Employee Benefits Handbook](#)

[Publication 553-Employee's Guide to Understanding, Investigating, and Preventing Harassment, November 2018](#)

FORMS

- [Form 1187-Dues withholding, active carrier-\(form fillable\)](#)
- [Form 1187R-Dues withholding, retiree](#)
- [PS 8191-Grievance Form](#)
 - [Instructions](#)
- [Form 10-Steward Election call w/ instructions](#)

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TONS OF RESOURCES

WHAT IS A CONSTITUTION?

- The basic principles and laws of a nation, state, or social group that determine the powers and duties of the government and guarantee certain rights to the people in it.

A LOCAL CONSTITUTION

- Is a document that describes the system of beliefs and laws by which each Local Association is governed
- Can only be amended by the Local Delegation
- Shall not conflict with the National Constitution nor the State Constitution

LOCAL CONSTITUTION CHANGES

- Constitutions may be amended at a Local 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. Therefore, it may always be a good idea to post constitution changes as an agenda item on your meeting notice.
- All amendments to this Constitution shall become effective upon approval of the Wisconsin Rural Letter Carriers' Association.
- Changes should be reviewed yearly.

LOCAL BOARD POLICIES

- Board policies state things like, if the local unit pays for food at the meetings, providing door prizes for meetings or state conventions, who chooses the the meeting location, who sets the dates of the meetings and anything else not covered by the local constitutions.
- Board policies are NOT to be shared. Those are confidential to the local board members.

INTERNAL CONTROLS

- The President and Secretary shall both receive bank statements. This can be done by requesting duplicate statements.
- Provide financial reports at all meetings hosted.
- Complete your local LM, timely. This is done, by the secretary/treasurer and the president, after July 1st but before September 28th

WIRLCA 2023-2024 CONSTITUTION

ARTICLE VI SECTION 3

- A. Each county association shall be entitled to one delegate elected by secret ballot to the State Convention for every five (5) of its members, or major part thereof, based on the membership as of February 1st of the current year.
- B. For the election of officer's county units shall be entitled to the same numbers of votes in the Convention as they are entitled to delegates, provided at least one (1) delegate is present.
- C. Delegate slips signed by the County President and County Secretary shall be submitted to the State Secretary/Treasurer prior to the close of credentials in order to allow elected Delegates to vote. Delegates must present themselves to the Credentials committee.
 - 1. Only members elected by their county units may have voting rights.
 - 2. The only way members may be authorized by the delegation to have voting rights is if they arrive at the convention after the credentials committee has been dismissed and their county had submitted their county had submitted their name as a delegate.
- D. Each elective state officer shall be entitled to a vote on every question before the State Convention, except the election of State Officers.

HOW TO FIND YOUR DELEGATE STRENGTH

The screenshot shows the Microsoft Excel interface with the following data:

| | A | B | C | D | E | F | G |
|----|---------------------------------------|-----------------------------|------------------|-----------------|-------------|---|---|
| 1 | | | Dues calc | | | | |
| 2 | Regular & PTF | 21 | \$6.00 | \$126.00 | | | |
| 3 | Retired | 9 | \$1.00 | \$9.00 | | | |
| 4 | Relief | 6 | \$2.50 | \$15.00 | | | |
| 5 | Total members | 36 | | \$150.00 | | | |
| 6 | Delegates for State Convention | | 7 | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | 015- Dunn | | | | | | |
| 10 | | CL Code: 1 - Regular | | | | | |
| 11 | | MARK SCHMIDT | 15 | 1 - Member | 1 - Regular | | |
| 12 | | TERRY BUNDY | 15 | 1 - Member | 1 - Regular | | |
| 13 | | THERESA CATURIA | 15 | 1 - Member | 1 - Regular | | |
| 14 | | PAUL GRORUD | 15 | 1 - Member | 1 - Regular | | |
| 15 | | LARRY HABLE | 15 | 1 - Member | 1 - Regular | | |
| 16 | | JODY HAYES | 15 | 1 - Member | 1 - Regular | | |

DELEGATE CERTIFICATE 2024 – **LOCAL COPY**

This is to certify that the Following are duly elected Delegates to represent the _____ County Rural Letter Carriers' Association at the State Convention to be held in the city of Fond Du Lac, WI June 21-23, 2024.

| Delegate PRINT Name | Delegate SIGNATURE |
|---------------------|--------------------|
| 1 _____ | _____ |
| 2 _____ | _____ |
| 3 _____ | _____ |
| 4 _____ | _____ |
| 5 _____ | _____ |
| 21 _____ | _____ |
| 22 _____ | _____ |
| 23 _____ | _____ |

OFFICERS, PLEASE SIGN BELOW

President _____ Secretary _____ Date _____

By signing this document, you understand only these names on this list can be seated as delegates at the State Convention! Alternate delegates will be upgraded by the Local Secretary or designee at the convention.

ALTERNATE DELEGATE CERTIFICATE 2024 – LOCAL COPY

This is to certify that the Following are duly elected Alternate Delegates to represent the _____ County Rural Letter Carriers' Association at the State Convention to be held in the city of Racine, WI June 21-23, 2024.

ALTERNATE Delegate PRINT Name

ALTERNATE Delegate SIGNATURE

1 _____

2 _____

3 _____

4 _____

23 _____

OFFICERS, PLEASE SIGN BELOW

President _____ Secretary _____ Date _____

By signing this document, you understand these names on this list can be seated as delegates at the State Convention ONLY when upgraded by the Local Secretary or designee at the convention.

The background consists of numerous overlapping, torn pieces of paper in shades of purple and blue. Each piece of paper has a large, dark question mark printed on it. The overall effect is one of confusion and uncertainty.

ASK FOR HELP!

NEED HELP?

The background of the image is a dark blue gradient with a pattern of semi-transparent, light blue question marks scattered across it. The text is centered horizontally and vertically.

ANY QUESTIONS?

