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.

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.

COMPLY WITH FEDERAL, STATE AND LOCAL LAWS

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.

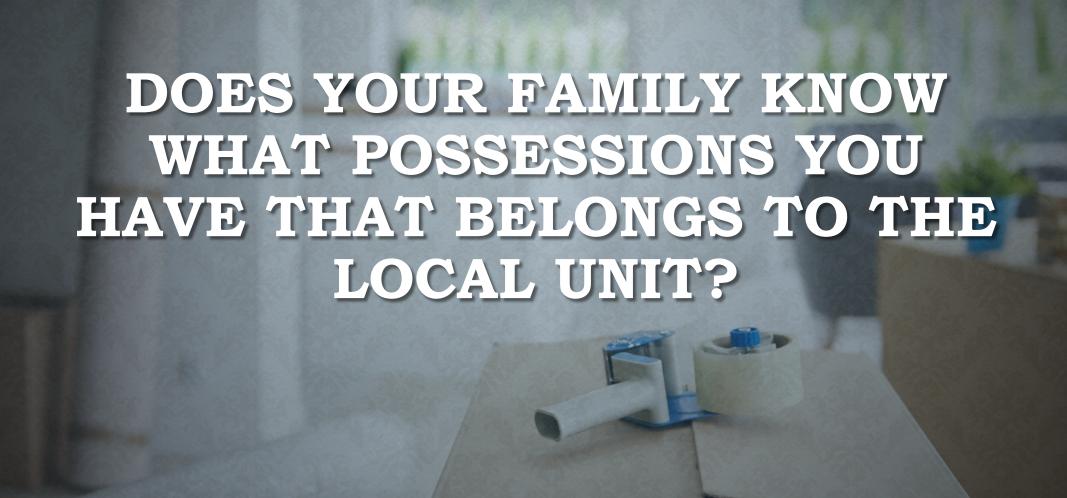


SAFE KEEPING OF RECORDS

- 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	l year
Ballots of State Delegates	l year



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.

turne	ed over:	
1.	All records	
2.	Checles and Bank Debit Card	
3.	All past minutes	
4.	The stamp stock	
5.	All paper and envelopes	
6.	The File Cablinet	
7.	The Flag	
8.	The Local Secretaries USB Flash Drive	
	perty was handed over toJohnson_	La NEL C.A. Transfelavión
All pro	perty was nanded over to (privilized 10/1/05/07)	
		PVIICEDA PIGSDIGIOS
	Name	Title
	· ·	Title
Signat	Name	Title
Signat	Name ure_Mable_Lady	Title

(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 Representive 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.

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



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

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

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

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: Seconder'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



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)

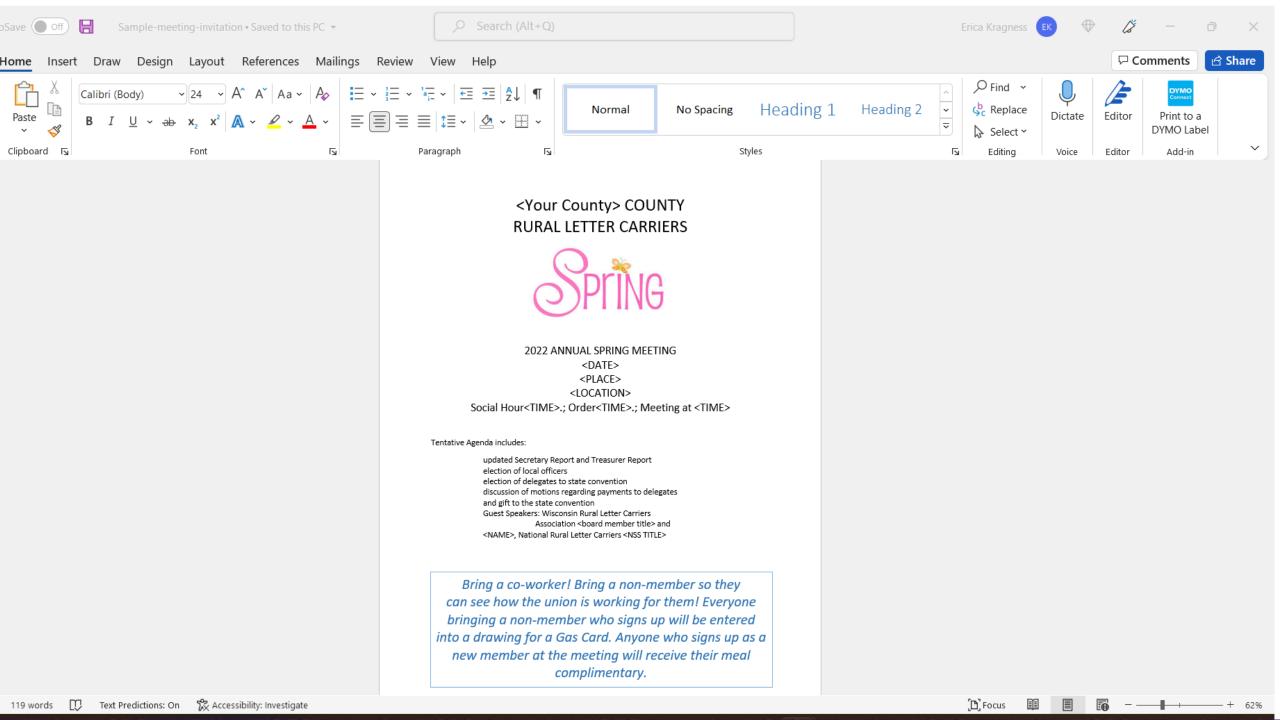
County constitution

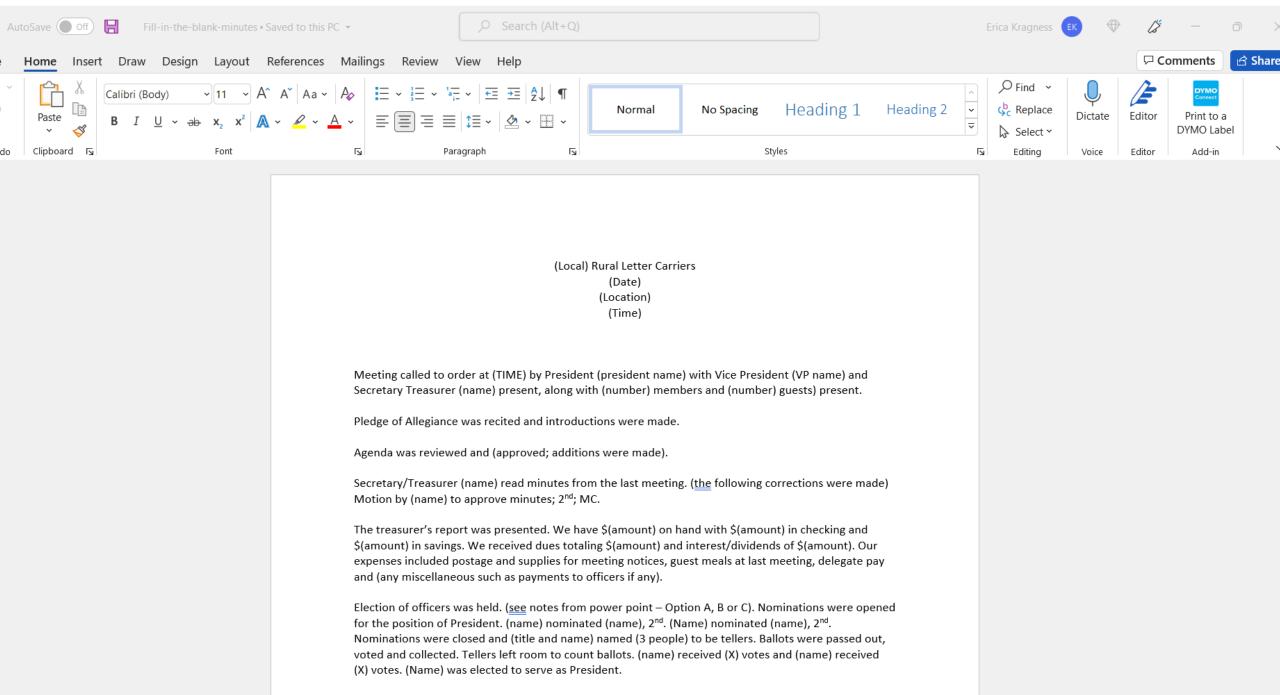
APCU application

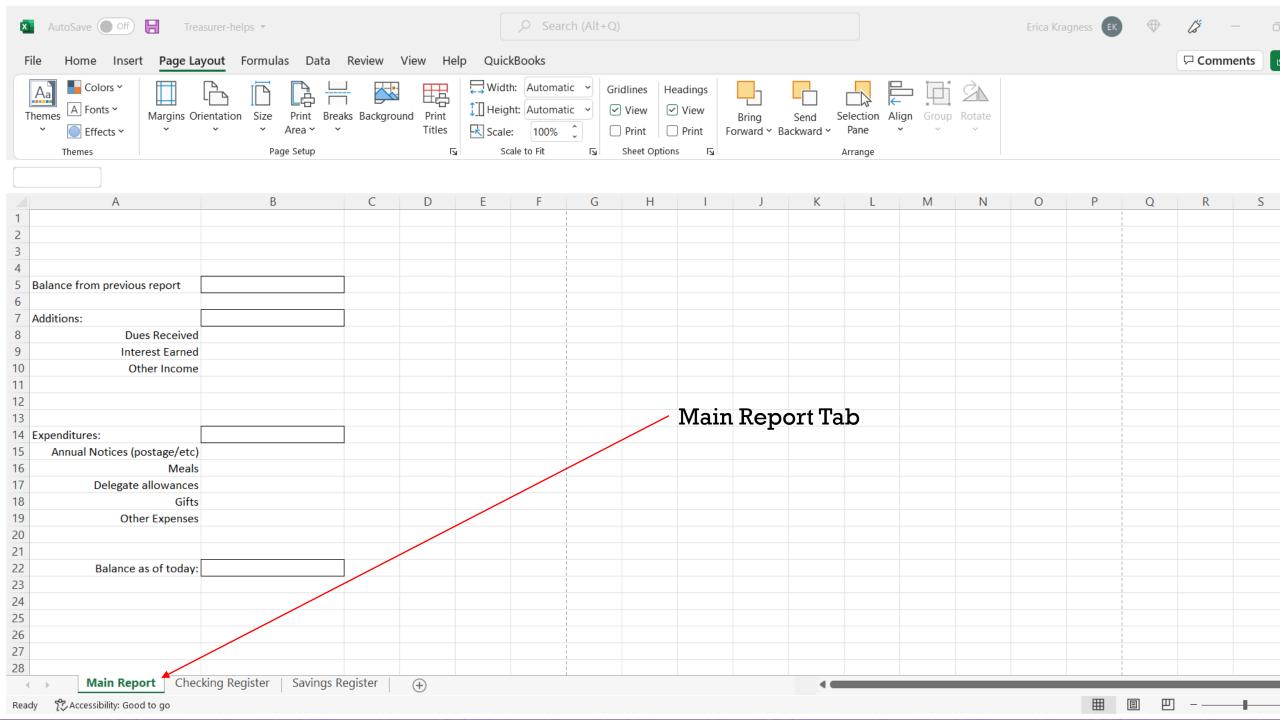
If you don't have Microsoft Office then use this free program "Open office" download link to open the documents above

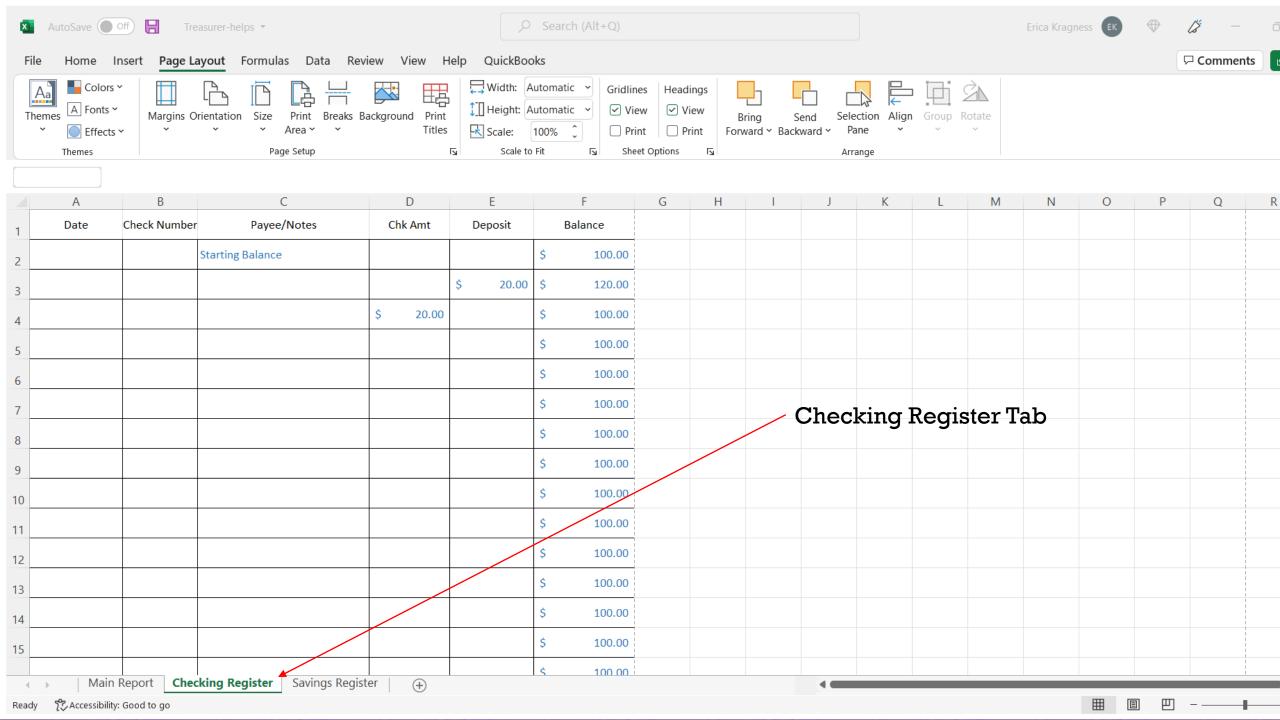
Essential Parliamentary procedure: National Parliamentarian-Jim Slaughter website

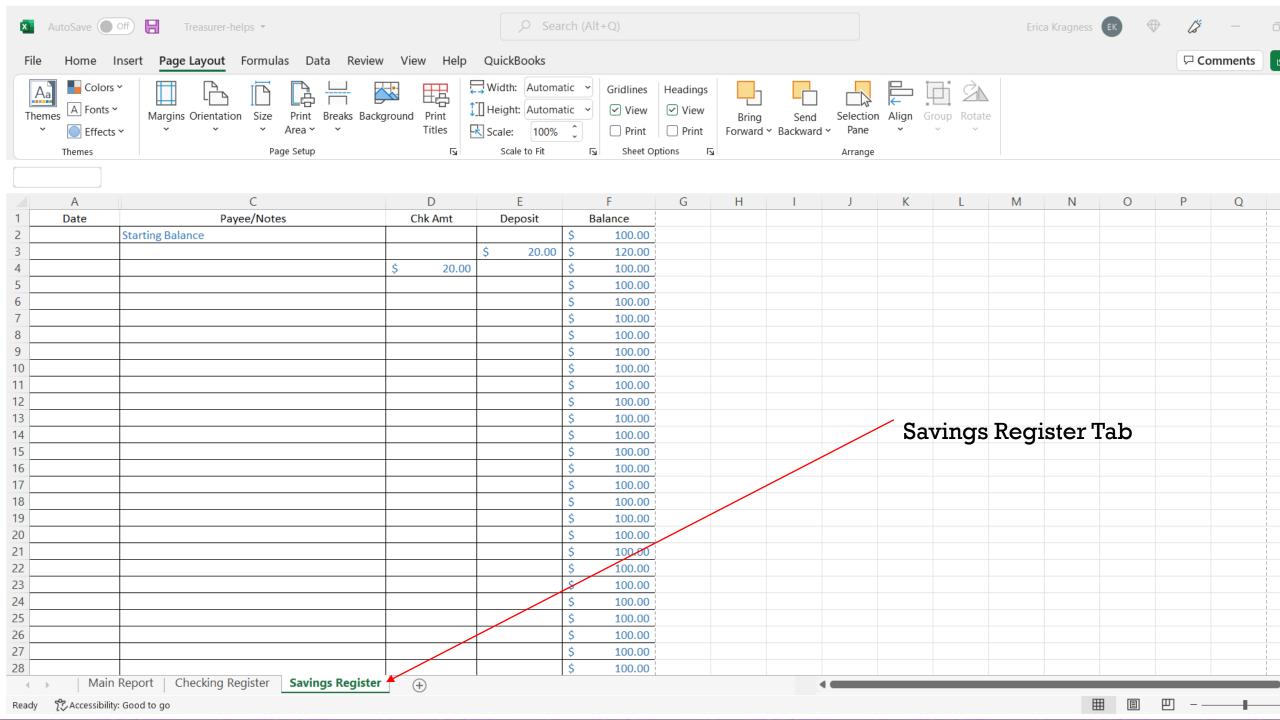
Any Counties that are interested in having a web-page included should e-mail webmaster@wirlca.org











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



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, W	1
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



WWW.WIRLCA.ORG

WIRLCA

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

County Unit Info

updated 1/27/2022

Forms/Documents

Forms/Documents

Videos

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

HANDBOOKS

PO-603 Rural Carrier Duties and Responsibilities

EL-902 National Agreement (Contract)

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

WWW.WIRLCA.ORG

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 polices state things like, if the local unit pays for food at the
 meetings, providing door prizes for meetings or state conventions, who
 choses 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

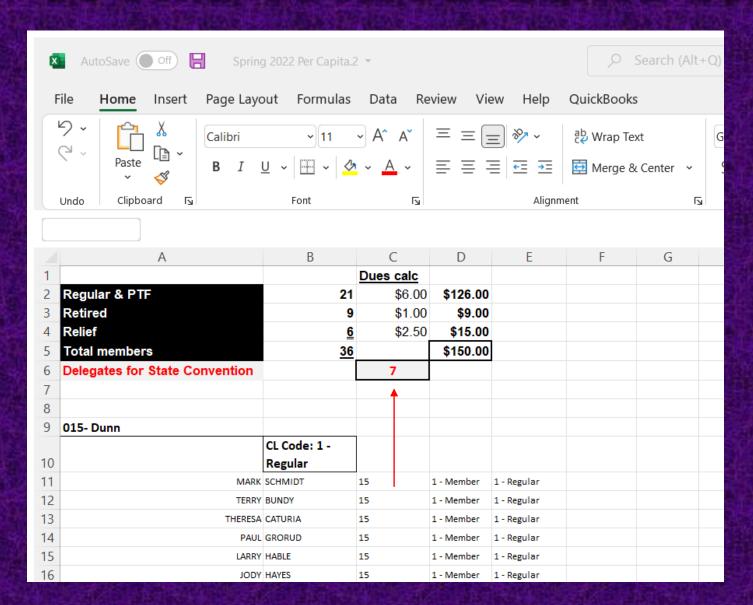
- The President and Secretary shall both receive bank statements. This can be done by requesting duplicate statements.
- Provide financial reports at all meetings hosted.
- Complete your local LM, timely. This is done, by the secretary/treasurer and the president, after July 1st but before September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



DELEGATE CERTIFICATE 2024 - LOCAL COPY

the State Convention	to be held in the city of	Rural Letter Carriers' A Fond Du Lac, WI June	
Delegate PRINT Name		Delegate SIGNATURE	
· ·			
1			
2			
23			
	OFFICERS, PLEASE SIG	N BELOW	
resident	Secretary		_Date
By signing this document, y	ou understand only these names o	on this list can be seated as deleg	ates at the State

ALTERNATE DELEGATE CERTIFICATE 2024 – LOCAL COPY

This is to certify that the I		ected Alternate Delega y Rural Letter Carrie	-	
the State Convention	n to be held in the cit	y of Racine, WI June	21-23, 2024.	
ALTERNATE Delegate PRINT Name		ALTERNATE Del	egate SIGNATURE	
1				
2				
3				
4				
23				
	OFFICERS, PLEASE S	IGN BELOW		
President	Secretar	у	Date	
•		n this list can be seated as de ecretary or designee at the co		
			Page 1 of	

ASK FOR HELP! NEED HELP?

ANY QUESTIONS?

