



BY-LAWS OF THE COLORADO STATE ASSOCIATION NALC

These By-Laws amended by the 120th Annual Convention

of the Colorado State Association April 20, 2023

**BY-LAWS OF THE COLORADO STATE ASSOCIATION
OF THE NATIONAL ASSOCIATION OF LETTER CARRIERS**

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ARTICLE 1: NAME AND OBJECT

Section 1.

This Association shall be known as the Colorado State Association of Letter Carriers.

Section 2.

The objects of this Association are to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the *Postal Service*; to organize all Letter Carriers within the State; and to guide and direct all activities relating to legislation within the States. This Association shall have the authority to coordinate with the National Business Agent regarding seminars and training courses on the State, District, and Branch levels, which shall be financed by the NALC and directed by the National Business Agent. Effective September 1, 2006, State Association financial resources previously expended on seminars and training shall be expended in pursuance of and consistent with the object stated above: "to guide and direct all activities relating to legislation within the States".

ARTICLE 2: MEMBERSHIP

Section 1. Membership in this Association shall be confined to members within the State that are in good standing in the National Association of Letter Carriers.

ARTICLE 3: MEETINGS

Section 1. This Association shall meet in regular session each year. This meeting, when possible, shall be scheduled the third weekend in April. If that date is not possible, an alternative date may be selected as agreed upon by the Host City and the Executive Council. Such an alternative date will not conflict with Easter, Cinco De Mayo, or Mother's Day.

Section 2. Fifty (50) members representing seven (7) branches shall constitute a quorum.

Section 3. No Postal Service management shall be allowed on the convention floor of any State Association convention, with the exception of the Host City's Postmaster being allowed to attend during the introduction ceremonies only.

Section 4. No alcoholic beverages shall be allowed on the Convention floor during regular sessions.

Section 5. Special meetings shall be called by the President upon written request of no less than one-half of the branches in good standing and representing no less than one-fourth of the members. The Secretary shall notify, by letter, each Branch entitled to representation in the State Association stating the reasons for the meeting. No other business shall be transacted at the special meeting.

ARTICLE 4: REVENUE

Section 1. The revenue of this Association shall be derived from a per capita tax that is equal to two and one quarter per cent (2.25%) of the National minimum dues payable bi-weekly. Fractions of a cent to be rounded to the next whole cent.

Section 2. Retired members shall be exempt from per capita tax.

ARTICLE 5: REPRESENTATION AND VOTE

Section 1. The basis of representation in the Association shall be one (1) delegate for each subordinate branch having a membership of twenty (20) members or less and one (1) additional delegate for each twenty (20) members or fraction thereof if the membership exceeds twenty (20) members. Each Branch should submit a list of its duly elected delegates and alternates within 60 days of the election of such delegates and alternates. This list shall be sent to the Secretary of the State Association no later than March 1 each year regardless of whether 60 days has elapsed since the election of such delegates and alternates.

Section 2. Each Branch represented will be allowed to vote their total membership strength. Membership totals will be divided among those elected delegates in each Branch. When the membership numbers do not divide equally, those odd votes will be on separate ballots, to be

given to a delegate designated by the Branch Chairperson. Membership strength shall be determined by the latest printout received by the Colorado State Association.

Section 3 Each Officer of the Association who is not a delegate shall receive one (1) vote. If an officer is a delegate, he or she may choose to vote either as a delegate or as an officer.

ARTICLE 6: OFFICERS

Section 1. The elective officers of this Association shall be a President, Vice- President, Secretary, Treasurer, Director of Education, Director of Retirees and Executive Board of six (6) members. These elected officers shall constitute the Executive Council.

Section 2. All Officers shall be elected biennially in odd years and hold office for two (2) years or until their successors are duly elected. Any vacancies will be filled by appointment by the President.

ARTICLE 7: NOMINATIONS AND ELECTIONS

Section 1. Any Officer or Delegate or Branch member who is in good standing in the Association shall be eligible to any office; except the Director of Retirees who must be a retired member.

Section 2. The nomination of all candidates to all offices for the State Association, including the proposed site for the next meeting, will be received, first, from the Nominating Committee, then, nominations will be accepted from the Delegates.

Section 3. The election of all Officers is to be made at the same time on one (1) ballot. When there is more than one (1) candidate for the same office it shall require a plurality of all votes cast for such office to elect. Such votes are to be by ballot. When there is but one candidate for any office, the President may declare his/her election by consent.

Section 4. Ballots will be issued to Delegates prior to election.

Section 5. All Ballots issued will be collected and secured by the State Secretary for not less than one (1) year from the date of election.

Article 8: DUTIES OF OFFICERS

Section 1. All officers shall be reimbursed for actual and reasonable expenses incurred in performance of duties as approved by the Executive Council. All travel expenses for state officers shall be approved in advance, prior to payment. No state officers shall receive dual compensation from their branch and state, or state and national, in excess of actual and reasonable expense. With the exception of the President, Secretary and Treasurer, all elected officers shall receive \$75.00 for each of up to four (4) executive council meetings attended per annum.

Section 2: OFFICE OF THE PRESIDENT

2A. The President shall appoint the Communication Committee. The Communication Committee shall consist of (3) members and shall be paid \$200 individually each quarter.

2B. The President shall be paid One Thousand Dollars (\$1,000) per annum. LWOP used for performance of assigned duties will be reimbursed to a maximum of 79 hours per annum.

2C. The President in office at the time of the National Convention shall be a Delegate-at-Large to the National Convention.

2D. The President will be bonded in the amount of Twenty Thousand dollars (\$20,000.00). The premiums shall be paid by the State Association.

Section 3: OFFICE OF THE VICE PRESIDENT

3A. The Vice President in office at the time of the National Convention shall be a Delegate-at-Large to the National Convention.

3B. The Vice President will be bonded in the amount of Twenty Thousand dollars (\$20,000.00). The premiums shall be paid by the State Association.

Section 4: OFFICE OF THE SECRETARY

4A. The State Secretary will compile a Master Sheet with names of State and National Officers, special guests, all registered Branches and Delegates to the convention. The Master Sheet will be printed into the convention minutes.

4B. A Master Book labeled "MINUTES OF THE EXECUTIVE COUNCIL" shall be included in the records of the State Association and all minutes of the Executive Council meetings shall be attached therein.

4C. The Secretary will deposit said dues with the Treasurer of the Association to be disbursed as the Association shall direct.

4D. The State Secretary will be bonded in the amount of Twenty Thousand dollars (\$20,000.00). The premiums shall be paid by the State Association.

4E. The Secretary shall be paid Six Hundred Dollars (\$600.00) per annum.

4F. The State Secretary in office at the time of the National Convention shall be an alternate Delegate-At-Large to the National Convention.

Section 5: OFFICE OF THE TREASURER

5A. A Master Book labeled "TREASURER'S ANNUAL REPORT" shall be included in the records of the State Association and one copy of each year's annual report shall be attached therein.

5B. The State Treasurer will be bonded in the amount of Twenty Thousand dollars (\$20,000.00). The premiums shall be paid by the State Association.

5C. The financial accounts shall be kept in a recognized bookkeeping system.

5D. The Treasurer shall be paid Six Hundred Dollars (\$600.00) per annum.

5E. The Treasurer in office at the time of the National Convention shall be an alternate Delegate-At-Large of the National Convention.

5F. The Treasurer shall be a member of the COSALC Scholarship Fund.

Section 6: THE EXECUTIVE BOARD

6A. The President of the Association shall be the Chairperson of the Executive Council. The Chairperson will cast a vote in case of a tie vote on the Executive Council.

6B. It shall be a priority of the Executive Board to visit small associate offices within their respective areas, and provide organization, educational, and legislative information.

6C. The Executive Council shall be allowed to govern expenses incurred for salary rallies, seminars, committees on legislation and all other expenses of the State Association.

6D. The Executive Council may appoint a professional assistant Secretary prior to the State Convention. This professional recording Secretary shall be paid a fee that is agreed to by the Executive Council.

Section 7: DIRECTOR OF EDUCATION

7A. The Director of Education shall have the authority, under the supervision and direction of the National Business Agent (with the approval of the Colorado State Executive Council), to arrange for seminars and training schools on State, District, and Branch levels. The Director of Education shall be paid Three Hundred Dollars (\$300.00) plus reasonable documented expenses incurred per each training seminar.

Section 8: DIRECTOR OF RETIREES

8A. The State Association of Letter Carriers shall establish by election a retired member as Director of Retirees to represent retired members in good standing of the State Association.

8B. The Director of Retirees duties shall be to coordinate all activities of the retired members of the State Association and promote the legislative activity of retired members of the Colorado State Association of Letter Carriers. He/she shall be under the direct supervision of the State President and shall perform such other duties as may be assigned to him/her from time to time by the State President.

ARTICLE 9: COMMITTEES

Section 1: Legislative

1A. There shall be a committee on legislation, consisting of one (1) member from each Congressional District, who will be known as the Letter Carrier Congressional Liaison (LCCL) for that Congressional District. Each LCCL will reside in their respective district. The LCCL's shall be appointed by the President of the Colorado State Association and will serve for a term of two (2) years.

1B. The duties of this committee will be to keep the members of their respective districts informed of legislation current in Congress affecting Letter Carriers and to promote campaigns for passage of said legislation.

1C. The President of the Colorado State Association may appoint one of the LCCL's as the Chairperson of this committee. Alternatively, the President of the Colorado State Association will act as Chairperson of this committee.

Section 2: RESOLUTIONS

2A. There shall be committee on Resolutions to which shall be referred all Resolutions presented at the meetings of this Association. Such committee after consideration of the Resolutions shall report its findings and recommendations to the Convention for action.

2B. All Resolutions to be considered by the Convention shall be submitted to the Secretary in duplicate in letter size, Thirty (30) days prior to the Convention date, with the exception of Section 9.

2C. The President shall appoint the Resolutions Committee of Three (3) members from the Credentials received not later than Sixty (60) days prior to the Convention date. The Secretary shall compile the Resolutions and submit them to the Chairperson of said committee.

2D. The Chairperson shall pass on all Resolutions and forward same to the members with his/her decision who will proceed in a like manner and return them to the State Secretary.

2E. The State Secretary shall then compile a report of the committee's findings and have at least one (1) written copy for each Delegate, Officer, and visitor at the opening of the Convention for which the Resolutions have been submitted.

2F. Resolutions may be presented to the Convention prior to the close of business on the first day of assembly. Resolutions must be signed by Five (5) delegates representing at least three (3) branches.

Section 3: NOMINATIONS

3A. There shall be a Nominating Committee composed of three (3) members appointed by the President. This committee shall receive and properly tabulate all nominations to any elective office of this Association. They shall be ready to report same to the Convention assembled not later than the beginning of the second session of the annual meeting. Additional nominations may then be made from the floor by any of the members.

Section 4: BY-LAWS

4A. The President shall appoint a committee composed of three (3) members to be known as the Committee of By-Laws. Proposed By-Law amendments may be presented to the By-Law Committee prior to the close of business on the first day of assembly.

Proposed By-Law amendments must be signed by five (5) delegates representing at least three (3) branches.

Section 5: AUDIT COMMITTEE

5A. The President shall appoint a committee composed of three members in good standing to be known as the audit committee. This Committee shall audit the State's financial books three times a year and review the accounting procedures. A written report shall be filed with the State Executive Board after each audit.

Section 6: COSALC SCHOLARSHIP FUND COMMITTEE

6A. A standing committee named the COSALC Scholarship Fund Committee shall be established.

6B. The President shall appoint 2 members to the committee. They, along with the State Treasurer shall constitute the COSALC Scholarship Fund Committee. The members of the committee shall administer the fund and the awarding of the scholarships.

6C. The funds shall be held in federally insured accounts separate from the COSALC general account.

6D. The members of the committee shall be bonded.

6E. The committee shall give a report to the delegates at the state convention of their activities, financial status, and application results.

ARTICLE 10: MILEAGE/ PER-DIEM

Section 1. The President, Vice President, Secretary, Treasurer, Editor of the NALC'er, members of the Executive Board, the Director of Retirees and the Director of Education shall be allowed the following mileage and per diem. Per Diem payable in accordance with the federal per diem rate, if not stated than a minimum Per Diem of Thirty-Four Dollars (\$34.00) per day.

Mileage-Reimbursement will be at the same rate as the Federal mileage reimbursement rate to each driver from the member's home to the site of convention, including round trip.

Approval exceeding the amounts listed above must be approved by a Three-Fourths ($\frac{3}{4}$) vote of the Executive Council.

1A. The President, Vice President, Secretary, Treasurer, members of the Executive Board, the Director of Retirees and the Director of Education shall be reimbursed the cost of a single occupancy lodging not to exceed three (3) days, for the State Convention.

Section 2. Any member or member of standing committee who are not officially Delegates of their Branches and are designated by the President to make an official report to the Convention assembled shall be allowed mileage/per diem and registration fees as directed in Section 1 of this Article.

Section 3: DELEGATES

3A. Delegates in good standing from Branches entitled to only one (1) Delegate shall be paid round trip mileage, at the current Federal rate, from the member's home to the site of the Convention and the current Federal rate of per diem for no more than two days of Convention and one half (1/2) day each way for travel. Approval exceeding the amounts listed above must be approved by a Three-Fourths ($\frac{3}{4}$) vote of the Executive Council.

3B. The Colorado State Association shall pay the Delegate(s)-At-Large to the National Convention the current applicable per diem rates paid to the State Officers in Article 10 Section 1 above for the actual days of the Convention sessions, plus two (2) additional travel days. He/She shall be reimbursed for a single occupancy room rate at the median rate listed in the Postal Record for up to seven (7) days. He/She shall also be paid the equivalent of air fare to and from the city of the National Convention, and registration for the Convention. The Delegate(s)-at-Large shall receive the same mileage and per diem as that paid the other State

Officers to the State Convention immediately following the National Convention only.

Reimbursement will be for reasonable documented expenses. Approval exceeding the amounts listed above must be approved by a Three-Fourths ($\frac{3}{4}$) vote of the Executive Council.

3C. One member, either appointed or elected, from Branches of Twenty (20) active members or less, who is attendance at a State Training (or any special meeting or training called by the State Association) shall be paid round trip mileage, at the current Federal rate, from the member's home to the site of the training or meeting and the current Federal per diem for no more than the total number of days of training or meeting plus one half ($\frac{1}{2}$) day each way for travel. Approval exceeding the amounts listed above must be approved by a Three-Fourths ($\frac{3}{4}$) vote of the Executive Council.

ARTICLE 11: REFERENDUM

Section 1. Any action of this Association in Convention assembled which shall have been protested in writing, signed by five (5) Branches in good standing in the Association and filed with the Secretary of this Association, shall within thirty (30) days be submitted by him/her to all Branches in good standing in the Association for Referendum vote. Two-thirds ($\frac{2}{3}$) of the votes cast shall be necessary to rescind protested action.

ARTICLE 12: AMENDMENTS

Section 1. These By-Laws may be altered or amended by two-thirds (2/3) vote of all members present and voting at any regular meeting, or at a special meeting called for that specific purpose. All amendments must be in writing and in duplicate. By-Law amendments shall not become effective until approved by the Committee of By-Laws.

Section 2. Proposed By-Law amendments should be submitted to the Secretary at least sixty (60) days prior to the State Convention. The Secretary shall send a copy of the proposed By-Law changes to all Branches no later than Thirty days (30) prior to the State Convention. If proposed By-Law Amendments are not submitted to the Secretary at least sixty (60) days prior to the State Convention, they must be presented no later than as stated in Article 9 Section 4A.

ARTICLE 13: RULES OF ORDER

Section 1. Roberts "Rules of Order" shall be the guide of this Association in matters of Parliamentary procedure not covered by the Constitution, By-Laws, or special rules adopted by this Association.

ARTICLE 14: GENERAL GUIDE

Section 1. The intent and the spirit of the Convention of the National Association of Letter Carriers and the rules, usages and procedure of the National Association, as outlined and followed by it, shall be the general guide of this Association in all things not covered by the Constitution for the Government of State Associations and by these By-Laws of the rules of procedures under which this Association operates, insofar as this intent and spirit may be made applicable under similar conditions or parallel cases.

Section 2. The Union Label shall appear on all printed matter sent out by the State Association.