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2-2-19

# King-Snohomish Rural Letter Carriers' Association Constitution

## Article I Name

The name of this Association shall be the King-Snohomish Rural Letters Carriers' Association, hereafter referred to as the County Unit. This Association shall be a subordinate unit of the Washington Rural Letter Carriers' Association (WARLCA) and the National Rural Letter Carriers Association (NRLCA).

## Article II Purpose

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

## Article III Members and Membership Year

Eligibility for membership, holding office, and voting in the County Unit shall be in compliance with Article III and Article IV of the WARLCA Constitution. The fiscal year of the County Unit shall be July 1 to June 30.

## Article IV Officers

### Section 1. Officers:

The elective officers of this County Unit shall be President, Vice President and Secretary-Treasurer. All officers of this County Unit shall be elected for a term of one year. The elected officers of this County Unit shall have authority to act for the County Unit membership between meetings. Eligibility to hold office shall be in compliance with Article III and IV of the WARLCA Constitution. All County Unit officers shall account for and deliver to their successors, or to the WARLCA Board all monies, books, papers, and/or other property of the County Unit at the end of their term of office or when requested by the WARLCA Board. Any officer of this County Unit who shall be separated for the rural service through no fault of his/her own, as determined by the WARLCA Board, shall remain in office until the next annual County Unit meeting.

### Section 2. Duties:

The County Unit officers shall perform such duties as are prescribed by this Constitution, by the WARLCA Board, or in the adopted parliamentary authority. No officer of this County Unit shall incur any indebtedness on its behalf or appropriate any money without authority from the County Unit. Officers shall account for and deliver to their successors or to the County Unit all monies, books,

papers, securities, or other property of the County Unit at the end of their term of office or when requested by the WARLCA Board.

**President:**

The President shall be responsible for the supervision of all activities of the County Unit and shall enforce compliance with the WARLCA Constitution. The President shall preside at all the meetings and shall be entitled to one vote on all matters to come before the County Unit. The President shall sign papers or documents requiring the President's signature.

**Vice President:**

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

**Secretary-Treasurer:**

The Secretary-Treasurer shall be responsible for keeping a permanent minutes book, handling of finances, reports, and correspondence relating thereto, and shall establish an approved accounting and record keeping system. The Secretary-Treasurer shall make a report at each regular meeting of all monies received and expended, shall make timely deposits of all monies into the County Unit's accounts, pay all authorized bills, report on all official correspondence, and shall file any necessary governmental reports. The Secretary-Treasurer shall perform other duties as prescribed by the the **NRLCA District Representative, Assistant District Representative and Area Stewards President** or the WARLCA Board.

**Section 3. Election:**

Only members of this County Unit as defined in Article III and Article IV of the WARLCA Constitution shall be eligible to nominate, vote, or hold office in this County Unit. The election of officers shall be by majority vote and write-in votes shall not be considered valid. Election shall be by ballot when there is more than one nominee for the same office. When there are more than two nominees for the same office, the one receiving the least number of votes on the third ballot and on each succeeding ballot shall be dropped until the election is accomplished. When there is only one nominee for an office and nominations have been closed, the President or Secretary-Treasurer shall declare that the nominee is elected. The County Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

**Section 4. Convention Delegates:**

County Unit members as defined in Article III and Article IV of the WARLCA Constitution who are present at the annual County Unit meeting, or by written, verbal, or electronic communication to a County Unit officer if not present, can be nominated to be a delegate to the WARLCA State Convention. All delegates to the WARLCA State Convention shall be elected by secret ballot. The Delegate-at-Large to the WARLCA State Convention shall be the delegate who receives the most votes. Other delegates will be listed in the order of votes received. In the event of a tie, the position for the Delegate-at-Large will be determined by random a draw of names, then listed in the order drawn. Delegates to the WARLCA State Convention will give a report of the Convention at a meeting of their County Unit. No County Unit funds are to be used to fund a delegate to WARLCA State Convention.

## Article V Meetings

### Section 1. Meetings:

Meetings shall be held as determined by the County Unit and shall have an allowance of \$100.00 per meeting if necessary to secure a meeting space unless otherwise authorized by members. Failure to hold a meeting at least once per fiscal year shall cause revocation of the County Unit Charter. A permanent record of the minutes which accurately reflects the business transacted at each meeting shall be kept by the Secretary-Treasurer. Notice of all meetings shall be mailed to each member of the County Unit, the WARLCA board, and the NRLCA District Representative, Assistant District Representative and Area Stewards, not less than 15 calendar days prior to the meeting date. The meeting notices may be mailed by the Secretary-Treasurer using necessary county unit funds at the current postage rate for each member of the county unit, the WARLCA board and the NRLCA District Representative, Assistant District Representative, and Area Stewards. The meeting notice shall be mailed to each member at the last known address.

### Section 2. Special meeting:

A special meeting may be called by the County 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 and at least one County Unit office shall constitute a quorum for the transaction of the Units' business at any meeting.

### Section 4. Annual Meeting:

Notice of the Annual Meeting for the purpose of election of County Unit officers shall be given in writing to each member of the County Unit, the WARLCA board, and not less than 15 calendar days prior to the meeting date. The Annual Meeting must be held at least 40 days prior to the WARLCA State Convection. 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 of the County Unit Charter, all assets shall become the property of the WARLCA.

**Article VII**  
Parliamentary Authority

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

**Article VIII**  
Amendment

The Constitution may be amended at a County Unit meeting by a two-thirds vote, provided that each member has been notified in writing at least 15 days prior that Constitution changes will be considered. All amendments to the Constitution shall become effective upon adjournment of the County Unit meeting unless otherwise stipulated.

This County Unit Constitution shall be in harmony with the WARLCA Constitution. 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.

Adopted On 2-2-2019 (date)

Officers Signatures:

President



Vice President



Secretary Treasurer

