

The Constitution and By-Laws

South Carolina State Association 2019

### ARTICLE 1

**Name and Object**

Section 1

The Association shall be known as the South Carolina State Association of Letter Carriers.

Section 2

T~~he objects of this Association are to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the Postal Service career. Further, this Association shall strive to organize all Letter Carriers within the state, to conduct training and education seminars, to promote social programs for its members and to guide and direct all activities relating to legislation and represent all branches when requested.~~

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 State.

This Association shall have the authority to coordinate with the National Business Agent regarding seminars and training schools on 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 in pursuance of and consistent with the object stated above: “to guide and direct all activities relating to legislation within the state.”

### ARTICLE 2

**Membership**

Section l

The membership of the Association shall be composed of all members within the state (active and retired) that are in good standing in the National Association of Letter Carriers.

### ARTICLE 3

**Meetings**

Section 1

This Association shall meet in Convention annually on a Friday and Saturday between the dates of April l to May 30, unless otherwise decided by this Association in Convention. The Host Branch will notify the State Secretary of the Convention dates no later than September l 5th and the State Secretary will notify all Branch Presidents no later than October 15th of the prior year. A Convention site shall be selected two (2) years in advance by a majority of delegates in

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.

Convention. Should conditions arise which would require a change in the date and place decided upon, the President and the Executive Board shall have the authority to make such a change of time and place with notification made to all Branches through the State Secretary.

Section 2

Special meetings shall be called by the President upon written request of not less than one-half (½) of the Branches that are in good standing and representing not less than one-fourth(¼) of the membership in this Association. The Secretary shall notify, by letter, each Branch entitled to representation in this Association, stating the object of the call. This meeting shall transact no business other than that stated in the call.

Section 3

Fifty (50) delegates, representing ten (10) branches in good

standing, shall constitute a quorum for the transaction of business, but less than that number may adjourn to meet at some future specified date.

Section 1

### ARTICLE 4

**Revenue**



The revenue of this Association shall be derived from a per capita tax of .07 of a percent per annum, based on the yearly income of a Grade 1, Step 0, Letter Carrier, including COLA per regular member and one dollar ($1.00)

per retired member per annum, payable semiannually in advance on December 31 and June 30; provided that members whose dues are checked off pursuant to a collective bargaining agreement need not advance their per capita tax, but shall pay them by the method determined in the check-off agreement. Any member failing to pay per capita tax within thirty (30) days after same shall have become due, shall forfeit this membership, provided that the Association may extend the thirty

(30) day grace period for not more than sixty (60) days.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



Section 2

Other revenue may be derived from such other activity, as the membership shall decide in Convention.

### ARTICLE 5

**Representation and Vote**

Section 1

Those who shall be entitled to a vote and voice in a Convention of this Association shall be its Officers and Delegates from Branches.

Section 2

The basis of representation and vote shall be one (1) Delegate and one (1) vote for each subordinate Branch having a membership of five (5) members or less, and one (1) additional delegate and vote for each additional five (5) members or major fraction thereof. State Officers shall be entitled to one

(1) vote and will not be allowed to vote as a Branch delegate and as a State Officer.

Section 3

A delegate who is in arrears with the National Association of Letter Carriers or this Association shall not be allowed to be seated at the Convention of this Association.

Section 4

The number of members who pay per capita tax to this Association for the term beginning January 1, prior to the Convention, shall determine the number of delegates to the Convention. Votes cast at Convention will be based on the number of members listed on the print out from the National for the term beginning January 1.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.


## Section 5

Blue delegate cards shall be turned in at the time of registering for the Convention. White delegate cards shall be authenticated by the Branch Secretary and forwarded to the State Secretary no later than March 15 of the Convention year.

**ARTICLE 6**

**Officers**

Section I

The elective officers of the Association shall be a President, Vice President, Secretary, Treasurer, Director of Education, Director of Retirees and seven (7) Congressional Districts. The President and Vice-President shall serve concurrently in the positions of Delegates-at-Large. The Secretary and Treasurer shall serve as Alternates.

Section 2

Any regular member in good standing with both the National and State Association of Letter Carriers shall be eligible to hold any office in this Association. Except for the Director of Retirees, who shall be a retired

member of the State Association and that a District Officer shall live and vote in the District that they represent.

Section 3

The term of office in this Association shall be two (2) years, with election to be held at the Convention of each odd numbered year.

Section 4

Any regular Branch member who shall accept a supervisory position in the Postal Career Service for any period of time, whether one (I) day or fraction thereof, either detailed, acting, probationary or permanently, or who shall leave the Postal Career Service, shall immediately vacate any office held by him/her in this National Association, its Branches, State Associations or its subsidiaries.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



### ARTICLE 7

**Nominations and Elections**

Section 1

The provisions of this Article shall govern the procedure for nomination and elections of Officers of this Association.

Section 2

During the nomination and election of Officers, no motion except such as refers to the nomination and/or election, or to take a recess shall be entertained or debate permitted.

Section 3

Each Delegate shall have the right to nominate a candidate for any position to be filled except that nomination of any District Officer may only be made by a delegate within the District.

Section 4

Nomination for all elective officers shall be made from the floor on the first day of the Convention immediately following lunch. This will be announced at the opening of the Convention. Nominations shall be closed following the third call for nomination for each elective office. No person shall be permitted to accept nomination for more than one office at any Convention.

No second shall be necessary to a nomination and no nominating speeches will be permitted. District Officers shall be nominated and elected to serve a particular District. When there is but one candidate for any office, the President shall declare such position elected.

Section 5

There shall be one ballot printed listing the names of nominees for any office alphabetical order for each office that has two or more nominees.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.

Section 6

Election of Officers will be held on the second day of the Convention, the time will be announced that morning. Elections shall be by secret ballot and a plurality of all votes cast for such office shall be necessary to elect except that only delegates from Branches within that District may vote for each District Officer.

Section 7

All challenges and appeals will be handled in accordance with the National Constitution of the National Association of Letter Carriers.

Section 8

An announcement of those persons elected to office will be made on the second day of the Convention. Complete election results, including number of ballots cast for each candidate, will be part of the Convention minutes and will be posted on the SCSALC website.

### ARTICLE 8

**Duties of Officers President**

Section 1

The President shall preside at all meetings of this Association and enforce all laws thereof. He/she shall fill all vacancies occasioned by death or otherwise, with persons duly qualified, until an election shall be held. He/she shall sign all documents and papers that require his/her signature to properly authenticate them. He/she shall approve all warrants on the Treasurer, ordered by the Association for money in the payment of bills.

He/she shall appoint and notify the following committees at least 30 days prior to the State Convention, and provide each with a copy of their respective duties A committee of three (3) on credentials; a committee of three (3) on audit to examine the books of Secretary, Treasurer, and Death Benefits Director, and a Sergeant-at­ Arms; a committee of three (3) on mileage and per diem. At the close of each meeting, he/she shall appoint such committees as directed by the Convention and shall have power to fill any vacancies occurring during recess.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



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His/her correspondence with branches, when practical, shall be conducted

through the Secretary. He/she shall submit at the regular meeting of this Association a written report of all his/her official acts performed during his/her term office, and shall perform such other duties as the laws, rules and usages of this Association may require.

The President or his/her designee shall be compensated for up to fifteen (15)

days starting the day after end of State Convention to end of next State Convention at the hourly rate of a Letter Carrier, Grade 1 Step O when representing the State Association at State affairs, National or State Conventions, rap sessions, or any meeting called by the National President.

COP meetings and health benefits seminars are scheduled well in advance. Attendance to this type function will be approved by the Executive Board in advance. The President will submit an estimate of expenses prior to approval of travel.

The President shall serve as Delegate-at-Large. He/she shall represent this Association and promote its welfare at meetings of the National Association and report back to this Association of its regular meetings. He/she shall, along with the Treasurer, sign and file with the Secretary of Labor the financial reports required of this Association by public law. He/she shall have the authority to appoint a Parliamentarian to assist him/her at the State Convention.

For services rendered the President shall receive the sum of one-hundred-fifty dollars ($150.00) monthly.

**Vice President/Director of Education**

Section 2

The Vice President will be the Editor of the South Carolina State Association website. The Vice President shall be responsible for seeing that a Convention program booklet is published for each Convention. He/she shall be responsible for

* any other publication of the State Association.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



The Vice President shall preside in the absence of the President, and in the

case of death, resignation, disqualification, refusal, or neglect of the President to discharge the duties of his/her office, shall then perform all the duties incumbent upon the President until an election can be held. The Vice President shall supervise the function of the State Association website and shall serve as Delegate-at-Large.

The Vice President/ Director of Education shall have authority, under the supervision and direction of the National Business Agent, to arrange for seminars and training schools on State, District, and Branch levels.

The Vice President shall be compensated at an hourly rate of pay of Letter

Carrier, Grade 1, Step O for up to ten ( 10) for union business starting the day after the end of state convention to end of next state convention.

For services rendered, the Vice-President/DOE shall receive the sum of one hundred dollars ($100.00) monthly for their duties as Vice-President. The Vice­ President will appoint the Webmaster and will receive one hundred ($100.00) dollars monthly for services rendered.

**Secretary**

Section 3

The Secretary shall keep a correct record of the proceedings of the Convention of this Association and the minutes of the Executive Board. He/she shall mail each member Branch one (1) copy of the proceedings of the Convention not later than sixty (60) days following adjournment. He/she shall be responsible for insuring a recording is available to record the business of the Convention. The Secretary shall read or cause to be read all communications, reports, etc., and attest all orders drawn on the Treasury. He/she shall conduct the correspondence of this Association and keep a record of the name, number, and date of affiliation and location of each Branch of this Association. He/she shall make annual reports to the Executive Board and to each Branch of this Association.

He/she shall perform such other duties as the laws, rules and usages of this Association may require, and shall deliver to his successor in office, or to this Association, all property of this Association in his/her possession at the expiration of his/her term of office, or upon earlier termination thereof.

He/she shall send out delegate cards to the Branches by February 1 of the

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.

Convention year. Checks received by the Secretary shall be forwarded to the

Treasurer within ten ( 10) days of receipt. For the faithful performance of his/her duties he/she shall receive a good and sufficient bond in the sum of ($30,000) which must be approved by and deposited with the Executive Board. The Secretary shall be compensated for up to seven (7) days per year at the hourly rate of pay of Letter Carrier, Grade 1, Step O for approved SCSALC business starting the day after the end of state convention to the end of next state convention.

For services rendered, the Secretary shall receive the sum of one-hundred dollars ($100.00) monthly.

Section4

**Treasurer**

## The Treasurer shall receive all monies from secretary with a receipts voucher which may be paid into said Association, giving his receipt thereof. He/she shall deposit all monies received by him/her in depositories designated by the Executive Board and approved by the President. Such deposits shall be in the name of "South Carolina State Association of Letter Carriers" (short title, SCSALC).

Transfer of funds from one depository to another and payments of such drafts and orders as may be drawn shall be made in such manner as prescribed by the Executive Board.

He/she shall keep true and correct account of all money received and paid out belonging to this Association. At the end of his term, or when called upon by the Executive Board, account for and deliver to this Association, or his/her successor in office, all monies, books, papers, securities and other property of said Association that have come into his/her hands that have not been previously and lawfully disposed of. The Treasurer shall deposit all

receipts into the proper account within ten (10) days of receipt. The bank account shall be in a bank the executive board chooses.

For faithful performance of his/her duties he/she shall receive a good and sufficient bond in the sum of thirty thousand ($30,000.00), which must be approved by the Association or the President during recess when, in his/her judgment, the sum is not sufficient to cover the amount which may accumulate in the Treasury during his term of office. The premium of said bond shall be paid by the Association.

The Treasurer shall be compensated for up to seven (7) days per year at the hourly

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.

## rate of pay of Letter Carrier, Grade 1, Step O for approved SCSALC business starting the day after the end of state convention to the end of next state convention.

For services rendered, the Treasurer shall receive the sum of one-hundred ($100.00) monthly.

Section5

### Director of Retirees



The Director of Retirees shall direct and encourage the legislative efforts of the State Association on behalf of all retirees. He/she shall encourage all retirees to participate in activities which will be of interest to all members, both active and retired, of the State Association. He/she shall assist the Host Branch in recognition of the retirees at the State banquet.

The Director of Retirees shall be compensated for up to five (5) days per year at the hourly rate of pay of Letter Carrier, Grade I, Step O for approved SCSALC business starting the day after the end of state convention to the end of next state convention.

For services rendered, the Director of Retirees shall receive the sum of fifty ($50.00) dollars monthly.

**Executive Board**

Section 6

The Executive Board shall consist of all Elected Officers. The Chairman of the Executive Board shall be the President. Funds shall be allocated by the Executive Board for the conducting of training sessions, seminars, and other educational meetings.

The state of South Carolina shall be divided into seven (7) Districts for the purpose of membership coordination, legislation or other matters that may arise. Districts will conform to and, where practical, have the same boundaries as Congressional Districts. The Executive Board will have the authority to designate representation for any Branch split by Congressional District boundaries. These representatives shall hold these positions as congressional district liaisons and shall assume all duties as spelled by National.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



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~~Each District Officer shall be compensated at an hourly rate of pay of Letter~~

~~Carrier, Grade 1, Step O for up to seven (7) days per year for Union business starting the day after the end of state convention to the end of next state convention.~~

As assigned by the President each District Officer /Letter Carrier Congressional Liaisons shall be compensated for any expense incurred during or by the act of their duties.

In addition LCCL will be compensated at an hourly rate of pay of Letter Carrier, Grade 1, Step 0 for time spent in their discharge of their duties.

The Executive Board shall have charge of the property of this Association. They shall approve and hold the bonds of the Secretary and Treasurer. They shall direct the investment of the funds of this Association received by him. They shall examine all bills, approve same if found correct and keep a correct account of all bills audited. In conjunction with the President, they shall have

general supervision and control of this Association and in every way carry out the interest of this Association.

All formal actions by the Executive Board and standing Committees during recess shall be recorded by the Secretary and reported to its Association at its next meeting. Such actions must be reported to the membership in the next issue of any existing State publication. Each District Officer shall be responsible for any legislation activities and any other duties assigned by the President. Each elected Officer of the Executive Board shall submit five (5) articles per year plus a year­ end report for publication and maintain a "Policy File" outlining responsibilities for conducting State Conventions, seminars, training sessions or any other activity sponsored by it. A copy of this "Policy File" shall be furnished to the Host Branch for information, guidance, and execution of its responsibilities.

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### ARTICLE 9

**Committees Committee on Credentials**

Section 1

The Committee on Credentials shall examine the credentials of all delegates to the meetings of this Association and shall report at once to the Association in Convention assembled. The Committees on Credentials shall serve as the Ballot Committee. No nominees shall serve on the Ballot Committee.

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Any vacancy occurring for any reason shall be filled by appointment by the President. Members of this committee may be required to be present on the evening prior to the Convention. The Committee members will be paid two (2) night's lodging at the Convention rate, and one (1) dinner meal at the IRS rate.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.

Section 2

### Sergeant at Arms

The Sergeant at Arms shall preserve order at all regular and special meetings and perform such other duties as the President may direct.

The Sergeant at Arms shall be paid a $50 stipend for each day(s) he/she meets in the official capacity as Sergeant at Arms.

### Committee on Audits

Section 3

The Committee on Audits shall examine the books and accounts of the Secretary and Treasurer and report to the Association in Convention assembled immediately after the report of Officers. Members of this Committee may be required to be present on the evening prior to the Convention. The Committee members will be paid one (1) night's lodging at the convention rate (or mileage if member lives within 30 miles) and one (1) dinner meal at the IRS rate.

### Resolutions and By-laws Committee

Section 4

The duties of this Committee shall be to receive and act upon all resolutions

and proposed additions and amendments to the By-laws. All proposed additions and amendments to the By-laws shall be presented to the State Secretary in triplicate no later than the first (1st) day of January annually.

Resolutions should also be submitted by the first (1st) day of January annually, but may also be presented at the Convention, provided they are signed by delegates from five (5) different Branches and presented to the State Secretary in triplicate no later than 3:00 PM on the first day of the Convention.

This Committee shall, after consideration of the proposed additions and amendments to the By-laws, report its findings and recommendations to the Convention for its action thereon. A report of resolutions shall be made the second day of each Convention.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



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Members of this Committee may be required to be present on the evening prior to the Convention. The Committee members will be paid one (1) night's lodging at the convention rate, mileage, and one (1) dinner meal at the IRS rate.

### Mileage and Per Diem

Section 5

The Committee on Mileage and Per Diem shall make up duplicate payrolls whereon shall be recorded the name, residence, and amount due each member entitled thereto for mileage and per diem. This report shall be presented during the business session of the convention. The Committee shall make recommendations to the convention regarding any changes in the amounts to be paid. Members of this committee will be paid one (1) night's lodging or mileage if living within 30 miles and one (1) dinner meal at the convention IRS rate.

### Other

Section 6

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The following named State Officers shall represent the State Association in the priority order listed at:

1. Meeting called by the National Office
	1. President Delegate
	2. Vice President/DOE Delegate
	3. Secretary 1st Alternate
	4. Treasurer 2nd Alternate

Director of Retirees yd Alternate

5.

National Convention

b.

1. President Delegate
2. Vice President/DOE Delegate Secretary 1st Altemate

3.

4. Treasurer 2nd Alternate

Director of Retirees 3rd Alternate

5.

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1. COP Meeting
	1. President Delegate
	2. Vice President/DOE 1st Alternate

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



Within 30 days of returning from meeting/convention, each Officer attending shall

submit a written report to the State Editor who shall cause a copy to be published on the South Carolina Letter Carrier Website.

### ARTICLE 10

**Funds**

Section 1

The following rates of per diem and mileage shall be payable to the Officers of this Association traveling on official business as outlined below:

The officers of the State Association will have registration fees paid to the South Carolina State Association of Letter Carriers Convention. The State Association will pay lodging expense with an approved zero balance receipt and the **IRS M** & IE rate table for food allowance for any official representative attending an official function. Mileage will also be paid at the prevailing IRS rate or air coach rate within the continental United States or air coach rate outside of the Continental United States whichever is more economical.

Section 2

The Host Branch shall receive the sum of $4000.00 advanced to be used for SCSALC Convention purposes. Said amount to be directed in its entirety to the Host Branch of the Convention city, to defray cost of the Convention. Registration fees will be set by the Executive Board. The registration fees will allow the Host Branch to have an accurate number of attendees. The State Association will continue to recognize the Retirees as an event. The host branch shall be responsible for gifts for the National Officers and Retirees being honored. The State Association will sponsor an event on Friday night of the Convention.

The monies set aside for Convention purposes shall be made available to the Host Branch upon request.

Additional financing of the State Convention shall be through advertising receipts from official State Convention Booklet. The Host Branch will not derive

any income from the State Association Convention Booklet. Registration fees will be another source of income to finance the State Convention.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



Section 3

The State Association shall pay the registration fee at the South Carolina State Association Conventions for the following:

1. All current state officers
2. All past presidents
3. National Officers
4. Auxiliary National Officer

The State Association will pay the banquet fees for scholarship recipients and parents.

Section 4

The Host Branch shall submit an itemized account of all Convention income

and expenditures no later than ninety (90) days following the day of adjournment for review by the Executive Board. Any Convention fund balance shall be remitted to the Secretary who shall cause it to be deposited to the General Fund of the Association Treasury.

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Section 5

All expense vouchers with required documentation must be submitted to the President within fourteen (14) days of the event in order to receive reimbursement.

Section 6

The South Carolina State Association of Letter Carriers will allocate the SC Scholarship Fund one thousand ($1,000.00) per year, which is to be held in the general fund approved by the Executive Board. A committee shall be selected to review all applications and make a selection(s).

### ARTICLE 11

**Prohibition**

The Association shall take no action on behalf of letter carriers independent of the National Association of Letter Carriers but shall at all times act in harmony and in conjunction with the Officers of the National Association of Letter Carriers.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.



### ARTICLE 12

**Referendum**

Any action of this Association in Convention assembled which shall have been protested in writing, signed by five (5) Branches in good standing in this

Association, shall within thirty (30) days, be submitted by the State Secretary to all Branches in good standing in this Association a referendum vote. Two-thirds (2/3) of the vote cast shall be necessary to rescind such protested action.

**ARTICLE 13**

**Copies of By-laws**

The Secretary of this Association shall be printed a sufficient number of these Constitution and By-laws and furnish one (1) copy to each Branch Secretary of the State Association. Copies will be furnished to individual

members, on request.

**ARTICLE 14**

**Effective Date**

The effective date of these Constitution and By-laws and future amendments thereto, except as· permitted in Article 15 of the National Association of Letter Carrier National Constitution, shall not be prior to approval by the Committee of

Laws.

**ARTICLE 15**

**General Guide**

The intent and spirit of the Constitution and By-laws of the National Association of Letter Carriers and its rules, usages and precedents 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 Government of State Association and these By-laws, or the rules of procedure under which this Association and these

By-laws, or the rules of procedure under which this Association operates, in so far as this intent and spirit may be applicable under similar conditions or in parallel cases.

**ARTICLE 16**

**Amendments**

These By-laws may be altered or amended by two-thirds (2/3) vote of the delegates present and voting at any regular Convention.

Changes approved by the Committee of **Laws** on July 30, 2019. The reference File No. 19-7568.



### ARTICLE 17

**Resolutions, Etc., Repealed**

All resolutions, motions, rules and By-laws heretofore adopted, carried, approved or accepted by this Association, which are inconsistent with, contrary to or in conflict with the foregoing By-laws are hereby nullified, rescinded, repealed and abrogated.

### ARTICLE 18

**Rules of Order**

Robert's Rules of Order shall be the guide of this Association in matters of parliamentaryry practice not covered by the Constitution, the By-laws, or by special rules adopted by this Association in Convention.

### ARTICLE 19

**Order of Business**

The Order of Business for the State Convention shall be established by the Executive Board.

Changes approved by the Committee of Laws on July 30, 2019. The reference File No. 19-7568.