

**2011-2012
Constitution of the
Florida Rural Letter Carriers'
Association**



**June 23-25, 2011
91st Annual State Convention
Naples, Florida**

<http://www.frlca.org/>

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**Constitution of the
Florida Rural Letter Carriers' Association**

**Approved June 23-25, 2011
State Convention Naples, Florida**

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ARTICLE I Name

The name of the Association shall be the "Florida Rural Letter Carriers' Association" (FL RLCA). The Florida Rural Letter Carriers' Association by its Secretary/Treasurer maintains custody and control of the State Association name as well as any State Association logo or symbol. Unauthorized use of the state association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both.

ARTICLE II Purpose

The purpose of this Association shall be a Union to study and advise the National Rural Letter Carriers' Association of all matters we deem to be in the best interest of rural letter carriers through the framework of our State Constitution and the National Constitution. This shall include resolutions to cover the scope of the rural letter carrier craft in relation to the National Constitution, and the National Contract between the National Rural Letter Carriers' Association and the United States Postal Service, or any other matter of importance we feel should have attention. Further, it shall be our purpose to unite with a fraternal spirit all members of this Association, to educate and protect each member within the rules or regulations governing such. Further, it shall be our purpose to prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status.

ARTICLE III Members

Section 1. Member in Good Standing.

A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

Section 2. Classifications.

A. Bargaining Unit Member. Membership is open to the following rural carriers:

1. Regular Carriers (Designation Code 71), including regular carriers who are Injured- on- Duty/Leave Without Pay (IOD/LWOP) status and assigned to (980-989) rural routes;
2. Part-Time Flexible Rural Carriers. (PTFs, Designation Code 76);
3. Substitute Rural Carriers (Designation Codes 72 and 73);
4. Rural Carrier Associates (RCAs, Designation Codes 78, 74, 79);
5. Rural Carrier Reliefs (RCRs, Designation Code 75);
6. Auxiliary Rural Carriers (Designation Code 77); and
7. Rural Carriers in the Armed Forces of our country, provided they were members when their duty began.

Bargaining Unit Members in good standing are entitled to all voting rights and to hold both elective and appointive office at all levels of the Association.

B. Retired Member. Retired membership is open to Rural Carriers who were members in good standing at retirement on an annuity. Eligibility for Retired membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired membership. However, a Retired carrier whose membership has lapsed, due to extenuating circumstances, may apply for reinstatement to the National Secretary-Treasurer by providing proof of prior membership in the current year's dues. The National Secretary-Treasurer shall present the request for membership to the National Board for a decision. Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Retired Members may not be elected to National office.

C. Associate Member. Associate membership is open to Rural Carriers who were members in good standing and are now either working in other non/managerial Postal Service jobs or have left the service and are not receiving an annuity. Failure to pay dues for one full membership year terminates Associate membership. Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.

D. Retired Associate Member. Retired Associate membership is open to Associate Members who have retired on an annuity. Eligibility for Retired Associate membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired Associate membership. Retired Associates may not apply for reinstatement. Retired Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.

E. Honorary Member. Honorary membership may be bestowed by the Association at the National Convention upon recommendation of the National Board. Honorary Members shall not be entitled to vote or to hold elective or appointive office in the Association.

F. Member's district affiliation shall be determined by their work location.

Section 3. Restrictions.

A. Inasmuch as it is an unfair labor practice under the Labor Management Relations Act (LMRA) for any employer (including persons acting in the capacity) to dominate or interfere with the administration of any labor organization, it follows that employers, while they may be members may not be candidates for office or serve as officers.

Members are prohibited from participation in the Association while serving in managerial or supervisory positions, such as Officer –in-Charge (OIC), Acting Supervisor (204-B), or Postmaster Relief (PMR) or acting in any capacity normally performed by a manager. Activities assigned to the QWL/EI process by agreement of the NRLCA and USPS are not considered management function. Members who accept managerial positions shall be deemed to have resigned from all elected and appointed positions within the Association and the QWL/EI process and shall be prohibited from holding any elected or appointed union positions for a period of one year from the last day served in that capacity.

B. Only members, subject to restrictions listed in this Article, are eligible to hold office or vote in either district or state organizations.

C. Retired carriers may vote, be appointed to committees, and hold office, unless specifically prohibited by constitutional provision.

Section 4. South Atlantic Conference Affiliation.

A. The FL RLCA acknowledges membership in the South Atlantic Conference (SAC) and the requirement to pay annual dues.

B. Members of FL RLCA who are elected to an office of SAC shall be reimbursed for expenses incurred relative to their attendance at planning

conferences of SAC, unless their expenses are paid by National or SAC.

C. Members of the State Board, the State Steward, the State Editor, and the Assistant State Stewards shall be paid 25 cents per mile one-way from their home to SAC, when not required by the President to attend a scheduled board meeting.

D. Nomination and election to an office on the Board of Control of SAC shall take place at the State Convention. Nominations shall be in order anytime after 10 a.m. the first business day of the convention. Such nomination may include self-nomination.

Section 5. Dues.

A. Annual State Per Capita dues shall be defined as follows per membership classification plus the National per capita dues as defined in the National Constitution. All state dues will be calculated from pay schedule dated on or before February 15 each year.

B. Regular Rural Carriers; **.00685** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$12.00 for the district with remainder allocated to the state association.

C. Part-Time Flexible Rural Carriers; **.00434** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$10.00 for the district with remainder allocated to the state association.

D. Substitute Rural Carriers; **.00191** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$8.00 for the district with remainder allocated to the state association.

E. Rural Carrier Associates; **.00191** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$8.00 for the district with remainder allocated to the state association.

F. Rural Carrier Reliefs; **.00191** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$8.00 for the district with remainder allocated to the state association.

G. Auxiliary Rural Carriers; **.00191** of the yearly salary of a 40-hour Step C on the salary schedule which shall consist of \$8.00 for the district with remainder allocated to the state association.

H. Retired Rural Carriers; **\$42.00** which shall consist of **\$36.00** for state; and \$6.00 for district.

I. Associate Member; **.00702** of the yearly salary of a 40-hour Step C on

the salary schedule which shall consist of \$12.00 for the district with remainder allocated to the state association.

J. Retired Associate Member; **\$45.00** which shall consist of **\$39.00** for state; and \$6.00 for district.

Section 5. Family Plan.

- A. In addition to the above defined amounts, for those who have authorized deduction of such dues, annual State Auxiliary Per Capita dues shall be designated as follows, plus the National Auxiliary per capita dues as defined in the National Auxiliary Constitution.
- B. Regular Rural Carriers; \$4.00
- C. Part-Time Flexible Rural Carriers; 0
- D. Substitute Rural Carriers; 0
- E. Rural Carrier Associates; 0
- F. Rural Carrier Reliefs; 0
- G. Auxiliary Rural Carriers; 0
- H. Retired Rural Carriers; \$2.00

Those members who have signed an authorization for deduction of dues form 1187 and those that have paid by cash shall have the above amounts deducted pro-rata from the total defined dues amounts by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction of dues form 1187 or have paid by cash and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of the NRLCA fiscal year. This refund request will stay in effect each year until the member notifies the NRLCA Secretary-Treasurer otherwise.

Section 6. Tributes.

The FL RLCA authorizes the FL RLCA Auxiliary Board to send a tribute, on behalf of the FL RLCA, in remembrance of a deceased member. The tribute may be in the form of a floral piece or a memorial gift, at the discretion of the deceased member's family. All floral tributes will have a maximum of \$100 plus tax and delivery charges, all charitable organization memorial gifts

will have a maximum of \$75.00. To avoid duplication all tributes should be coordinated through the state Secretary/Treasurer.

Section 7. Discipline.

The State Board may discipline any member of the Association or subordinate unit for misconduct or neglect of duty in office and after a fair and impartial hearing. Any member so disciplined shall have a right of appeal as provided in this Constitution.

ARTICLE IV Subordinate Units

Section 1. Subordinate Units.

A. A county or combination of counties with five or more members can obtain a charter by remitting the charter fee and the per capita tax for county members at the time of application. Each district shall pay one dollar (\$1.00) for its charter.

B. District Boundaries

Descriptions of the Districts of the FL RLCA are listed below. The boundaries of each district will be as stated. Each district will maintain a Florida state map which will outline the district boundaries.

District 1: Consists of the counties of St. Lucie, Martin, Okeechobee, Palm Beach, and the delivery area of Deerfield Beach.

District 2: Consists of the counties of Lee, Collier, and Hendry.

District 3: Consists of Osceola County and that portion of Orange County and Seminole County that lie south and east of a straight line beginning at the southwest corner of Orange County and extending to the Seminole County border at the Volusia and Seminole County lines at the intersection of I-4; and that portion of Volusia County south of a straight line drawn from the town of Volusia, to, and including Oak Hill.

District 4: Consists of Pinellas County and that portion of Hillsborough County which lies north of I-4, and including the Tampa delivery area.

District 5: Consists of Citrus County; that portion of Marion County that lies south of CR-316; that portion of Sumter County that lies northwest of I-75 and northeast of the Florida Turnpike excluding the Lake Panasoffkee delivery area; and that portion of Lake County north of Eagles Nest Road, Fruitland Park, to the north county line at CR-450.

District 6: Consists of the counties of Columbia, Gilchrist, Union, Alachua, Levy, and Bradford, excluding the delivery area of Lawtey; that portion of Baker County west of CR-127 and CR-229; that portion of Putnam County west of CR-315 and north of SR-100, excluding the delivery area of Interlachen; and that portion of Marion County that lies north of CR-316; and including the delivery area of Keystone Heights in Clay County.

District 7: Consists of Lake County, excluding the portion north of Eagles Nest Road, Fruitland Park, to the north county line at CR-450; the delivery area of the city of Wildwood; and that portion of Orange and Seminole Counties that lie west and north of a straight line from the southwest corner of Orange County to the Seminole/Volusia County line where it intersects with I-4.

District 8: Consists of the counties of Franklin, Liberty, Gadsden, Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, and Dixie.

District 9: Consists of the counties of Jackson, Washington, Holmes, Walton, Bay, Calhoun, and Gulf.

District 10: Consists of the counties of Okaloosa, Santa Rosa, and Escambia.

District 11: Consists of the counties of Duval, Nassau, and Clay, excluding the delivery area of Keystone Heights; that portion of Baker County that lies east of CR-127 and CR-229; and that portion of St. Johns County that lies north of CR-16 and a line drawn directly east as though CR-16 extended into the Atlantic Ocean.

District 12: Consists of the counties of Polk and Highlands.

District 13: Consists of Flagler County; that portion of Putnam County south of SR-100 and east of CR-315, including the delivery area of East Palatka and Interlachen; that portion of Marion County and Lake County east of SR-19 and north of SR-40 to the town of Volusia; and the northeast side of a straight line running southeast from the town of St. Johns County south of CR-16 extended into the Atlantic Ocean.

District 14: Consists of the counties of Miami-Dade, Monroe, and Broward, excluding the delivery area of Deerfield Beach.

District 15: Consists of the counties of Charlotte, Glades, Sarasota, and Desoto.

District 16: Consists of the counties of Indian River and Brevard.

District 17: Consists of the counties of Manatee, Hardee, and that portion of

Hillsborough county which lies south of I-4, excluding the Tampa delivery area.

District 18: Consists of the counties of Pasco, Hernando, and that portion of Sumter County which lies southeast of I-75 and southwest of the Florida Turnpike, including the Lake Panasoffkee delivery area.

Section 2. Officers.

A. Each district will notify the district membership a minimum of fifteen (15) days prior to the date District Officers are to be elected. In this notification, the date, time, and location must be specified. Said meeting place must be the most centrally located within the district, and the date and time, one that will be most accessible to all members.

B. The District Officers will be elected secret ballot for one year or until their successors are elected and installed.

C. District Presidents' Reports

Each District President shall submit a report of the District's activities during the year to be published in "The Florida Rural Letter Carrier" just prior to the State Convention. The report will not be more than 250 words.

D. District Secretary/Treasurer Training

All elected District Secretary/Treasurers who attend, in its entirety, a training class in the duties of their office, shall be paid one hundred fifty dollars (\$150.00) to help defray any expenses incurred, limited to one training class per fiscal year.

Section 3. Trusteeship.

A. The President, with the approval of the State Executive Board, may place in trusteeship any District for any of the following reasons:

1. To uphold the principles and integrity of this Constitution.
2. To correct corruption or financial malpractice.
3. To assure performance of collective bargaining agreements or other duties of a bargaining representative;
4. To restore democratic procedures; and
5. To otherwise carry out the legitimate objectives of both the National and State Association.

B. The trustees, being the State Executive Board, shall assume immediate control and authority of the District, with full authority over the Officers and property thereof. The trustees shall continue to act in such a capacity for the duration of the trusteeship.

C. Within 30 days of the imposition of the trusteeship, a hearing shall be held before a Committee comprised of three members; one selected by the State Executive Board; one selected by the members of the District placed in trusteeship; and a chairman selected by the other two members. No member of this Committee shall be chosen from either the State Executive Board or the affected District. This Committee shall have sole discretion as to the conduct and procedures at the hearing.

D. After the close of the hearing, or as soon as practicable, the Committee shall report their findings and recommendations to the President. After reviewing the findings and recommendations of the Committee, the President, with the approval of the State Executive Board, shall then determine whether to continue or terminate the trusteeship accordingly.

E. No earlier than six months after imposition of the trusteeship, and at six-month intervals thereafter, the affected District may file a petition with the President requesting termination of the trusteeship. Acting on such petition, or at any time, the President, with the approval of the State Executive Board, may terminate the trusteeship and restore government to the District.

F. The affected District, if not satisfied with the decision of the President under National Constitution, Article IV, Section 7.c, shall have appeal rights as provided in National Constitution, Article X, Section 1.

ARTICLE V

Officers & Appointees

Section 1. Officers & Appointees.

A. The Officers of this Association shall consist of the President, Vice President, and Secretary/Treasurer who shall be elected by secret ballot for one year, or until their successors are elected and installed, and an Executive Committee consisting of four members who shall be elected by secret ballot for two years.

B. The Executive Committee positions will be filled with two elected by secret ballot on odd numbered years and two elected by secret ballot on even numbered years, or until their successors are elected and installed.

C. The Chairman of the Executive Committee will be appointed jointly by the President, Vice President, and Secretary/Treasurer of the FL RLCA.

D. A day of pay (ADOP) is defined as the equivalent to a daily rate of a 46/K step 12.

Section 2. Duties.

A. President.

1. The President shall preside at all meetings of the Association or of the State Board, and enforce all laws thereof, and fill all vacancies pro-tem caused in any way in the State Board of the Association, subject to the approval of the State Board. The President shall have the general superintendency of all the affairs and sign all orders legally drawn on the Secretary/Treasurer. The President shall sign all papers and documents requiring the President's signature.
2. On the first day of each State Convention, the President shall announce the appointments from the list of elected delegates, then in the hands of the Secretary/Treasurer, a committee of three on credentials; a committee of three on auditing; a committee of three on resolutions, and a committee of three on constitution. The President shall announce the appointments of all other committees from the list of delegates.
3. The President's decision upon all questions of law shall be final during recess of this Association. The President shall report all such decisions to the Association at its State Convention for approval or rejection. Such decisions, when approved or revised by the State Association, shall have the effect and force of the general laws of the Association.
4. The President shall have the power to grant charters and, in conjunction with the Secretary/Treasurer, issue them during the interim between meetings of the State Association.
5. The President shall appoint, at the beginning of a new fiscal year, special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during recess.
6. The President shall submit, at each State Convention, a report of all of his/her official acts during his/her term of office. The requirement would be waived if the annual report has been published in "The Florida Rural Letter Carrier" just prior to the State Convention. The President shall perform such other duties as the laws, rules and regulations of the Association may require.
7. The President shall appoint an Officer of the State Association, when the President deems advisable, to represent the State Association at each district meeting.
8. The President shall appoint, at the beginning of a new year, a Parliamentarian to provide guidance at all official state meetings.
9. The President shall appoint two members of a three member standing committee called the Budget and Finance Committee. The non-appointed member shall be the current State Secretary/Treasurer.
10. The President may employ/utilize Union suppliers, sub-contractors, and employees whenever practical.

B. Vice President

1. The Vice President shall preside in the absence of the President and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office, and shall perform all duties incumbent upon the President until an election shall be held and the successor duly installed.
2. The Vice President shall give a full report of his/her official acts at the State Convention. The requirement would be waived if the annual report has been published in "The Florida Rural Letter Carrier" just prior to the State Convention.

C. Secretary/Treasurer

1. The Secretary/Treasurer shall keep a current record of the proceedings of the Association, read, or cause to be read, all communications, reports, etc., and draw and attest all orders on the Treasury. The Secretary/Treasurer shall affix the seal of the Association to all official documents; prepare for publication a correct copy of the entire proceedings of this Association at its State Convention, or special meetings, within one month of the close of each Convention or called meeting. The Secretary/Treasurer shall also present, on the first day of each Convention, a complete statement of the condition of the Association, including a statement of the membership of same.
2. The Secretary/Treasurer shall cause to be written verified orders for payments, drawn on the Treasury and issue checks in payment of properly itemized invoices, statements, authorized payroll payments and other obligations of the Association as directed by the State President or State Board. The Secretary/Treasurer shall sign all papers and documents requiring the Secretary or Treasurer's signature.
3. The Secretary/Treasurer shall conduct the correspondence of the Association, keep a record, and submit same when demanded by the Executive Board.
4. The Secretary/Treasurer shall have charge of the seal, books, papers, and documents belonging to the Association, and shall deliver to the Association or to the successor, all property of the Association, either at the expiration of the term of office or upon an earlier termination thereof.
5. The Secretary/Treasurer shall keep a true and correct account between the State Association and the National Association.
6. The Secretary/Treasurer shall close all financial records at the end of the fiscal year, June 30. These financial records shall be audited by a Certified Public Accountant.
7. The State Secretary/Treasurer shall obtain a professional audit of the State's financial records each year, ending June 30, at the most reasonable cost.

8. The Secretary/Treasurer shall perform such other duties as the laws and regulations of his/her office may require.

9. The Secretary/Treasurer shall receive all monies, which may be paid to the Association, giving a receipt thereof.

10. The Secretary/Treasurer shall deposit all monies received in convenient depositories, such deposits to be made in the name of Florida Rural Letter Carriers' Association.

11. The Secretary/Treasurer shall maintain a current listing of the membership of the State Association. This listing will be maintained by each district and each District Secretary will be provided a copy of the membership within his/her district.

12. The Secretary/Treasurer shall be authorized to employ such office help as may be necessary, subject to review by the Executive Board. This help will be financed by the Association.

13. The Secretary/Treasurer shall oversee the training of all District Secretaries.

14. It shall be the duty of the State Secretary to notify all members, at least 15 days prior to the opening of the State Convention of the time and place, the nomination and election procedures, and the offices to be filled.

15. In the event the Secretary/Treasurer is unable to perform the duties of the office as required, the Vice President shall be authorized by the President to perform all duties incumbent upon the Secretary/Treasurer until an election shall be held and a successor duly installed. The State Secretary/Treasurer name and the State Vice President name shall be on the bank signature authorization cards with only one signature required on checks. The Vice President shall give a full report of his/her official acts at the State Convention. The Secretary/Treasurer and the Vice President shall meet periodically to review procedures of the office.

D. Executive Committee

1. The Executive Committee shall act as Trustees of the Association and, in conjunction with the President, shall have general supervision and control over the Association.

2. They shall perform such other duties as the State Association may from time to time direct.

E. State Editor

1. The State Editor shall be appointed by the State Board and be responsible for the publication of a state paper and the mailing of same to all members of the state, monthly. The State Secretary/Treasurer shall provide the State Editor with a correct mailing list of members to receive the paper. Neither the State Editor, nor the publisher, shall allow the mailing list to be used or copied by anyone without the express permission of the State Board.

2. The State Editor shall attend all required State, Regional, and National meetings. The State Editor shall be required to obtain, first-hand, all information possible for publication that would help educate the members of the state and give them information of value. The State Editor shall have the right to refuse to print any material or article deemed unsuitable and return it to the writer with a reason as to why it is unsuitable. It shall be the State Editor's duty to set priorities on material received to maintain the space available factor.
3. The State Editor shall make a complete report of official activities to the Association at the State Convention. The requirement would be waived if the annual report has been published in "The Florida Rural Letter Carrier" just prior to the State Convention.
4. The State Editor shall be reaffirmed annually by a vote of confidence by the delegates of the State Convention.

Section 3. Eligibility, Nomination and Election.

- A. To be eligible for a state office, the nominee must be a member in good standing of the Florida Rural Letter Carriers' Association.
- B. The nomination and election of Officers shall take place at each State Convention. Nominations shall be in order any time after 10 a.m. the first business day of the Convention.
- C. The election of Officers shall take place at the State Convention and their installation shall take place during the course of the Convention.
- D. The election of Officers shall be by written ballot of the elected delegates, except when only one candidate has been nominated, a vote of acclamation may be cast in lieu of a written ballot provided there is no objection. Where there is more than one candidate for the same office, it shall require a majority of all votes cast to be elected. Where there are more than two candidates for the same office and no candidate receives a majority after the third ballot, beginning with the fourth ballot, the candidate who received the least number of votes on the preceding ballot shall be dropped until the election is determined. Write in votes shall not be considered valid.
- E. Any member not satisfied with the election procedure followed at the State Convention, may appeal to the State Board, in writing, within 30 days following the close of the Convention. The State President shall select a member, the grievant shall select a member, and the two members so selected will select a third member to act as Chairman. The three-person committee shall conduct a hearing and render a decision.

Section 4. Salaries.

A. President

1. The President shall receive a salary of \$200.00 per month.
2. The President shall be paid ADOP (A Day of Pay) during the actual business meeting days of the State Convention and any day of the National Convention when more than 4 hours work for the FL RLCA is completed in addition to delegate duties. Delegate pay shall be in order during this time if applicable. FL RLCA per diem shall not be paid during this time. This section shall in no way alter Article V.5.H below or disqualify the President from any other State reimbursement or compensation except as specifically stated herein.

B. Vice-President

The Vice-President shall receive a salary of \$200.00 every six months.

C. Secretary/Treasurer

Effective as soon as administratively practicable, the (elected) Secretary/Treasurer shall serve on a full-time basis and:

1. The Secretary/Treasurer shall be paid an amount equal to the maximum daily rate of salary payable to a route evaluated at 46 hours at the top step of the heavy-duty compensation schedule, plus \$300.00 per month.
2. The Secretary/Treasurer shall be paid per Article V.4.C.1 during the actual business meeting days of the State and National conventions. Delegate pay shall be in order during this time if applicable. FL RLCA per diem shall not be paid during this time. This Section shall in no way alter Section 5.H below or disqualify the Secretary/Treasurer from any other National or State reimbursement or compensation except as specifically stated herein.
3. In the event any Secretary/Treasurer is succeeded by a newly elected Secretary/Treasurer, all salary items listed in paragraphs one thru six above shall continue for the outgoing Secretary/Treasurer for a period of time to be designated by the State Board, but no less than two months, and will apply to the newly elected Secretary/Treasurer as soon as practicable. In the interim, the State Board shall approve all salary payments, if necessary, to the newly elected Secretary/Treasurer.

D. Executive Committee

The members of the State Executive Committee shall receive a salary of \$150.00 every six months.

E. State Editor

The State Editor shall receive a salary of \$500.00 per month.

F. PAC Chairman

The PAC Chairman shall receive a salary of \$200.00 every six months.

Section 5. Expenses.

A. Any Officer, assigned by the President to attend meetings or perform Union duties, shall be paid reasonable actual incurred travel expenses up to the actual IRS rate and reasonable lodging, subject to review by the Executive Board, if required to fulfill the assignment. Should the performance of such duties necessitate the use of LWOP, annual leave, other leave, etc., they shall be appropriately reimbursed. "Appropriately reimbursed" shall include all benefits that are lost due to use of said leave. These benefits shall include voluntary participation in an organized retirement plan, when qualification requirements are met, or a 10% bump in gross pay to offset the loss of monies due to withholding taxes on retirement annuities. No Officer shall be paid to attend their own district meeting or joint district meeting within their own district boundaries. **Upon the accumulation of 10 days of FLRLCA ADOP, an additional payment of 1.5 days will be made.**

B. All elected State Officers and the State Editor, when required to be away from home overnight, will receive per diem at the appropriate USPS per diem rate.

C. When the President, Vice President, Committeeman, or the State Editor is assigned by the President to a meeting or to perform other Union work on a non-scheduled day (i.e. relief day, Sunday, holiday, etc.) and said Union work is equal to more than one half his/her evaluated time, he/she will receive the daily rate for his/her route or a compensation day (ADOP), at his/her option.

D. When any full time employee of the FL RLCA performs Union work on a non-scheduled day (i.e. relief day, Sunday, holiday, etc.), and said Union work is equal to more than one half his/her evaluated time, he/she will receive a compensated day off to be scheduled at their convenience.

E. When any Union member is assigned by the President to perform Union work on a non-scheduled day (i.e. relief day, Sunday, holiday, etc.) and said Union work is equal to more than one half of his/her evaluated time, the Union member will receive the daily rate for his/her route or a compensation day (ADOP) at his/her option.

F. The State Editor shall be paid mileage at the rate set per Article V.5.A.

G. The State Editor shall be paid for itemized expenses incurred.

H. Any member, who may be authorized by the Executive Board to do organizational work, shall receive reimbursement and payment per Article

V.5.A-B or his/her services. Non-scheduled days shall be paid per Article V.5.C.

I. Any conference call placed at the expense of this Association to another member of the Union should be identified as a conference call before the conversation commences.

Section 6. Benefits.

A. All benefits for the Secretary/Treasurer shall be paid per established U.S.P.S. regulations.

B. The Secretary/Treasurer shall be granted annual leave in accordance with the U.S.P.S. regulations. Unused annual leave, up to a limit of 55 days, can be carried forward for use in future years. All, or a portion of it, may be "cashed out" annually at the current established rate of pay as defined in Article V.4.C.1 and paid the first pay day in June. Upon leaving office, the Secretary/Treasurer, or the estate of the Secretary/Treasurer, shall be paid for all unused annual leave accumulation.

C. The Secretary/Treasurer shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving office at the current established rate of pay as defined in Article V.4.C.1.

Section 7. Removal.

In case of neglect of duty or violation of this Constitution on the part of any Officer of the FL RLCA or District thereof, in the interim between State Conventions, the State Executive Board shall have the power to suspend any Officer or District of the FL RLCA after a fair hearing, subject to an appeal to the next FL RLCA State Convention.

Section 8. Vacancy in Office.

A. In the event an Officer, other than the President or the Secretary/Treasurer, should resign or vacate his/her position more than three (3) months prior to the State Convention, the President shall appoint a member in good standing to fill the position, subject to the approval of the State Board, until the next State Convention.

B. If said event is during the first year of a two-year term, an election shall be held to fill the unexpired term (i.e. a one-year term shall exist until the following State Convention, at which time the position shall revert to a two year term). An Officer so appointed shall not continue in the position beyond the next State Convention except by election of the delegates.

C. Any Officer of this Association who shall be separated from the rural service, through no fault of his/her own, shall hold office until the next meeting of the Association.

Section 9. Association Property.

All members of the FL RLCA, whether they be duly elected Officers, appointed to a position, or in an assigned position representing rural letter carriers shall, at the expiration of the term of office, or upon an earlier termination thereof, turn over to the Association, their successor, or the person responsible for the materials in question, all books, papers, monies and other property that they may have in their possession which belongs to the Association. This includes materials acquired through the QWL/EI process, training academies, and 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.

ARTICLE VI

Meetings

Section 1. State Convention.

A. This Association shall meet annually at such **city** as shall be determined at a prior annual meeting, and at such time as the Executive Board may set to conform with the consecutive meetings of adjoining states. The Executive Board shall have authority to change such date and place by giving official notice through the official news publication and by letter to the District Secretaries of the State.

B. It shall be the duty of the State Secretary to notify all members, at least 15 days prior to the opening of the State Convention of the time and place, the nomination and election procedures, and the offices to be filled.

Section 2. Meeting Expenses.

A. State Convention Expenses

The State Association will supplement the Convention expenses in an amount not to exceed \$5.00 for each regular rural carrier member, \$3.00 for each PTF member, and \$1.00 for each RCA and RCR member, based upon the membership of the preceding Association year.

B. The Host District will receive an accounting of funds available to them. It will be their committee's responsibility to obtain approval and document all expenditures to be paid by the State Secretary/Treasurer. The monies will be administered by the State Board.

Section 3. Delegates.

Each district shall be entitled to one delegate to the State Convention for each ten (10) FL RLCA members from that district or major fraction thereof. Delegates to the State Convention must be elected by secret ballot of the district membership. In order for this to be accomplished the following actions will be necessary:

A. Nominations for State Delegates within each district shall be accomplished by submitting the nomination by U.S. Mail on a nominating ballot to be published in the January, February, and March issues of The Florida Rural Letter Carrier or in writing by the member making the nomination. Such nomination may include self-nomination.

B. Nominations of candidates for State Delegates shall be received by the District Secretary prior to April 1st. No hand delivered, faxed or email nominations will be accepted. The District Secretary will mail a ballot to each individual authorized to vote, with instructions for each member to indicate on the ballot his/her desire for the nominated individuals to represent his/her district as a delegate at the State Convention. However, if nominations for State Convention Delegates do not meet the district's quota of delegates, then all nominations will be accepted, as delegates and mailing of ballots will not be required. Write-ins will not be allowed. The District Secretary will send a post card to each nominee acknowledging receipt of their nomination.

C. Individuals authorized to vote are: regular carriers, part time flexible carriers, substitute rural carriers, rural carrier associates, rural carrier reliefs, auxiliary rural carriers, and retired rural carriers. These individuals must be current dues paying members to be eligible to vote.

D. The above action must be taken at least 60 days prior to the State Convention. The ballot will be mailed back to the District Secretary at least ten (10) days prior to the scheduled district meeting, which precedes the State Convention by more than fifteen (15) days. These sealed mailing envelopes containing ballots will remain sealed until the District President appoints a committee to verify the voter's authenticity. They will then be opened by this committee and the ballots tabulated. This count may be observed by any FL RLCA member present at the meeting. The final tabulation will be sent to the State Secretary so as to arrive at least ten (10) days prior to the State Convention.

E. Only those delegates and alternates elected as specified above will be seated at the State Convention and be authorized to vote. The "Unit Rule" will not apply in the Florida Rural Letter Carriers' Association and only one vote will be cast by each delegate or alternate seated at the Convention.

F. When the State Convention is held, the membership shall be determined by the number of members who have paid their dues for the fiscal year in which the Convention is held. All members on dues withholding shall be considered paid up at all times.

Section 4. Compensation for State Delegates.

A. Delegates to the State Convention shall receive \$300.00. Alternate Delegates who are elevated to delegate status shall receive the same allowance. In order to receive this allowance, all delegates must remain at the convention until all duties of the delegates are completed, be registered prior to the time the first business session is called to order, and be required to remain at the convention until all duties of the delegate are completed.

B. In the event that the delegate undergoes a catastrophic or life changing event (i.e. death in the family, birth of a child/grandchild, injury or illness to self or family) the delegates to the state convention would have the authority to pay the delegate allowance by 2/3 vote.

Section 5. Quorum.

Twenty delegates representing six districts shall constitute a quorum for the transaction of business of the State Association at the State Convention, but a less number than that may adjourn to some future time.

Section 6. Order of Business.

A. Call to Order

When the presiding Officer takes the chair, the Officers and Delegates will take their respective seats, and at the sound of the gavel, the Convention will come to order.

B. Program

The State Convention Program shall be the order of business. The President may make changes for a session to expedite the proceedings or accommodate guest speakers. The order of business may be transposed by a majority vote of the Convention.

C. Committee Reports

The Resolutions Committee will not accept resolutions, to be included in their report, any later than 72 hours before the scheduled time for the first business session of the State Convention. To consider any resolution not included in the committee's report, a motion must be made from the floor during new business for a vote to allow the resolution itself to be considered.

D. The Constitution Committee will not accept Constitution proposals, to be included in their report, any later than 72 hours before the scheduled time

for the first business session of the State Convention. Each proposal must bear the District's number and authorized signature or the District's number and the individual member's signature. To consider any Constitution proposal not included in the committee's report, a motion must be made from the floor during new business for a vote to allow the Constitution proposal itself to be considered.

Section 7. Booster and Special Meetings.

In addition to the State Convention there will be:

A. A Spring Booster meeting to be held either in March or April and a Fall Booster meeting to be held either in October or November. The State Board would select the meeting locations, sites, and make all the arrangements. One meeting shall be held in the northern half of the state and one in the southern half of the state.

B. Optional combined district meetings

C. A special meeting of the State Association may be called by the President upon a written consent of a majority of the Executive Board, or by request of a majority of the Executive Board.

Section 8. Ratification Meetings.

A. Upon National Agreements reached between the National Rural Letter Carriers' Association and the U.S Postal Service being presented to the membership, via the "National Rural Letter Carriers' Magazine", a minimum of one ratification meeting will be held by the State Association.

B. The ballot vote of the members of this Association shall determine the ratification of the proposed National Agreement. In the event of a tie, the proposed National Agreement shall be considered ratified.

ARTICLE VII

National Convention Delegates

Section 1. Eligibility

A. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members. In order for a state to receive credit for cash pay members, dues must be received no later than the close of business on the first day of the Convention.

B. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such "good standing" status shall be the sole requisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to assure attendance at the Convention.

C. A member who from the time of nomination through the end of the convention holds any position in USPS management or a job which competes with the USPS or this Association shall be ineligible to serve as delegate.

Section 2. Nomination.

A. Within each state association, nominations for National Delegate shall be submitted by US Mail to the Secretary-Treasurer on a nominating ballot or copy. The nominating ballot shall be signed and show the name and address of the member making the nomination, and may include self-nomination. The nominating ballot shall be published in the February, March, April, and May issues of The National Rural Letter Carrier.

B. Nominations must be received in the office of the State Secretary at least 40 days prior to the opening of the state convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

Section 3. Election.

A. It shall be the duty of the State Secretary to prepare a ballot listing the nominees by a lottery drawing for the position of delegate to the National Convention and to mail such ballot to all members at least twenty (20) days prior to the opening of the State Convention.

B. Ballots shall be returned to an Election Committee appointed by the State President and counted at the State Convention. Any candidate may observe the vote tabulation.

C. A plain envelope marked "BALLOT" shall be provided to each member to seal the ballot for mailing to the Election Committee.

D. The sealed plain envelope, containing the ballot, shall be returned to the Election Committee, by the member, in another envelope clearly identifying name and address of the member. This is required in order to verify the voting member's enrollment and to maintain the integrity of the voting procedure.

E. The number of candidates, to be voted upon by each member, shall not be more than the total number of delegate votes to which the State Association was entitled the previous year. Appropriate instructions shall be on each ballot stating the number of delegates to be elected and the name

and mailing address of the Election Committee to whom they should be returned. The ballot must be returned to the Election Committee, by mail, prior to the first business session of the State Convention.

F. In reporting the results of the vote tabulations, the candidates shall be placed on a roster in accordance with the number of votes received. In accordance with the National Constitution, the required number of Delegates for the State Association shall be declared Delegates in the order of their finish. The required number of Alternates, in accordance with the State Constitution, shall be declared from the remaining candidates in the order of their finish. In the event of a tie, the last three (3) digits of a member's social security number will be used as the tie-breaker, with 000 being most senior. Should the last three (3) digits be the same, the next digit(s) will be used to break the tie.

G. As notification of non-attendance is received from elected delegates and/or alternates, advancement to alternate status and advancement from alternate to delegate status shall continue until the first business session of the national convention. On that date the final list of delegates and alternates will be established.

H. The number of alternates cannot exceed more than one-eighth the number of authorized delegates, unless a specific additional number is approved by a two-thirds vote of the delegates at the State Convention. Effective with the 2009 National Convention.

I. National Paid Delegates, to attend the National Convention as Delegates at Large, will be determined in the following manner:

1. The President shall serve as the Delegate at Large.
2. Other National-Paid Delegates shall be named in accordance with plurality of votes received.
3. In order for a delegate to attend the Convention as a National paid Delegate, he/she must be elected at the State Convention as a National Delegate.

J. Election will be in compliance with the National Constitution, Article VI Section 3.C

Section 4. Compensation of state-paid National Delegates.

A. The State President, State Secretary/Treasurer, and State Steward shall attend the National Convention. They shall be reimbursed for their expenses at the same rate as that of the National Delegate at Large. However, if elected as a National Paid Delegate, only that allowance paid by the National Office will be authorized. If the pay for the National Delegate at Large, State President, State Secretary/Treasurer, State Steward, and/or any National Paid Delegate is less than the delegate pay per Article VII.3.B, the greater of

the two shall be in order.

B. Delegates and Alternate Delegates to the National Convention, who are not paid by National, shall receive the equivalent of 25 cents per mile of travel, round-trip from the State Association, or \$700, whichever would provide the greater compensation in addition to forty dollars per diem (\$40) per business meeting day provided:

1. They attend all scheduled business meetings and remain at the convention until all delegate duties are completed.

C. Mileage is to be measured from the delegate's hometown to the Convention site. The mileage will be taken from the official Rand McNally mileage guide or other comparable mileage guide/chart, which may include computer programs designed for mileage computation.

1. Mileage shall be measured from zip code to zip code if the program utilized is so designed.
2. Mileage shall be increased by a factor of 8% to allow for detours around large cities, construction, etc.

D. The State **Member** of the Year will be reimbursed at National Delegate pay, if he/she is not already a paid Regular or Alternate Delegate; providing he/she meets the requirements of Article VII.3.B.1.

ARTICLE VIII

State Board

Section 1. Members.

There shall be an Executive Board, (also referenced as State Board), consisting of the President, Vice President, Secretary/Treasurer, and the four member Executive Committee. Each of these Officers shall be entitled to a vote on every question coming before the State Board and the vote of each Board member be made a part of the minutes.

Section 2. Duties.

The State Board shall perform such duties as are prescribed in this Constitution as well as the following:

A. Appoint an editor to maintain and distribute the "Florida Rural Letter Carrier" publication.

B. Perform additional duties as assigned by the President.

Section 3. Meetings.

This Board shall meet upon the call of the President or a majority vote of

said Board to the Secretary, when matters of importance arrive that need immediate attention during the interim between meetings of the Association. No member shall be denied the privilege of attending any meeting of this Board as a non-participating observer.

Section 4. Honorariums.

A. Members of the State Board shall be paid an Honorarium each time they attend a called Board Meeting. The Honorarium will be an amount determined by the Board each time a Board Meeting is held, or at its option, the State Board may set a predetermined amount for the Honorarium to be paid at each meeting. This amount shall be effective for the remainder of the Association year, unless changed by majority vote. This Honorarium shall not be paid on days when an Officer is being paid per Article V.5.C.

B. The State Board, at its pleasure, may pay Honorariums to persons, other than active rural carriers, not to exceed the lesser of:

1. Actual hours worked at a rate not to exceed the hourly rate of a Step 12 rural carrier, or:
2. A lump sum not to exceed \$150.00

ARTICLE IX Committees

Section 1. Convention Committees.

On the first day of each State Convention, the President shall announce the appointments from the list of elected delegates, then in the hands of the Secretary/Treasurer, a committee of three on credentials; a committee of three on auditing; a committee of three on resolutions, and a committee of three on constitution. The President shall announce the appointments of all other committees from the list of delegates.

Section 2. Special Committees.

A. Budget and Finance Committee

1. The President shall appoint two members of a three member standing committee called the Budget and Finance Committee. The non-appointed member shall be the current State Secretary/Treasurer.
2. This committee shall prepare, annually, a proposed budget for the Association's fiscal year (July 1 through June 30).
3. The proposed budget shall be presented to the State Board prior to the State Convention for their review and approval.
4. Copies of the proposed budget shall be delivered to the delegates during the State Convention. Said delivery shall occur at the

opening business session of the State Convention to ensure an appropriate amount of time for delegates to review the proposed budget.

5. The Convention Delegates will approve, amend, or disapprove the proposed budget by a simple majority vote.

6. The State Board may amend line item accounts during the interim period between State Conventions, as needed, to carry out the task of the Association's financial obligations.

B. Auditing Committee

The Auditing Committee, appointed by the President, shall audit the financial records prior to the start of the State Convention. The Auditing Committee shall submit a report to the State Convention.

ARTICLE X Steward System

Section 1. Responsibility.

The Executive Board of the State Association, under the direction of the Regional Representative, shall be responsible for the implementation and operation of the steward system.

Section 2. Selection and Compensation of Stewards.

A. The Executive Board of the State Association shall recommend to the National Association the name of the member to serve as the State Steward.

B. The Executive Board of the State Association, in conjunction with the State Steward, shall recommend to the National Association the names of qualified members to serve as Assistant State Stewards as needed.

C. The State Steward shall designate one Assistant State Steward to serve as the Administrative Assistant to the State Steward.

D. The Executive Board of the State Association, in conjunction with the State Steward, shall be responsible for determining the number of Area Stewards required for conducting the steward program within the state.

E. Should the State Steward retire during the FL RLCA fiscal year, his/her term as State Steward shall terminate not later than June 30 following his/her retirement. The State Board shall then appoint a replacement State Steward from the Area or Assistant State Steward ranks.

F. State Steward

1. The State Steward shall serve at the pleasure of the State Board

on a full time basis.

2. The State Steward shall be paid an amount equal to the maximum daily rate of salary payable in the top step of the heavy-duty compensation schedule, plus \$400.00 per month.

3. All benefits for the State Steward shall be paid per established USPS regulations.

4. The State Steward shall be paid per Article X.2.F.2 above during the actual business meeting days of the State and National Conventions. Delegate pay shall be in order during this time, if applicable. FL RLCA per diem shall not be paid during this time. This section shall in no way alter Article V.5.H or disqualify the State Steward from any other National or State reimbursement or compensation, except as specifically stated herein.

5. The State Steward shall be granted annual leave in accordance with established USPS regulations.

6. Unused annual leave, up to a limit of 55 days, can be carried forward for use in future years. All, or a portion of it, may be cashed out annually at the current established rate of pay as defined in Article X.2.F.2, and paid the first pay day in June. Upon leaving office, the State Steward, or the estate of the State Steward, shall be paid for all unused accumulated annual leave.

7. The State Steward shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving office at the current established rate of pay as defined in Article X.2.F.2.

G. Administrative Assistant to the State Steward

1. The Administrative Assistant to the State Steward shall be paid an amount equal to the maximum daily rate of salary payable to a route evaluated at 46 hours in the top step of the heavy-duty compensation schedule, plus \$350.00 per month.

2. All benefits for the Administrative Assistant to the State Steward shall be paid per established USPS regulations.

3. The Administrative Assistant to the State Steward shall be paid per Article X.2.G.1 a during the actual business meeting days of the State and National conventions. Delegate pay shall be in order during this time if applicable. FLRLCA per diem shall not be paid during this time. This Section shall in no way alter Article V.5.H or disqualify the employees from any other National or State reimbursement or compensation except as specifically stated herein.

4. The Administrative Assistant to the State Steward shall be granted annual leave in accordance with U.S.P.S. regulations.

5. Unused annual leave, up to a limit of 55 days, can be carried forward for use in future years. All, or a portion of it, may be cashed out annually at the current established rate of pay as defined in Article X.2.G.1, and paid the first pay day in June. Upon leaving office, the Administrative Assistant to the State Steward, or the

estate of the Administrative Assistant to the State Steward, shall be paid for all unused accumulated annual leave.

6. The Administrative Assistant to the State Steward shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving office at the current established rate of pay as defined in Article X.2.G.1.

H. Full Time Assistant State Stewards

1. There will be up to **4** full time Assistant State Stewards. They shall be paid an amount equal to the maximum daily rate of salary payable to a route evaluated at 46 hours in the top step of the heavy-duty compensation schedule, plus \$350.00 per month.

2. All benefits for the full time Assistant State Stewards shall be paid per established USPS regulations.

3. The Full time Assistant State Stewards shall be paid per Article X.2.H.1 during the actual business meeting days of the State and National conventions. Delegate pay shall be in order during this time if applicable. FLRLCA per diem shall not be paid during this time. This Section shall in no way alter Article V.5.H or disqualify the employees from any other National or State reimbursement or compensation except as specifically stated herein.

4. The full time Assistant State Stewards shall be granted annual leave in accordance with U.S.P.S. regulations.

5. Unused annual leave, up to a limit of 55 days, can be carried forward for use in future years. All, or a portion of it, may be cashed out annually at the current established rate of pay as defined in Article X.2.H.1, and paid the first pay day in June. Upon leaving office, the full time Assistant State Steward, or the estate of the full time Assistant State Steward, shall be paid for all unused accumulated annual leave.

6. The full time Assistant State Stewards shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving office at the current established rate of pay as defined in Article X.2.H.1.

I. Assistant State Stewards

1. If serving a rural route, the Assistant State Steward shall receive a salary of \$350.00 per month. The Assistant State Steward shall be authorized to use **ADOP** when deemed necessary and will be appropriately reimbursed for such time.

2. If in a retired status, the Assistant State Steward shall receive a salary of \$300.00 per month.

3. When an Assistant State Steward performs Union work on a non-scheduled day (i.e. relief day, Sunday, holiday, etc.), and said Union work is equal to more than one half his/her evaluated time, he/she will receive the daily rate for his/her route or a compensation day (ADOP), at his/her option.

J. Area Stewards

1. If serving a rural route, the Area Steward shall be reimbursed for **ADOP** if authorized by the State Steward or the Assistant State Steward assigned to his/her USPS district.
2. If in a retired status, the Area Steward shall receive a salary of \$200.00 per month.

K. All Stewards

1. Shall be paid mileage for authorized travel at the rate set per Article V.5.A.
2. Shall be paid for authorized itemized expenses incurred.
3. Shall be appropriately reimbursed to include all benefits that are lost due to use of **ADOP**.
4. Those Local Stewards attending required Steward certification classes will be paid two hundred dollars (\$200) to help defray any expenses incurred, limited to one (1) required Steward certification class per year.
5. The State Steward and the Assistant State Stewards, when required to be away from home overnight, will receive per diem at a rate specified in Article V.5.B.

Section 3. Duties and Responsibilities of Stewards.

A. State Steward

1. The State Steward shall supervise and administer the steward system within the state.
2. The State Steward shall be responsible to the State and National Association for the performance of duties. The State Steward's services shall be continuous until terminated by the State or National Board.
3. In appealing grievances to the regional level in Step 3, the State Steward shall coordinate his/her efforts very closely with the Regional Representative.
4. It shall be the responsibility of the State Steward to submit names, addresses, and telephone numbers of the Assistant State Stewards to the National Office for certification. The State Steward shall be responsible for the certification of Area and Local Stewards.
5. The State Steward certifies and assigns Area Stewards. These assignments will be reported to the National Office and certified to the postmasters at the post offices to which the Area Steward is assigned. The State Steward shall also be responsible for the training of each Assistant State Steward, Area Steward, and Local Steward, in accordance with the NRLCA requirements.
6. In the event an Area or Local Steward is unavailable, the State Steward shall have the authority to represent, or assign another steward to represent, the National Association.
7. Unless the State Steward is a duly elected member of the State

Board, the State Steward shall serve as a non-voting advisor to the State Board, and attend all State Board meetings. The State Steward may authorize someone to represent him/her if other duties preclude attendance.

8. The State Steward shall give an annual report at the State Convention on the condition of the steward program. The annual report of the State Steward will also be published in the "Florida Rural Letter Carrier" just after the State Convention.

9. The State Steward shall be reaffirmed annually by a vote of confidence by the State Association at its State Convention.

B. Assistant State Stewards

1. The Assistant State Stewards shall be responsible to the State Steward, the State Association, and the National Association.

2. The Administrative Assistant to the State Steward shall cover the Office of the State Steward in his/her absence and shall assist the State Steward in representation, when requested by the State Steward or the State President.

3. In the event the State Steward, Area Steward, or Local Steward is unavailable, the Assistant State Stewards shall have authority to represent the National Association.

4. The Assistant State Stewards shall encourage election of stewards in as many offices as possible.

5. It shall be the Assistant State Stewards responsibility to handle grievances, in accordance with procedures established by the NRLCA and the State Steward, for carriers in Step 2 of the grievance procedure, in those offices where no Local Steward has been elected and no Area Steward is available, or when directed by the State Steward. They shall submit a copy of any and all grievances to the State Steward.

6. In the event of an adverse decision by the installation head, the Assistant State Steward shall forward the complete file to the State Steward with his/her recommendations for appeal.

7. The Assistant State Stewards shall be required to attend all meetings, when possible, concerning stewardship at state, area, and local levels.

C. Area Stewards

1. The Area Stewards shall be responsible to the State Steward.

2. It shall be the responsibility of the Area Stewards to represent carriers in their area in offices where no Local Steward has been elected.

3. The Area Stewards shall encourage election of stewards in as many offices as possible.

4. It shall be the Area Stewards responsibility to handle grievances, in accordance with procedures established by the NRLCA and the State Steward, for carriers in Step 2 of the grievance procedure in

those offices where no Local Steward has been elected. The Area Steward shall submit a copy of any and all grievances to the State Steward.

5. In the event of an adverse decision by the installation head, the Area Steward shall forward the complete file to the State Steward with his/her recommendations for appeal.

6. The Area Stewards shall be required to attend all meetings, when possible, concerning stewardship at state, area, and local levels.

D. Local Stewards

1. Each post office should have its Local Steward/s elected by NRLCA procedures by local FL RLCA members.

2. The Local Steward shall be responsible to the State Steward.

3. The Local Steward shall be responsible for representation of carriers in his/her installation, including stations and branches without their own elected Local Steward.

4. The Local Steward shall handle grievances, in accordance with procedures established by the NRLCA and the State Steward, for carriers in Step 2 of the grievance procedure. The Local Steward shall submit a copy to the State Steward.

5. In the event of an adverse decision from the installation head, the Local Steward shall forward the complete file to the State Steward for consideration of appeal.

6. Local Stewards shall be required to attend all meetings, when possible, concerning stewardship at state, area, and local levels.

Section 3. Discipline.

Any steward may be disciplined for violation of the constitution or policies set forth by the Association. The State Board, by a $\frac{3}{4}$ vote may suspend or expel a steward from office. Charges may be filed on the following grounds:

A. Neglect of duty or breach of the Constitution;

B. Conduct detrimental to the welfare and interest of the membership of the Association;

C. Conduct which hinders the due process of the grievance procedure;

D. Instigating or engaging in acts on the side of management that violate the principals of the National Agreement or Constitution.

ARTICLE XI

Appeals

A. A member aggrieved by any action of a state association, officer or steward shall have the right to appeal to the State Board.

1. Appeals must be in writing and be filed with the State President within 30 days of having knowledge of said action.

2. Within 10 days of receipt of the appeal, the State President shall notify all members of the State Board and the assigned Executive Committeemen and shall request that the Charging Party provide a letter outlining the specific charges and any relief sought. This letter of specificity, along with complete documentation, must be returned within 20 days of receipt of the President's request.

3. Upon receipt of the letter of specificity, the State President shall forward a copy to the Charged Party for response. The Charged Party shall have 20 days to respond in writing and provide documentation to the State President.

4. The State Board shall review the Charging Party's letter of specificity, documentation, relief sought and the response of the Charged Party. The State Board is authorized, in consultation with the Executive Committeeman, to take the necessary action to resolve the issue within 30 days. Extension of this 30 day time limit, when necessary, shall not exceed 15 days. The Charging Party(s) and Charged Party(s) (hereafter referred to as the Party or Parties) shall be notified in writing of the decision of the State Board.

B. A Party not satisfied with this decision, or any other action of the State Board on said appeal, shall have the right to appeal to the National Board.

1. This appeal must be in writing and be filed with the President of the National Association within 30 days of receipt of the State Board's decision.

2. Within 15 days of receipt of an appeal, the National Board shall notify the National Appeals Commission. The President shall notify the State President and the Parties that the appeal has been received and forwarded to the National Appeals Commission.

3. Within 30 days, the National Appeals Commission shall investigate each appeal and report its findings and recommendations in writing to the National Board. Upon receipt of the findings and recommendations of the Appeals Commission the National President shall notify the Parties that the findings and recommendations are before the National Board. The National Board shall render a decision and notify the Parties in writing within a reasonable period of time.

C. A Party not satisfied with the decision of the National Board shall have the right to appeal to the next Convention of the National Association.

1. This appeal must be in writing and be filed with the National President within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the convention the appeal may be held until the following National Convention.

2. Within 15 days of receipt of said appeal, the President shall notify the Parties that the appeal has been received and shall be forwarded to a National Appeals Committee.

3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties and to the President of the state association at least 24 hours before the report is presented to the National Delegates.

ARTICLE XII

Parliamentary Authority

The parliamentary authority of the State Association shall be Robert's Rules of Order Newly Revised.

ARTICLE XIII

Amendment of Constitution

The amendments to the FL RLCA Constitution shall take effect immediately, unless otherwise stipulated, and may be amended at any State Convention by two thirds of the votes cast.

Any article or section of this Constitution which requires amendment, due to amendment of the National Constitution by the vote of a National Convention shall become effective on the same date as voted by the National Convention.

All District Constitutions must be in harmony with the State Constitution. The District Association is auxiliary to the State Association and the State Association is auxiliary to the National Association. All must be in harmony.

This Constitution was reprinted to include all changes and/or amendments adopted at the State Convention of the FL RLCA, June 23, 24 and 25, 2011 at Naples, Florida.



Florida Rural Letter Carriers' Association Presidents

M. P. King	Clearwater	1921
M. P. King	Clearwater	1922
E. L. Landon	Jacksonville	1923
D. U. Bloodworth	Gainesville	1924
J. H. Bratley	Miami	1925
G. T. Blanton	Tampa	1926
W. C. Bogue	Ocala	1927
R. C. Home	Marianna	1928
G. H. Seiler	Lakeland	1929
S. L. Jones	Lake City	1930
A. W. Tyler	Saint Petersburg	1931
E.W. Campbell	Pensacola	1932
E.W. Campbell	Daytona Beach	1933
Carrol B Emerson	Bartow	1934
W. B. Gittings	Ocala	1935
C .H. Chester	Tallahassee	1936
A.O. Dorsett	Gainesville	1937
Willard L. Manning	Panama City	1938
Hosea Albritton	Clearwater	1939
Fred H. Dreher	Saint Augustine	1940
Don E. Smith	Lake City	1941
Loy Carlon	Tampa	1942
E. B. Cason	Ocala	1943
H. J. McCully	Ocala	1944
J. J. Nicholas	Unknown	1945
L.C. Sweat	Orlando	1946
A. L. Stott	Clermont	1947
J. H. Thompson	Panama City	1948
Carl W. Moore	Vero Beach	1949
G. H. Gordon	Clearwater	1950
D. M. Thorpe	Jacksonville	1951
H. A. Bailey	Tallahassee	1952
Aubrey Arnold	Fort Pierce	1953
Thomas Tramel	Unknown	1954
Ralph Moody	Pensacola	1955
G. S. Zigler	Vero Beach	1956
G. S. Page	Vero Beach	1957
Z. J. Stanton	Ocala	1958
George M. Wiggins	Tampa	1959
Walter E. Lawing	Jacksonville	1960
Roland D. Harvey	West Palm Beach	1961
A. B. Moore	Tallahassee	1962
Jack Shuler	Pensacola	1963
Marvin Parker	Fort Myers	1964
Wallace Townsend	Orlando	1965
Russell L. Johnson	Gainesville	1966
William A. Dykes	Jacksonville	1967

Florida Rural Letter Carriers' Association Presidents

Hubert M. Roberts	Pensacola	1968
Arvid J. Peterson	Sarasota	1969
Robert M. Bewley	Miami Beach	1970
George E. Russ	Ocala	1971
Sam Carrick	Tallahassee	1972
Lyle G. Tougaw	Pensacola	1973
C. Reese Moon	Saint Augustine	1974
Marshall M. Roysden	Orlando	1975
G.C. Brock	Saint Augustine	1976
John D. Pederson	Pensacola	1977
Edward W. Warner	Fort Lauderdale	1978
Edward W. Warner	Fort Myers	1979
John W. Harrison	Orlando	1980
John W. Harrison	Pensacola	1981
Leonard Miller	Jacksonville	1982
Leonard Miller	Plant City	1983
Leonard Miller	Tallahassee	1984
James W. Bryan	Cypress Gardens	1985
Albert T. McMahon	Lido Beach	1986
Joseph T. Valla	Saint Augustine	1987
Joseph T. Valla	Orlando	1988
Troy C. Martin	Fort Myers	1989
W. Dale Gerrell	Tampa	1990
Ralph Adrian	Tallahassee	1991
Harold Lloyd Smith	Fort Myers	1992
Harold Lloyd Smith	Gainesville	1993
Joan Young	Ocala	1994
Joan Young	Fantasy Cruise Ship	1995
Harold Lee	Kissimmee	1996
Harold Lee	Fort Walton Beach	1997
Harold Lee	Fort Lauderdale	1998
Doris Howell	Ocala	1999
Doris Howell	Fort Myers	2000
Virginia Tharrington	Saint Augustine	2001
Virginia Tharrington	Jacksonville	2002
Dorothy Brooks	Ocala	2003
Dorothy Brooks	Hutchinson Island	2004
Dorothy Brooks	Tallahassee	2005
Patricia Holt	Inspiration Cruise Ship	2006
Patricia Holt	Sarasota	2007
Patricia D'Haem	Ocala	2008
Patricia D'Haem	Hutchinson Island	2009
Patricia D'Haem	Tampa	2010
Patricia D'Haem	Naples	2011

