

**C O D E O F  
G O V E R N I N G R U L E S**

**R E V I S E D  
J U L Y 2 0 1 0**

**National League of Postmasters  
Of the United States**

**National Postmasters Auxiliary**

**Retired League Postmasters**



**Charter & Code of Governing Rules**  
**of the National League of Postmasters of the United States**  
(As revised through July 2010)

**Code of Governing Rules**  
**of the National Postmasters Auxiliary and the Retired League Postmasters**

Published and issued under the authority  
and by resolution of the National Executive Board,  
**National League of Postmasters**  
**of the United States.**

**Charter & Code of Governing Rules  
of the National League of  
Postmasters of the United States  
(Adopted August 1975)**

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**Part 1**  
**Articles of Incorporation**  
Pursuant to the District of Columbia  
Non-Profit Corporation Act  
Public Law 87-569  
District of Columbia Code, Title 29-Chapter 10

**Article I**

The name of this corporation shall be the National League of Postmasters of the United States.

**Article II**

The period of duration shall be perpetual.

**Article III**

The purposes for which the corporation is organized as an independent, non-partisan professional membership association shall be to:

**Section 1.**

Provide a vehicle through which members may assist one another in matters connected with their career employment in the United States Postal Service;

**Section 2.**

Advance the proficiency of personnel in providing postal service promptly, reliably and efficiently to individuals and businesses in all areas of the nation;

**Section 3.**

Consult with the management of the United States Postal Service on policies, which concern the welfare, happiness, and morale of employees;

**Section 4.**

Improve the conditions under which individual members work, having concern for salaries, hours of employment, working environment, adjustment of grievances and labor disputes;

**Section 5.**

Cooperate with other groups and levels of postal management in the achievement of common goals;

**Section 6.**

Encourage contact among members in social, operational and professional relationships;  
and

**Section 7.**

Engage in any other activity not inconsistent with the laws of the District of Columbia.

## **Article IV**

The National League of Postmasters of the United States shall have three classes of members. These classes of members shall be (1) Active, (2) Associate and (3) League Benefit Member.

### **Section 1.**

An Active Member shall be a person in charge of a post office (Postmaster or Officer In Charge).

### **Section 2.**

An Associate Member shall be an individual who pays dues and exercises an interest in the League. Associate Members include the following:

a. Retired Postmasters. b. Former Postmasters or Officers In Charge. c. Postmaster Replacements. d. EAS employees or former EAS employees.

### **Section 3.**

A League Benefit Member shall be a person other than an Active or Associate Member to whom benefits of League membership shall be extended. League Benefit Members include the following:

a. U.S. Postal Service employees. b. Federal government employees. c. Retired annuitants.

## **Article V**

The elected National Officers, who shall be Active Members, shall be a President, five Vice Presidents, and a Secretary/Treasurer. Together with the Immediate Past President for so long as such officers shall be persons in charge of post offices, the elected National Officers and the elected Retired League Postmaster President shall constitute the Executive Board.

## **Article VI**

### **Section 1.**

The annual National Convention shall make and amend a Code of Governing Rules, consistent with the Articles of Incorporation and the laws of the District of Columbia, for the administration and regulation of the affairs of the Corporation.

### **Section 2.**

Amendments to the Articles of Incorporation shall be made in the following manner:

(a) Where there are members having voting rights, the board of directors shall adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at a meeting of members having voting rights, which may be either an annual or a special meeting.

**Article VII**

The voluntary or involuntary dissolution of the corporation or its liquidation by court order shall proceed according to the provision of the Nonprofit Corporation Act of the District of Columbia; and in such case, the distribution of assets shall be recommended by the Executive Board.

**Article VIII**

The address of the corporation is:

**5904 Richmond Highway, Suite 500  
Alexandria, Virginia 22303-1864**

**Article IX**

The registered agent of the corporation is:

**CT Corporation System  
1030 15th Street, N.W.  
Washington, D.C. 20005**

**Part 2**  
**Code of Governing Rules**

**Article I**  
**Organization**

**Section 1.**

There shall be three classes of members as follows:

1. Active    2. Associate    3. League Benefit Member
  1. An Active Member shall be a person in charge of a post office (Postmaster or Officer In Charge).
  2. An Associate Member shall be an individual who pays dues and exercises an interest in the League. Associate members include the following:
    - a. Retired Postmasters.
    - b. Former Postmasters or Officers In Charge.
    - c. Postmaster Replacements.
    - d. EAS employees and former EAS employees.
  3. A League Benefit Member shall be a person other than an Active or Associate Member to whom benefits of League membership shall be extended. League Benefit Members include the following:
    - a. U.S. Postal Service employees.
    - b. Federal government employees.
    - c. Retired annuitants.

The Active and Associate Members of the League shall be grouped by Branches, which shall be designated by name and organized geographically according to the states and outlying areas of the United States.

**Section 2.**

A Branch may be established in any state or outlying area, which does not have a Branch when the active membership represents ten percent of the post offices. A Branch shall be established by a qualifying convention of which due notice shall have been given to all Active Members in such state or outlying area. A National Executive Board Member shall be in attendance at such convention.

**Section 3.**

The Executive Board shall issue charters to Branches when established. The Executive Board may revoke the charter if a Branch convention is not held annually.

**Section 4.**

Each Branch shall adopt a Code of Governing Rules, which shall not conflict with the Articles of Incorporation, or Code of Governing Rules of the National League of Postmasters of the United States. Any amendments to the Code of Governing Rules of the League, which pertain to Branches, shall automatically become a part of the Code of Governing Rules of each Branch. The Code of Governing Rules of each Branch shall provide for the holding of an annual meeting and for the election of a President, one or more Vice Presidents, a Secretary and a Treasurer, the last two offices may be combined, and any other officers as may be deemed advisable, all of whom shall be Active Members. The State Executive Board shall provide sufficient bonding to cover indemnity of Branch members authorized to receive and disburse funds.

**Article II  
Convention****Section 1.**

The governing body of the League shall be its annual National Convention. This convention shall be for the purpose of establishing League policy, for receiving and reviewing reports, for electing officers and for the consideration of other business.

**Section 2.**

The National Convention shall convene annually. The exact date and site of the convention shall be determined by the Executive Board and published in an official publication of the League. The official call of the convention shall be issued by the Executive Board to the President of each Branch.

**Section 3.**

A special National Convention may be called by the vote of a quorum of the Executive Board or upon the request of any fifteen Branches. Such special National Convention shall be held not more than sixty (60) days after the date of the request. The notice of each National Convention shall be printed in an official publication of the League. The President of the League shall notify each Branch President and Secretary by certified letter of the place, date and time of such special National Convention at least thirty (30) days prior to any such convention. Only business stated in the call of the special convention shall be transacted.

**Section 4.**

The delegates of all National Conventions shall be:

- (a) The elected National Officers the League who shall be members at large.
- (b) The National Past Presidents who are Active Members.
- (c) The President of each Branch or such President's proxy from the President's own Branch.
- (d) One additional delegate for each fifty active and associate members, or fraction thereof, who are in good standing in such Branch as of the preceding June 30.
- (e) The Retired League Postmasters Representative who shall be a member at Large
- (f) One delegate at large from each organized retiree Branch. Such delegate shall be a retiree from that Branch.

**Section 5.**

- (a) The election of officers shall be by roll call vote with the sequence of Branches voting to be determined by lottery. When the election of a candidate is uncontested, there shall be no roll call of Branches. There shall be no passing by Branches and no unit rule. Other convention business requiring a roll call vote shall be conducted in like manner.
- (b) In the absence of any delegates or alternates, the President or Chairman of the delegation shall certify other Active Members of that Branch as delegates with the Credentials Committee. Delegates must be seated in order to cast a vote.

**Section 6.**

A majority of the certified delegates as of the first day shall constitute a quorum.

**Section 7.**

Any expenditure voted by the annual National Convention shall be appropriated in the next annual budget, provided funds are available.

## **Article III Officers**

### **Section 1.**

The National Officers of the League shall be a President, five Vice Presidents, and a Secretary/Treasurer who shall be Active Members. Such officers shall be elected at a National Convention for a term of two years, or until a successor is elected. The National President and three National Vice Presidents shall be elected on even-numbered years. Two National Vice Presidents, and the National Secretary/Treasurer shall be elected on odd-numbered years. A National Officer shall serve no more than two successive two-year elected terms to any one national office. Appointment to an unexpired term shall not be considered a part of the two-year term. Election to a one-year term constitutes a full term. Candidates for National Office shall be placed in nomination from the floor of the National Convention without regard to geography of residence. Any officer with an unexpired term must resign from that position upon acceptance of a nomination for another office. The vacancy thus created shall be filled by the normal election procedures at the convention session.

### **Section 2.**

Following the election of the Vice Presidents, the annual National Convention shall elect one of the five to be Executive Vice President.

### **Section 3.**

National Officers elected by the convention shall take office immediately upon the close of the annual National Convention at which they were elected.

### **Section 4.**

The Retired League Postmaster Representative shall take office immediately upon the close of the annual National Convention for a term of one year.

### **Section 5.**

In case of vacancy in the office of President, the Executive Vice President shall succeed to the position until the next annual National Convention, at which time an election shall be held to fill the position.

### **Section 6.**

In case of vacancy in the office of the Executive Vice President, the four remaining Vice Presidents shall caucus to select by ballot, one of them to succeed to the unexpired term. In the event of a tie, the President shall cast the deciding vote.

### **Section 7.**

In case of vacancy in the office of a Vice President, the President, with the approval of the Executive Board, shall name an Active Member to fill the position until the next annual National Convention at which time an election shall be held to fill the position.

**Section 8.**

In case of vacancy in the office of Secretary/Treasurer, the President, with the approval of the Executive Board, shall name an Active Member to fill the position until the next annual National Convention at which time an election shall be held to fill the position.

**Section 9.**

In case of vacancy in the office of Immediate Past President, the office shall remain unfilled until the next Past President is available.

**Section 10.**

In the case of vacancy in the Retired League Representative position, the Retired League Postmasters, with the approval of the Executive Board, shall fill the position until the next required election.

**Section 11.**

Vacancies in the Executive Board shall be filled within ninety (90) days from effective date of vacancy.

**Section 12.**

The President shall be responsible for the efficient management of the League. The President shall generally preside at all annual National Conventions and in all plenary sessions whenever a vote is taken. The President shall be chairman and shall execute the will of the majority of the Executive Board. The President shall appoint the members of standing and special committees with the approval of the Executive Board. The President shall be an ex-officio member of all committees. The President shall appoint a member of the Executive Board to serve as Advisor to each Standing Committee. The President shall see that the National Office is staffed with competent personnel for efficient and economical operation. The President shall report monthly to the National Officers, setting forth the general financial condition of the League and communicate items of advisement for information.

**Section 13.**

The Executive Vice President shall work closely with the President and shall be considered such President's Executive Assistant. The Executive Vice President shall preside at all meetings in the absence of the President. Transactions of the Executive Board shall be valid in their entirety when the Executive Vice President is acting in the duly constituted position of President pro tem.

**Section 14.**

The Vice Presidents and the Immediate Past President shall perform other duties as assigned by the convention or by the President.

**Section 15.**

The Secretary/Treasurer shall be responsible for all records of the League and shall maintain permanent records of all meetings. The Secretary/Treasurer shall oversee all financial reporting. Such officer shall review the receipt, deposit and disbursement of such funds within budgeted authorization or pursuant to action by the annual National Convention. The Secretary/Treasurer shall make recommendations to the Executive board and the Executive Board shall establish procedures for the deposit and disbursement of funds by persons in the National Office.

**Article IV**  
**Executive Board**

**Section 1.**

The following shall constitute the Executive Board: National President, five Vice Presidents, Secretary/Treasurer, the Retired League Postmasters President and the Immediate Past President who shall serve for one year. (08/2009)

**Section 2.**

The Executive Board shall have full power and authority over the affairs of the League within policies established by the annual National Convention and when the convention is not in session. Each member shall have a vote.

**Section 3.**

A quorum of the Executive Board shall be 70% of the filled positions.

**Section 4.**

The Executive Board shall convene in the convention city immediately before and upon adjournment of the convention and at least twice thereafter upon the call of the President. The President may call a special meeting of the Executive Board and shall call a special meeting upon the written request of five members of the Board.

**Section 5.**

The Executive Board shall adopt an annual budget. It shall arrange for and pay premium on bonds sufficient to cover indemnity of National Officers authorized to receive and disburse funds. It shall control all fringe benefits offered to members. It shall provide for internal control and audit. It shall further provide for an annual audit of all financial records by a Certified Public Accountant. The full report shall be provided to LEAGUE members upon request. The summary financial report of such audit shall be published in an official publication of the LEAGUE following the audit.

**Section 6.**

The Executive Board shall provide for the issuance of a distinctive membership card.

**Section 7.**

The President, with the approval of the Executive Board, shall appoint the Editors of official publications of the League. The Executive Board shall certify which shall be official publications of the League.

**Section 8.**

The Executive Board shall have power by an affirmative vote of a quorum to remove any inactive, incompetent, or delinquent National Officer or standing committee member. A National Officer shall have been given due notice at least thirty (30) days prior to such action. Such Officer shall be given the opportunity to be heard in person or by such Officer's designated representative.

**Section 9.**

Each member of the Executive Board, during the National Convention, shall be given an opportunity to make a report.

**Section 10.**

The Executive Board may authorize the establishment of an Auxiliary to the League. This Auxiliary shall exist under its own Charter and Code of Governing Rules to further the purposes of the League. The National and Branch Auxiliaries shall file a Code of Governing Rules and amendments thereto with the National Office for review and record.

**Section 11.**

The Executive Board may direct the President to submit recommendations for the position of Executive Officer. The Executive Board may then appoint an Executive Officer and define the duties of the position. The Executive Officer shall serve at the pleasure of the Executive Board and under terms and conditions established by it.

**Section 12.**

The Executive Board shall provide a program to assist Postmasters in the protection of their rights of employment and tenure.

## **Article V Finances and Dues**

### **Section 1.**

The revenues of the League shall be derived from:

- (a) membership dues;
- (b) sale of supplies to Branches and members;
- (c) fringe benefit services; and
- (d) such other activities as may be in keeping with the policy and dignity of the League.

### **Section 2.**

- (a) Dues of Active and Associate Members shall be assessed by action of the annual National Convention upon recommendation of the Executive Board. Membership dues shall run from July 1 to the succeeding June 30, but dues of a new member shall be prorated according to the month of entry.
- (b) Dues of League Benefit Members shall be assessed by action of the Executive Board. Membership dues shall run from January 1 to the succeeding December 31.

### **Section 3.**

A schedule of dues shall be established for each of the three classes of members. Notice of a schedule of dues to come before the annual National Convention shall be published in an official publication of the League twice in advance of the convention.

### **Section 4.**

Members may, by execution of the proper form, authorize the United States Postal Service to withhold dues from their salary for membership in the League and to pay such sums withheld to the National Office of the League.

### **Section 5.**

All dues of the League shall be paid to the National Office monthly. The National Office will remit quarterly the Branch's proportionate share to the Branch Treasurer.

### **Section 6.**

All net dues of Active Members shall be divided 40% to Branches and 60% to the National Office for a period not to exceed 5 years from the date of adoption.

### **Section 7.**

The Retired League Postmasters organization shall receive 13% of the Retired League Postmasters net dues. The remainder shall be divided 31% to the Branches and 69% to the National Office.

### **Section 8.**

The dues of Postmasters Replacements, excluding assessments, shall be divided 20% to the Branches and 80% to the National office. The dues of League Benefit Members shall be collected and retained by the National Office.

**Section 9.**

All net dues of other Associate Members shall be divided 40% to Branches and 60% to the National Office for a period not to exceed 5 years from the date of adoption.

**Section 10.**

All Active and Associate Members, with the exception of Retired League Postmasters, shall be assessed one dollar and fifty cents (\$1.50) per month in addition to the regular dues and any other assessments. These funds shall be used solely for adverse action purposes.

**Section 11.**

All active and associate members shall pay one dollar (\$1.00) per month in addition to the regular dues and any assessments. These funds shall be used solely for the purpose of providing the Security Legal Services Benefit Program to active and associate members. (7/2010)

**Section 12.**

All active members shall contribute one dollar (\$1.00) to the Postal Employees Relief Fund annually through the Postal Data Center.

**Section 13.**

All active members shall be assessed three dollars (\$3.00) per month in addition to the regular dues and any other assessments. These funds shall be used to offset financial deficits accrued because of the loss of revenues from PBP coinciding with the termination of the building assessment and the economic downturn of 2008 and 2009. The Executive Board will review this assessment three (3) years from the payroll deduction effective date, at which time the board will determine whether or not this assessment should remain in effect. If at that time the assessment continues, it will be reviewed annually thereafter. (7/2010)

## **Article VI Local Organizations**

### **Section 1.**

The Executive Board shall establish local organizations, which may be on area or district levels. Such organizations shall provide channels of communication between the League and the U.S. Postal Service to protect the interest and welfare of Postmasters.

### **Section 2.**

In the event any Branch falls within more than one Postal Area, for the purpose of voting, the President or Chairman of the delegation and the Retiree Delegate shall be allowed to vote in each Area under their jurisdiction.

### **Section 2A.**

The members of each Area shall meet at the Annual National Convention for the purpose of electing Area Coordinators and conducting other business. Postal Areas may join together to conduct this meeting. However, they shall conduct separate elections for each respective Area Coordinator. Such elections shall be conducted by the same delegate procedure as defined in Article II, Section 4 of the Code of Governing Rules. Area Coordinators shall be elected for two year terms and the areas shall be determined by the Executive Board. (08/2009)

### **Section 3.**

In case of vacancy for the position of Area Coordinator, the Branch Presidents, in the Area where the vacancy occurs, shall name an active member to fill that position until the next annual National Convention, at which time a special election shall be held. A one-year term constitutes a full term.

### **Section 4.**

Area Coordinators shall meet at the annual National Convention with the new Executive Board for the purpose of receiving instructions on their specific duties and Board obligations.

### **Section 5.**

The Executive Board shall determine the financial assistance to the local organizations.

## **Article VII Committees**

### **Section 1.**

There shall be six Standing Committees composed of Members other than Associate Members. The President shall appoint the members of each committee with the approval of the Executive Board. The Legislative and Membership Committees shall have eleven members appointed annually. The Site Selection Committee shall have three members, with one member being appointed annually for a term of three years. The Resolutions Committee shall have seven members, who shall be appointed annually for terms of three years on a rotating basis. All other Committees shall have six members of which two shall be appointed annually for terms of three years. Annually the President shall appoint one member of each Committee as Chairman.

### **Section 2.**

There shall be a Committee on Membership. This committee shall act continuously to bring into the League eligible persons as members.

### **Section 3.**

There shall be a Committee on the Code of Governing Rules. This committee shall continuously review such Code of Governing Rules and recommend changes to the Executive Board, which shall be placed on the agenda of the National Convention for consideration.

### **Section 4.**

There shall be a Committee on Effective Service. This committee shall continually review the performance of the United States Postal Service for the purpose of making constructive suggestions for the betterment of the service to the public. The committee shall also review performance of the League and make suggestions and/or recommendations to the Executive Board. It shall encourage suggestions from Postmasters so that the League may contribute helpful ideas from the experience of its members. The Executive Board shall have authority to adopt or deny any or all recommendations and must report its reasons to the Effective Service Committee.

### **Section 5.**

There shall be a Committee on Resolutions. This committee shall receive formal expressions of opinion and recommendations for action from the National Executive Board or as approved by a Branch Executive Board or Branch Convention. It may combine, amend, substitute, edit, redraft, and originate resolutions for the purpose of presenting them to the National Convention in good form for efficient delegate action. It shall recommend such action as it judges to be in the best interest of the League and upon request shall communicate its actions and reasons for such action to the Branches on all resolutions received.

**Section 6.**

There shall be a Committee on Convention Site Selection. This committee shall explore sites, dates, costs, and facilities and submit its findings as information to the Executive Board.

**Section 7.**

There shall be a Committee on Legislation. This committee shall pursue such steps with the Congress, administrative agencies, government corporations, and the public to advance the proficiency of personnel in providing postal service promptly, reliably and efficiently to individuals and businesses in all areas of the nation and to enhance the overall working conditions and retirement benefits of all members.

**Section 8.**

All committees shall report to the Executive Board through their Advisor.

**Article VIII  
Authority to Indemnify**

**Section 1.**

Indemnification of directors. The Corporation, the League shall indemnify an individual made a party to a proceeding because he or she is or was a director against liability incurred in a proceeding if the director conducted himself or herself in good faith and believed in the case of conduct in his or her official capacity with the corporation, that his or her conduct was in the best interests of the Corporation or in all other cases, that his or her conduct was at least not opposed to the best interests of the Corporation and in the case of any criminal proceeding, the director had no reasonable cause to believe that his or her conduct was unlawful.

The termination of a proceeding by judgment, order, settlement or conviction is not of itself determinative that the director did not meet the standard of conduct previously described. The Corporation, however, may not indemnify a director in connection with a proceeding by or in the right of the Corporation in which the director was adjudged liable to the Corporation or in connection with any other proceeding charging improper personal benefit to such director, whether or not involving action in his or her official capacity, in which such director was adjudged liable on the basis that personal benefit was improperly received by him or her.

Indemnification hereto permitted in connection with a proceeding by or in the right of the Corporation is limited to reasonable expenses incurred in connection with the proceeding.

**Section 2.**

Indemnification of officers, employees and agents. The Corporation may indemnify and advance expenses under this section to an officer, employee, or agent of the corporation who is not a director to the same extent as to a director.

## **Article IX Parliamentary Authority**

### **Section 1.**

The rules contained in the current edition of “Roberts’ Rules of Order Newly Revised” shall govern the League in all cases to which they are applicable and in which they are not inconsistent with this Code of Governing Rules or any special rules of order the League may establish.

## **Article X Amendments**

### **Section 1.**

A proposal for amending this Code of Governing Rules must be approved by a Branch Executive Board or Branch convention and submitted through the President of the League for consideration by the Code of Governing Rules Committee not later than ninety (90) days prior to the annual National Convention, or upon recommendation of the National Executive Board, or the Code of Governing Rules Committee. After consideration by the Code of Governing Rules Committee, the proposed amendment shall be transmitted to the National Executive Board with the Committee’s recommendation. The proposed amendment shall be published in at least two issues of an official League publication prior to the annual National Convention and placed on the agenda of the convention for consideration.

### **Section 2.**

The proposed amendment as transmitted by the Executive Board shall be read at two separate sessions of the convention. A vote of two-thirds of the certified delegates shall be required for adoption. (7/2010)

### **Section 3.**

Unless otherwise specified, the effective date of an amendment so adopted shall be immediately upon the adjournment of the convention.

## Annual Dues Structure

### Active Members:

**Postmasters:** Computed at a rate not to exceed .475 of 1 percent of the median of the EAS salary schedule level but not less than \$2.00 per month, \$1.50 per month for the Adverse Action assessment, \$1.00 per month for the Security Legal Services assessment and \$3.00 for the Service Enhancement assessment. (7/2010)

**Officers in Charge:** \$4.50 per month, plus \$1.50 per month for the Adverse Action assessment and \$1.00 per month for the Security Legal Services assessment.(7/2010)

**Associate Members (Other than Retired Postmasters):** \$4.50 per month, plus \$1.50 per month for the Adverse Action assessment and \$1.00 per month for the Security Legal Services assessment. (7/2010)

**Retired Postmasters:** \$6.50 per month (includes \$1.00 for Security Legal Services Plan). (7/2010)

**League Benefit Members:** \$45.00 per year.

Active and Associate Members annually contribute one dollar (\$1.00) to the Postal Employees Relief Fund through payroll deduction.

**Part 3**  
**National Postmasters Auxiliary to the National League of  
Postmasters of the United States**  
Pursuant to the District of Columbia  
Non-Profit Corporation Act  
Public Law 87-569  
District of Columbia Code, Title 29-Chapter 10  
**Articles of Incorporation**

**Article I**

The name of this corporation is the NATIONAL POSTMASTERS AUXILIARY to the National League of Postmasters of the United States.

**Article II**

The period of duration shall be perpetual.

**Article III**

The purposes for which the corporation is organized shall be to:

Promote the principals and policies set forth through the Charter and Code of Governing Rules of the National League of Postmasters of the United States as incorporated under the Non-Profit Corporation of the District of Columbia;

Help create a greater interest in the work of the National League of Postmasters of the United States;

Assist the National League of Postmasters of the United States in any manner of mutual interest and concern;

Cooperate with the National League of Postmasters of the United States in seeking legislation and policies which will advance the proficiency of personnel in providing postal service promptly, reliably, and efficiently to individuals and businesses in all areas of the nation; and

**Article IV**

The corporation shall have members.

**Article V**

The corporation shall have five classes of members defined in its Code of Governing Rules.

## **Article VI**

The directors shall be elected officers who constitute the Executive Committee. Such directors shall be elected by the annual National Convention, which shall convene at the same time and place as the annual National Convention of the National League of Postmasters of the United States according to procedures specified in the Code of Governing Rules.

## **Article VII**

The internal affairs of the corporation shall be governed by its Code of Governing Rules. The corporation is subject in matters of merger, consolidation, voluntary and dissolution and liquidation of assets, to the Non-Profit Corporation Act of the District of Columbia.

## **Article VIII**

The register office of the corporation is:

5904 Richmond Highway, Suite 500  
Alexandria, Virginia 22303-1864

## **Article IX**

The registered agent at such address is:

CT Corporation System  
1030 15th Street, N.W.  
Washington, D.C. 20005

**“THE NATIONAL POSTMASTERS AUXILIARY  
to the National League of Postmasters  
of the United States”**

Adopted 9/2/78

**Code of Governing Rules**

**Article I  
Name**

The name of this organization shall be “THE NATIONAL POSTMASTERS AUXILIARY to the National League of Postmasters of the United States;” provided however that this name shall in the future reflect any change in the name of the National League of Postmasters of the United States. Such change shall become effective according to the provisions of Article XVII, Section 2, hereof.

**Article II  
Purpose**

**Section 1.**

- (a) To promote and maintain contact between the members of the National League of Postmasters and the NATIONAL POSTMASTERS AUXILIARY in a friendly, social and fraternal manner;
- (b) To provide additional programs and activities at meetings and conventions;
- (c) To help create a greater interest in the work of the National League of Postmasters;
- (d) To cooperate in seeking beneficial legislation for the National League of Postmasters, under the direction of the majority of the Executive Board of the National League of Postmasters and the President of the National League of Postmasters;
- (e) To assist the National League of Postmasters in any manner of mutual interest and concern;
- (f) To promote the principles and policies set forth in the Code of Governing Rules of the National League of Postmasters.

**Article III  
Organization**

**Section 1.**

The members of the NATIONAL POSTMASTERS AUXILIARY shall be grouped in Member Branches. The geographical design of the Branches shall be identical to that of the Branches of the National League of Postmasters.

**Section 2.**

A Member Branch may be established in any area where a Branch of the National League of Postmasters is established, providing the Member Branch has met the requirements in Article IV, Section 2, hereof.

### **Section 3.**

Upon proof that all requirements are met, the Executive Board shall issue charters to Member Branches at the first convention held after the establishment of said Branches.

### **Section 4.**

Each Member Branch shall adopt a Code of Governing Rules, which shall not conflict, with the Articles of Incorporation or the Code of Governing Rules of the NATIONAL POSTMASTERS AUXILIARY. Any amendments in the Code of Governing Rules of the NATIONAL POSTMASTERS AUXILIARY, which pertain to Member Branches, shall automatically become part of the Code of Governing Rules of each member branch. The Code of Governing Rules shall provide for the holding of an annual meeting for the officers and members and for the election of a President, one or more Vice Presidents, a Secretary and a Treasurer, the last two of which offices may be combined and any such other offices as may be deemed advisable.

## **Article IV Membership**

### **Section 1.**

There shall be five classes of membership:

- (a) Member Branches
- (b) Branch members
- (c) Individual members
- (d) B.R.A.T.S.
- (e) Associate members

### **Section 2.**

Member Branches shall:

- (a) Consist of one POSTMASTERS AUXILIARY organization in each area where there is established a Branch of the National League of Postmasters.
- (b) Adopt a Code of Governing Rules not in conflict with this Code of Governing Rules;
- (c) Have the same objectives as the NATIONAL POSTMASTERS AUXILIARY;
- (d) Agree to collect and forward to the NATIONAL POSTMASTERS AUXILIARY annual dues for its members (unprorated);
- (e) Have at least three (3) or more elected officers;
- (f) When applying for an application for a Member Branch, show that the group has complied with the above requirements and forward with the application the annual dues (unprorated) for each of its Charter members, less such dues paid as individual members for the current year, to the Executive Board.
- (g) At the discretion of the majority of the Executive Board, be suspended or have their charter cancelled if they fail to pay any financial obligations;

- (h) Be granted the right to resign from this organization. Such resignation may become effective immediately upon its acceptance by the majority of the Executive Board, except that no resignation shall be accepted until all indebtedness to this organization has been paid and the Member Branch charter has been returned with the surrender of all rights to use the name or any identifying insignia of this organization.

### **Section 3.**

Branch members shall be:

- (a) Members in good standing in Member Branches;
- (b) Members of the family of an Active Postmaster or Retired Postmasters who remains Associate Members of the National League of Postmasters, but limited to the spouses, sons, daughters, father, mother or grandchild.
- (c) Retired Postmasters who remain an Associate Member of the National League of Postmasters.

### **Section 4.**

Individual members shall be:

- (a) Qualified persons in the areas that do not have a branch of the National League of Postmasters or a Postmasters Auxiliary organized.
- (b) Ineligible for this class of membership when a Member Branch is organized in the area of his or her occupancy.

### **Section 5.**

B.R.A.T.S. shall be:

- (a) Auxiliary members who are between the ages of six and twenty-one.
- (b) B.R.A.T.S. below the age of 18 will not have voting rights within the organization.
- (b) B.R.A.T.S. eighteen to twenty-one have voting rights in the Auxiliary only if they are registered as an Auxiliary Delegate.

### **Section 6.**

Associate Members shall be:

- (a) Any person supportive of the National League of Postmasters. This would include but not be limited to the following: Postmaster-in-Law, nieces, nephews, employees of the League of Postmasters and their family members and special friends.
- (b) Associate members would be entitled to all membership privileges except the right to hold office in the Auxiliary.

### **Section 7.**

Exact titles of members shall change in the future to reflect corresponding titles, which may be adopted for its members by the National League of Postmasters, such changes to become effective according to the provisions of Article IV, Section 2, hereof.

### **Section 8.**

Any family member (spouse, son, daughter, brother, sister, mother, grandchild) may still remain a member of the National Postmasters Auxiliary after the Postmaster's death who was a member of the National League of Postmasters.

## **Article V Executive Board**

### **Section 1.**

The Executive Board shall have full authority over the affairs of this organization when convention is not in session. The Executive Board shall consist of the elected Officers (or those appointed to fill a vacancy) and the Immediate Past President, who shall serve a maximum of two years, and must be an active member.

- (a) The elected Officers shall be the President, five (5) Vice Presidents, a Secretary and a Treasurer, the last two of which offices may be combined.
- (b) Following the election of the Vice Presidents, the annual National Convention shall ballot to elect one of them to be Executive Vice President.
- (c) National Officers elected by the convention shall take office immediately upon the close of the annual convention at which they were elected.
- (d) In case of a vacancy in the office of President, the Executive Vice President shall succeed to the unexpired term.
- (e) Upon the succession of the Executive Vice President, the four remaining Vice Presidents shall caucus to select by ballot one of them to succeed to the vacancy. In case of a vacancy in the office of the Executive Vice President by some other reason, the office shall be filled in the same manner.
- (f) In case of a vacancy in the office of a Vice President, the President, with the approval of the majority of the Executive Board, shall name an active member to succeed to the unexpired term.
- (g) In case of a vacancy in the office of the Secretary or Treasurer, the President, with the approval of the Majority of the Executive Board, shall name an active member to succeed to the unexpired term.
- (h) In case of vacancy in the office of immediate past president, the office shall remain vacant until the next past president is available.
- (i) The Executive Board shall have the power by affirmative vote of five (5) members to remove any inactive, incompetent or delinquent National Officer. Such officers shall have been given due notice in writing by Certified Return Receipt Mail at least thirty (30) days prior to such action. Such officer shall be given the opportunity to be heard in person, by letter (Certified, Return Receipt Mail) or by such Officer's designated representative.

### **Section 2.**

Members of the Executive Board shall adopt a yearly budget, providing funds are available.

### **Section 3.**

Members of the Executive Board may vote by mail on business of the NATIONAL POSTMASTERS AUXILIARY, but no vote may be made by proxy.

**Section 4.**

All votes by mail of the members of the Executive Board or Branch Members shall be returned to the Officer calling for the vote within twenty (20) days after mailing of the ballots.

**Section 5.**

A quorum of the Executive Board shall be five (5) members thereof.

**Article VI  
Duties of Officers**

**Section 1.**

The President shall preside at meetings and act as Chairman of the Executive Board.

**Section 2.**

The Executive Vice President shall act for or instead of the President at the request of the President or in case of the inability of that Officer to act.

**Section 3.**

The other Vice Presidents and Immediate Past President shall work closely with the President and perform such duties as are directed by the President or the Executive Board.

**Section 4.**

The Secretary shall perform such acts as are consistent with the title and office, including but not limited to the following:

- (a) Keep the written record of all meetings of the NATIONAL POSTMASTERS AUXILIARY and its Executive Board.
- (b) Prepare and submit such reports as are requested by the President or the Executive Board.
- (c) Act as custodian of all records and papers.
  1. Issue Charters (prepare duplicate charters upon request)
  2. Keep a current listing of the names and addresses of Branch Officers and chairmen.
- (d) Promptly deliver to his or her successor all pertinent records and materials belonging to the NATIONAL POSTMASTERS AUXILIARY.

### **Section 5.**

The Treasurer shall perform such duties as are consistent with the title and office, including but not limited to the following:

- (a) Receive and hold in trust all funds of the NATIONAL POSTMASTERS AUXILIARY, disbursing such funds in accordance with the adopted budget and formal instructions from the Executive Board or annual convention; status of the organization;
- (b) Periodically report, upon request of the President or Executive Board, on financial and membership
- (c) Prepare and submit at the annual convention a written statement as to the current financial and membership status of the organization.
- (d) Designate, based upon dues receipts, the number of delegates each Member Branch is entitled to seat at the next annual convention; and submit this information to the President of each Member Branch and to the National President on July 1 of each year.
- (e) Prepare for, and cooperate with, the committee designated to audit the books as provided by the Code of Governing Rules, or as requested by the Executive Board;
- (f) Furnish, at the expense of the organization, a position bond in favor of the NATIONAL POSTMASTERS AUXILIARY, in an amount to be determined by the Executive Board;
- (g) Delegate portions of these responsibilities and duties to active members as necessary, but the final responsibility for accounting for all funds shall remain with the Treasurer personally;
- (h) Promptly deliver to his or her successor all pertinent records and funds, and materials belonging to the NATIONAL POSTMASTERS AUXILIARY.

## **Article VII Finances and Dues**

### **Section 1.**

The revenues of the NATIONAL POSTMASTERS AUXILIARY shall be derived from:

- (a) Membership dues, and
- (b) Fundraising projects, and
- (c) Such other activities as may be in keeping with the policy and dignity of the NATIONAL POSTMASTERS AUXILIARY.

### **Section 2.**

Annual dues of Branch members shall be five (\$5.00) dollars of which two (\$2.00) dollars shall be retained in the Member Branches and three (\$3.00) dollars forwarded to the NATIONAL POSTMASTERS AUXILIARY.

### **Section 3**

Annual dues of individual members shall be five (\$5.00) dollars of which two (\$2.00) dollars shall be remitted to Member Branches that are chartered within the dues year in which payment of dues is made.

**Section 4.**

Annual dues shall not be prorated for a fractional part of a dues year.

**Section 5.**

The dues year of the Member Branches and individual members shall be the same as the fiscal year of the NATIONAL POSTMASTERS AUXILIARY, July 1 to June 30.

**Section 6.**

No Member Branch shall have the authority to incur expenses chargeable to this organization.

**Section 7.**

Funds of this organization shall be deposited in a depository designated by the Executive Board.

**Section 8.**

At the discretion of the Executive Board, funds considered to be in excess of annual operating expenses may be deposited in one or more savings accounts.

**Section 9.**

Gifts or bequests may be accepted for the NATIONAL POSTMASTERS AUXILIARY provided that in the opinion of the Executive Board, and conditions attached to acceptance are not inconsistent with the objectives and purpose of this organization.

**Section 10.**

The Executive Board may, when the treasury has a sufficient amount of funds to meet the annual normal operating expenses, appropriate funds to meet the expenses of the Executive Board, which are incident to the administration of the organization. Such expenses shall include only transportation, lodging, registrations at conventions and per diem within the limits set by the Executive Board.

**Article VIII  
Convention and Election of Officers**

**Section 1.**

The annual Convention shall be the governing body of this organization. The Executive Board shall be guided by the policies established at the annual convention. The annual Convention shall be held at the same time and place as the annual Convention of the National League of Postmasters.

**Section 2.**

- (a) Each Member Branch shall be entitled to representation by one delegate to the national convention plus one additional delegate for each twenty-five (25) Branch members or fraction thereof who were in good standing in the NATIONAL POSTMASTERS AUXILIARY on June thirtieth (30th) preceding the annual convention.
- (b) In the absence of any otherwise eligible delegate or alternate, the President or Chairman of a Branch delegation shall certify any member active in that branch at the date of the National Convention as a delegate with the Credentials Committee.

**Section 3.**

- (a) Past National Presidents in attendance at the annual convention who are members in good standing shall be delegates at large and shall be entitled to one vote.
- (b) The elected National Officers of the NATIONAL POSTMASTERS AUXILIARY shall be delegates at large, and shall be entitled to one vote.

**Section 4.**

The elected officers of the NATIONAL POSTMASTERS AUXILIARY shall be members in good standing in the NATIONAL POSTMASTERS AUXILIARY. Such officers shall be a National President, five (5) National Vice Presidents, a National Secretary and a National Treasurer. Such Officers shall be elected at a National Convention for term of two years, or until a successor is elected. The National President and three National Vice Presidents shall be elected on even-numbered years. Two National Vice Presidents, the National Secretary, and the National Treasurer shall be elected on odd-numbers years. A National Officer shall serve no more than two (2) successive two-year elected terms to any one National Office. Appointment to an unexpired term shall not be considered a part of the two-year term. Election to a one-year term constitutes a full term. (The change in this was the National Treasurer. The Treasurer was elected the year as the 2 Vice Presidents and Secretary.)

**Section 5.**

Candidates for an elected national office shall be nominated by a nominating committee or from the floor at each annual convention without regard to geography of residence. Each nominating speech shall be limited to three (3) minutes. There shall be one seconding speech, which shall be limited to two (2) minutes. They shall be elected by secret ballot.

**Section 6.**

Following the election of the Vice Presidents, the Delegates to the National Convention shall elect one of the five Vice Presidents to be Executive Vice President each year.

**Section 7.**

A majority of the certified delegates as of the first day shall constitute a quorum.

**Section 8.**

Only accredited delegates who are registered at the convention shall be entitled to vote.

## **Article IX Committees**

### **Section 1.**

There shall be three (3) Standing Committees. The President shall appoint the members of each committee with the approval of the Executive Board. Each committee shall have (3) members.

### **Section 2.**

There shall be a committee on the Code of Governing Rules. This committee shall continually review such Code of Governing Rules and recommend changes to the Executive Board.

### **Section 3.**

There shall be a Committee on Resolutions. This committee shall receive recommendations for action from Member Branches. It may combine, amend, substitute, edit, and redraft resolutions so received for the purpose of presenting them to the convention in good form for efficient delegate action. It shall recommend such action as is in the best interest of the NATIONAL POSTMASTERS AUXILIARY, but it shall make known to the Branches its reasons for such action on all resolutions.

### **Section 4.**

There shall be a Committee on Membership. This committee shall act continuously to encourage eligible persons to become members of the NATIONAL POSTMASTERS AUXILIARY.

### **Section 5.**

Thirty (30) days prior to the annual convention the President shall appoint the following committees, each consisting of three (3) members, to serve at the convention:

- (a) Finance and Audit Committee which shall examine the records kept by the Treasurer and report its findings and recommendations to the Executive Board and the annual convention.
- (b) Credentials Committee, which shall accredit delegates according to the requirements, set forth herein.
- (c) Election Committee, which shall do those things necessary; and tabulate the results of voting by the delegates.
- (d) Rules Committee, which shall rule on points of order and interpret the Code of Governing Rules for the presiding officer.

### **Section 6.**

The President shall be the ex-officio member of all committees and, if the business of the committee is conducted by mail, shall receive copies of all intra-committee correspondence.

## **Article X Meetings**

### **Section 1.**

The Executive Board shall meet in the convention city immediately before and upon adjournment of the convention.

### **Section 2.**

The annual meeting shall be held at the annual convention.

### **Section 3.**

Special meetings may be called by the President with the approval of the Executive Board or upon the written request of two-thirds (2/3) of the Member Branches in good standing. All rules pertaining to the annual meeting shall also apply to special meetings.

## **Article XI Notice**

### **Section 1.**

Notice of meeting dates, proposed amendments or resolutions may be made officially by letter to all members or Member Branches, by publication in the bulletin of the NATIONAL POSTMASTERS AUXILIARY or by publication in the National League of Postmasters Advocate.

## **Article XII Resolutions**

### **Section 1.**

Resolutions proposed for adoption at the annual convention shall be submitted to a member of the Resolutions Committee prior to the first business session of the convention. The proposal shall be in writing and signed by the member submitting it.

### **Section 2.**

Resolutions to be adopted shall be read at two separate sessions. A two-thirds (2/3) vote shall adopt.

## **Article XIII Charter Members**

### **Section 1.**

Persons who attained membership in the NATIONAL POSTMASTERS AUXILIARY prior to October 17, 1967, shall be known as charter members.

**Article XIV  
In Good Standing**

**Section 1.**

“In good standing” as used in the Code of Governing Rules refers to Branch members and Individual members who have paid their dues for the current dues year and such dues have been received by the National Treasurer.

**Article XV  
Rules of Order**

**Section 1.**

All proceedings of this organization shall be conducted under and pursuant to the Robert’s Rules of Order Newly Revised providing they are not inconsistent with this Code of Governing Rules or any special rules of order the NATIONAL POSTMASTERS AUXILIARY may have established.

**Article XVI  
Politics**

**Section 1.**

The Executive Board of the NATIONAL POSTMASTERS AUXILIARY shall not endorse any candidate for office in the National League of Postmasters.

**Article XVII  
Code of Governing Rules Conflict**

**Section 1.**

Any section of this Code of Governing Rules which may be inconsistent or in conflict with the Code of Governing Rules of the National League of Postmasters shall be deemed to be an act of omission rather than an act of commission. Governing Rules, but shall render ineffective only the inconsistent or conflicting section.

**Section 2.**

Being cognizant of the fact that legislation to reorganize the United States Postal Service will bring about changes in the titles of those persons charged with the responsibility of operating individual post offices, and that such changes may bring about changes in the name of the National League of Postmasters and the titles of those eligible to membership therein, this Code of Governing Rules shall automatically reflect the sense of such change upon the effective date of their adoption by the National League of Postmasters; providing further that the exact wording of these automatic reflections shall be the subject of Code of Governing Rules amendments at the next annual convention of this organization.

## **Article XVIII Amendments**

### **Section 1.**

Any five or more members over their signatures may submit to the President of the NATIONAL POSTMASTERS AUXILIARY a proposal for amendment of this Code of Governing Rules. The President shall forward the proposal to the Committee of the Code of Governing Rules for their consideration.

### **Section 2.**

Copies of the proposed amendments shall be printed in two issues of official AUXILIARY publications prior to the annual convention.

### **Section 3.**

The proposed amendments shall then be placed on the convention agenda for consideration.

### **Section 4.**

The proposed amendments shall be read at two separate sessions of the convention. A two-thirds (2/3) vote shall adopt.

### **Section 5.**

Unless otherwise specified, the effective date of an amendment so adopted shall be immediately upon the adjournment of the convention.

## Part 4

# Retired League Postmasters of the National League Of Postmasters Code Of Governing Rules Adopted 8/1985 and revised through 8/2006

## ARTICLE I NAME AND MEMBERSHIP

### Section 1.

This organization shall be known as **RETIRED LEAGUE POSTMASTERS.**

### Section 2.

There shall be classes of members as follows:

- a. Retired Postmasters
- b. Life Members are retired members who have paid a one-time fee set by the National Office.
- c. Honorary Members of the organization are made upon the recommendation of a member and voted on by the membership and obtaining a majority vote at the National Convention.

## ARTICLE II ORGANIZATION

### Section 1.

The members of the Retired League Postmasters shall be grouped in Branches in geographical design identical to the Branches of the National League of Postmasters.

### Section 2.

Member Branches shall have at least three (3) elected officers.

### Section 3.

Each Branch shall annually forward the names and addresses of the officers to the RLP President and the Secretary/Treasurer immediately after their election.

### Section 4.

Upon proof that the requirement in Section 2 has been met, the RLP Executive Board shall issue a Charter to a member Branch at the first Convention held after the establishment of said Branch.

**Section 5.**

Failure to maintain officers as designated in Section 2 or failure to inform the RLP as outlined in Section 3 may result in a Charter being recalled.

**Section 6.**

Individual Members shall be Retired Members in good standing in an area that does not have an organized Branch of the Retired League Postmasters.

**ARTICLE III  
OFFICERS AND TERMS OF OFFICE**

**Section 1.**

The elected officers of the Retired League Postmasters shall be President, Executive Vice President, four Vice-Presidents and a Secretary/Treasurer. They shall be elected at the National Convention and shall take office immediately.

**Section 2.**

The President and three (3) Vice-Presidents shall be elected in odd-numbered years and two (2) Vice-Presidents and the Secretary/Treasurer shall be elected in even-numbered years. The term of office shall be two years. After the election of the Vice-Presidents, the membership shall ballot to elect one of the five to a one (1) year position as Executive Vice-President. The Officers shall not serve more than two (2) consecutive terms in any one office.

**ARTICLE IV  
ELECTIONS**

**Section 1.**

The Retired League Postmasters shall be nominated from the floor at the first business meeting of the National Convention, and elected at the second business meeting of the convention by a vote of the Retired League Postmasters who are current paid members and registered at the National Convention.

**Section 2.**

The President and Secretary-Treasurer shall be elected by a majority vote.

**Section 3.**

The candidates for Vice-President receiving the highest number of votes on the ballot shall be declared elected.

**Section 4.**

The candidate for Executive Vice-President receiving the majority vote shall be declared elected.

**Section 5.**

Any Officer with an unexpired term must resign from that position upon acceptance of a nomination to another office.

**ARTICLE V  
THE RETIRED LEAGUE REPRESENTATIVE**

**Section 1.**

The Retired League Representative to the League National Executive Board shall be the President of the RLP. The Executive Vice President shall serve as alternate.

**Section 2.**

In case of a vacancy in the Retired League Representative position, the Executive Vice-President shall fill the position until the next required election is held.

**Section 3.**

It shall be the duty of the Retired League Representative to make known to the National League Executive Board the concerns and goals of the RLP, and to convey to the RLP the manner in which the League NEB determines how the RLP can best support the League.

**ARTICLE VI  
EXECUTIVE BOARD**

**Section 1.**

The following shall constitute the Retired League Postmasters Executive Board (RLPEB): The President, Executive Vice-President, four Vice-Presidents, Secretary/Treasurer and the immediate Past President who shall serve for one year.

**Section 2.**

The RLPEB shall have full power and authority over the affairs of the RLP within established policies and when the Convention is not in session.

**Section 3.**

In case of a vacancy in the office of the President, the Executive Vice-President shall fill the position until the next National Convention.

**Section 4.**

In case of a vacancy in the office of the Executive Vice-President, the remaining four Vice-Presidents shall select by ballot one of them to fill the position until the next National Convention.

**Section 5.**

In case of a vacancy in the office of the Secretary/ Treasurer, the President, with the approval of the Executive Board, shall name a member to fill the position until the next National Convention.

**Section 6.**

In case of a vacancy in the office of the Immediate Past President, the office shall remain unfilled until the next Past President is available.

**Section 7.**

The filling of any unexpired term of office shall not count toward the consecutive term for that office.

**Section 8.**

In the event of the death of a current member of the RLPEB, a donation will be given in his/her memory to the RLP Scholarship Fund at the next National Convention.

**ARTICLE VII  
DUTIES OF OFFICERS**

**Section 1.**

The President shall preside at the National Convention, the Forum and at other meetings when called on a national basis. The President shall work with the officers of the National League of Postmasters to promote the welfare of all Postmasters both Active and Retired.

**Section 2.**

The Executive Vice President shall assist the President and act in the absence of the President.

**Section 3.**

The Vice-Presidents shall be assigned duties for which they are responsible to the President.

**Section 4.**

The Secretary/Treasurer shall carry out the regular duties of the office such as taking the minutes of the meetings, correspondence, receiving dues rebates, and making a report of the year's work, along with a Treasurer's report at the National Convention. Also to make a monthly report to the President on the financial status, preferably a copy of the bank statement. The Secretary/Treasurer will pay all officers' expenses upon receipt of vouchers approved by the President. In the case of the President's expenses, the vouchers will be approved by the Executive Vice-President.

**Section 5.**

The President shall designate a member of the Retired League Postmasters Executive Board to serve as the Chairman of the Legislative Committee.

**ARTICLE VIII  
NATIONAL CONVENTION & MEETINGS**

**Section 1.**

The National Convention shall be held each year in conjunction with the National Convention of the National League of Postmasters. The President shall call two meetings during this Convention. Additional meetings may be called if necessary to complete the business of the RLP.

**Section 2.**

A meeting (s) shall be held each year during the Forum.

**Section 3.**

If a special meeting is called at anytime by the National League of Postmasters, the RLP shall also go into session.

**ARTICLE IX  
STANDING COMMITTEES**

**Section 1.**

The President, with the approval of the Executive Board, shall appoint the Chairman and members of all Standing and Special (Article X) committees. Each committee shall have up to five (5) members serving one year appointments. Each committee shall have an advisor named from the Executive Board.

**Section 2.**

The Legislative Committee shall pursue such steps as deemed necessary to advance the aims and goals of the League and to enhance the benefits of all members, both active and retired. The Chairman shall give a report at the National Convention.

**Section 3.**

The Code of Governing Rules Committee shall continuously review the Code and recommend changes to the Executive Board. These changes shall be placed on the agenda of the National Convention for consideration.

**Section 4.**

The Scholarship Committee shall advertise for candidates in each state's newsletter and The Advocate for the RLP scholarships. They will make updates and changes to the applications when needed, with the approval of the RLP Executive Board at the National Convention.

**Section 5.**

The Membership Committee shall act continuously to bring into the League and/or the RLP eligible persons as members. The Chairman shall give a report at the National Convention.

**Section 6.**

The Resolution Committee shall receive in writing all resolutions thirty (30) days prior to the National Convention. All resolutions shall be considered and voted on at the National Convention.

**ARTICLE X  
SPECIAL COMMITTEES**

**Section 1.** The President, with the approval of the Executive Board shall appoint the Chairman and members of all Special and Standing Committees.

**Section 2.** The Auditing Committee shall audit the books of the Secretary/Treasurer during the National Convention and shall present a report at the second RLP meeting at the National Convention.

**Section 3.** The Budget Committee shall be appointed by the Executive Board to approve the prepared budget and present it for adoption at the National Convention.

**Section 4.** The Tellers committee shall have one member appointed by each Vice-President. The member appointed by the Executive Vice-President shall be Chairman. The Advisor to the Nominating Committee shall instruct the committee as to options, qualifications and terms for officers according to the Code of Governing Rules. The Advisor shall provide instructions and ballots for the tellers. If the Advisor is a candidate for office, the Advisor shall then be excused from further participation with the tellers.

**Section 5.** The President shall appoint such other committees as are deemed necessary to perform the work of the RLP.

## **ARTICLE XI**

### **DUES**

#### **Section 1.**

Dues shall be as determined by the Active National League of Postmasters.

## **ARTICLE XII TRAVEL, LODGING, EXPENSES**

#### **Section 1.**

Members of the Executive Board shall be reimbursed for travel, lodging, registration fees and parking when attending the National Convention, Forum, special meetings, when called on a legislative matter or when designated by the RLP President to represent the RLP at a State Convention or Area Conference. A maximum of four nights lodging shall be paid for attending the Forum.

#### **Section 2.**

Expenses for attending the Forum and National Convention must be approved by action of the Executive Board.

#### **Section 3.**

The RLP President shall contact the Presidents of the League State Branches and Area Coordinators to ascertain if it is desired that a RLP Representative attend the State Convention and Area Conference. Fulfilling requests to represent the RLP must have the prior approval of the RLP President for the expenses to be reimbursed. Requests for reimbursement must be accompanied by the necessary vouchers and submitted to the President for his/her approval. If approved the request shall then be forwarded to the Secretary-Treasurer for payment. RLP Executive Board Members shall not be reimbursed for any expenses incurred as a result of attending their own State Convention.

#### **Section 4.**

Registration fees for the National Convention and Forum shall be paid by the RLP Secretary/Treasurer at the reduced, early registration amount to the National League of Postmasters. These are fees for each member of the RLPEB and the Standing Committee Chairmen. If any such member does not plan to attend the National Convention and/or the Forum, the Secretary/Treasurer should be notified so the National League Headquarters can then be informed, before the deadline of the administrative fee charge. If any such member does not so notify the Secretary/Treasurer, that member shall reimburse the Secretary/Treasurer for the administrative fee charge.

**Section 5.**

The most economical method of travel will be determined by the member of the RLPEB. Personal car mileage, up to a total of 1500 miles, will be reimbursed at the rate currently deemed deductible by the IRS.

**Section 6.**

The Secretary/Treasurer shall include a record of all expenses paid for the Executive Committee and/or Chairmen of Standing Committees with the annual report.

**Section 7.**

The Secretary/Treasurer shall submit a statement of expenses incurred, such as postage, office supplies, telephone and printing, to the President quarterly. With the President's approval, the expenses will be paid.

**Section 8.**

The Secretary/Treasurer shall receive an annual honorarium as designated by the Executive Board,

**ARTICLE XIII  
AMENDMENTS**

**Section 1.**

A proposal for amending this code of governing rules must be submitted to the President of the RLP and Chairman of the RLP Code Committee, and be signed by five (5) RLP members not later than 90 days prior to the National Convention. After consideration by the RLP Code of Governing Rules Committee, the proposed amendment shall be transmitted to the RLP National Board with the committee's recommendation. The proposed amendment shall be published in one issue of the League *Advocate* prior to the annual National Convention and placed on the agenda of the convention for consideration. The proposed amendment will be read at the first RLP business meeting of the National Convention, with discussion and voting on the proposed amendment at the second RLP business meeting.

**Section 2.**

A vote of two-thirds of the registered delegates present shall be required for adoption.

**Section 3.**

Unless otherwise specified, the effective date of an amendment so adopted shall be immediately upon the adjournment of the Convention.

**ARTICLE XIV  
PARLIAMENTARY AUTHORITY**

**Section 1.**

The rules contained in the current edition of “Roberts’ Rules of Order Newly Revised” shall govern all cases to which they are applicable and in which they are not inconsistent with this Code of Governing Rules.