LOWER COLUMBIA
RURAL LETTER CARRIERS' ASSOCIATION

CONSTITUTION AND BYLAWS REVISED
March 01, 2026

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CONSTITUTION

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Lower Columbia Rural Letter Carriers' Association
CONSTITUTION

Adopted on March 01, 2026 (date)

ARTICLE I
Name

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

ARTICLE II
Purpose

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

ARTICLE III
Members and Membership Year

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

ARTICLE IV
Officers

Section 1. Officers. The elective officers of this County Unit Shall be President, Vice President, and Secretary-Treasurer. All officers of this County Unit shall be elected for a term of one year. The elected officers of this County Unit shall have authority to act for the County Unit membership between meetings. Eligibility to hold office shall be in compliance with Article III and IV of the WARLCA Constitution. All County Unit officers will conduct a yearly audit of the County Unit finances. All County Unit officers shall account for and deliver to their successors or to the WARLCA Board all monies, books, papers, and/or other property of the County Unit at the end of their term of office or when requested by the WARLCA Board. Any officer of this County Unit who shall be separated from the rural service through no fault of his/her own, as determined by WARLCA Board, shall remain in office until the next annual County Unit meeting. Newly elected officers shall begin their term upon adjournment of the annual meeting.

Section 2. Duties. The County Unit officers shall perform such duties as are prescribed in this Constitution, by the WARLCA Board or in the adopted parliamentary authority. No officer of this County Unit shall incur any indebtedness on its behalf or appropriate any money without authority from the County Unit. Officers shall account for and deliver to their successors or to the County Unit all monies, books, papers, securities or other property of the County Unit at the end of their term of office or when requested by the WARLCA Board.

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

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

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

Section 3. Election. Only members of this County Unit as defined in Article III and Article IV of the WARLCA Constitution shall be eligible to nominate, vote or hold office in this County Unit. The election of officers shall be by majority vote, and write-in votes shall not be considered valid. Election shall be by ballot when there is more than on nominee for the same office. When there are more than two nominees for the same office, the one receiving the least number of votes on the third ballot and on each succeeding ballot shall be dropped, until election is accomplished. When there is only one nominee for an office and nominations have been closed, the President or Secretary-Treasurer shall declare that the nominee is elected. The County Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

Section 4. Convention Delegates. County Unit members as defined in Article III and Article IV of the WARLCA Constitution who are present at the annual County Unit meeting, or by written intent, be it by pen and paper, email, or text message if not present, can be nominated to be a delegate to the WARLCA State Convention. All delegates to the WARLCA State Convention shall be elected by secret ballot. The Delegate-at-Large to the WARLCA State Convention shall be the delegate who receives the most votes. Other delegates will be listed in the order of votes received. In the event of tie, position will be determined by random draw of names, then listed in order drawn. Delegates to the WARLCA State Convention will give a report of the Convention at a meeting of their County Unit. No County Unit funds are to be used to fund a delegate to WARLCA State Convention.

ARTICLE V
Meetings

Section 1. Meetings. Meetings shall be held as determined by the County Unit. Failure to hold a meeting at least once a fiscal year shall cause revocation of the County Unit Charter. A permanent record of the minutes which accurately reflects the business transacted at each meeting shall be kept by the Secretary-Treasurer. Notice of all meetings shall be mailed to each member of the County Unit, the WARLCA Board and NRLCA District Representatives in the Washington District, not less than 15 calendar days prior to the meeting date. The meeting notice shall be mailed to each member at the last known address.

Section 2. Special Meeting. A special meeting may be called by the County Unit President, or at the request of 25% of the members. No business other than that, for which the special meeting is called shall be transacted.

Section 3. Quorum. Those members in attendance and at least one County Unit officer shall constitute a quorum for the transaction of the Unit's business at any meeting.

Section 4. Annual Meeting. Notice of the annual meeting for the purpose of election of County Unit officers shall be given in writing to each member of the County Unit, the WARLCA Board and NRLCA District Representatives in the Washington District, not less than 15 calendar days prior to the meeting date. The annual meeting must be held at least 40 days prior to the WARLCA State Convention. The meeting notice shall be mailed to each member at the last known address.

Section 5. Agenda. A suggested order of business may include:

Call To Order
Reading and Approval of Minutes
Reading of Financial Report
Unfinished Business
New Business
Adjournment

ARTICLE VI
Dissolution

In the event of dissolution or revocation of the County Unit's charter, all assets shall become the property to the WARLCA.

ARTICLE VII
Parliamentary Authority

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

ARTICLE VIII
Amendment

This Constitution may be amended at a County Unit meeting by a two-thirds vote, provided that each member has been notified in writing at least 15 days prior that Constitutional changes will be considered. All amendments to this Constitution Shall become effective upon adjournment of the County Unit meeting unless otherwise stipulated. This County Unit Constitution shall be in harmony with the WARLCA Constitution. any provision of this Constitution which conflicts with Federal or State Law, regulation, or ordinance shall be inoperative as to those jurisdictions in which said Federal or State Law, regulation, or ordinance is in force.