

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be: Baltimore Postal Customer Council.

ARTICLE II. OBJECTIVE

The objective of this organization shall be to engender meaningful dialogue and mutual cooperation between the United States Postal Service (Baltimore, Maryland) and those organizations whose business activities, to a large extent, depend upon an efficient and effective United States Postal Service and to initiate and pursue actions beneficial to both organizations.

ARTICLE III. SCOPE

The scope of this organization shall be to undertake and promote activities and programs which shall accomplish the objective. The term customers as used in the title and body of this Constitution is understood to mean all mailers, individual proprietorships, partnerships, and corporations (including non-profit organizations) whose conduct of business is materially and financially affected by the United States Postal Service.

ARTICLE IV. MEMBERSHIP

Section 1. Membership in the Council shall consist of:

A. Voting Members (Dues-Paying)

Corporations, partnerships, individual proprietorships, and non-profit organizations.

B. Voting Members (Non-Dues-Paying)

Advisory - United States Postal Service - Baltimore, Maryland.

C. Non-Voting Members (Non-Dues-Paying)

Associates - Affiliated with an organization represented by a Voting Member. Limited to two per organization represented by a Voting Member.*

*NOTE: No organization may have an associate member unless it is represented by a Voting (dues-paying) Member. It is not obligatory for dues-paying organizations to have associate members.

Section 2. Voting Membership provides:

- A. Voting rights (one per corporation, partnership, individual proprietorship, and non-profit organization).

NOTE: Where an organization is represented by a past chairman and another member of the Executive Committee, the past chairman cannot exercise voting rights unless the official representative of his organization is absent.

- B. Unlimited representative participation in general meetings.
- C. Eligibility to hold elected office.
- D. All bulletins, newsletters, etc. to listed members.

Section 3. Non Voting Membership provides:

- A. Participation in general meetings.
- B. All bulletins, newsletters, etc. to listed members.

Section 4. Advisory - United States Postal Service - Baltimore, Maryland

Membership provides:

- A. Voting rights (one per member).
- B. Unlimited representative participation in general meetings.
- C. Eligibility to serve on the Executive Committee but not to hold elected office.
- D. All bulletins, newsletters, etc. to listed members.

Section 5. Dues.

The Executive Committee shall be empowered to establish and adjust membership dues as it deems necessary.

ARTICLE V. GOVERNMENT

Section 1. The Council shall be governed by the elected officers and by the Executive Committee.

Section 2. The elected officers of the Council shall consist of a Chairman, a Vice Chairman-Secretary, and a Treasurer. The Co-Chairman of the Council shall always be the Senior United States Postal Service official - Baltimore Maryland.

Section 3. The Executive Committee shall consist of the elected officers, all past chairmen, a minimum of the (10) but no more than eighteen (18) elected

members, the Co-Chairman, and four (4) postal officers appointed by the Senior United States Postal Service official - Baltimore, Maryland. No postal officer shall hold an elective office.

Section 4. The elected officers and members of the Executive Committee shall be elected by the voting membership by means of a letter ballot for a term of two years. The elected officers shall begin their respective terms at the beginning of the calendar year but be installed at the first Executive Committee meeting of the year.

Section 5. In the absence of the Chairman, the Vice Chairman-Secretary shall preside as Chairman.

Section 6. Vacancies or replacements in the elective offices shall be filled until the next calendar year by a vote of the Executive Committee members, who under the Constitution, are authorized to vote (see Article IV, Section 2.A of the Constitution).

Section 7. The Executive Committee, by a two-thirds vote of those present who, under the Constitution, are authorized to vote, may remove a member of the Committee for failure to attend three (3) consecutive meetings of the Committee (unless excused or for other serious reasons at the discretion of the Committee).

Section 8. Any member of the Council may hold any elective office or be a member of the Executive Committee without regard to the sex of the individual. The titles Chairman and Vice Chairman-Secretary may be interpreted as Chairwoman or Chairperson, and Vice Chairwoman-Secretary or Vice Chairperson-Secretary, respectively.

ARTICLE VI. DUTIES OF THE OFFICERS

Section 1. The Chairman shall be the Executive Officer of the Council; shall preside at the meetings of the Council and of the Executive Committee; shall be the active manager of the Council; shall execute all orders and resolutions of the Council; shall prepare an agenda for every meeting, which shall accompany the meeting announcement; and shall appoint the Chairmen of standing committees.

Section 2. The Vice Chairman-Secretary shall assume the responsibilities of the Chairman in his absence or incapacity and shall perform such other duties as may be delegated to him by the chairman and/or the Executive Committee.

Section 3. The duties of the Vice Chairman-Secretary shall be to maintain the approved records of the Council and a correct register of the members of the Council. He shall attend to the correspondence of the Council and issue notices of all meetings as set forth by the Chairman and the Executive Committee.

Section 4. The Treasurer shall receive all accounts payable to the Council and shall sign and issue all disbursements for the Council. He shall submit a written report to appear in the first newsletter of the calendar year.

Section 5. The Executive Committee shall manage the affairs of the Council. The officers of the Council are responsible to the Executive Committee for the discharge of their respective duties. All Committees of the Council shall be responsible to the Executive Committee for the discharge of their commitments. The approval of all budgets and the general welfare of the Council shall be the responsibility of the Executive Committee.

ARTICLE VII. MEMBERSHIP FEES

Section 1. The Council shall be financed by membership fees collected from the membership as set forth in the Bylaws.

Section 2. The allocation of all monies collected shall be as specified in the Bylaws.

ARTICLE VIII. DISBURSEMENT OF FUNDS

All funds of the Council shall be disbursed in accordance with the Bylaws.

ARTICLE IX. DISBURSEMENT OF FUNDS

Section 1. The meetings of the Council shall be held at a time and place determined by the Executive Committee. The annual report shall be submitted and the newly elected officers installed at the first Executive Committee meeting of their terms.

Section 2. The Executive Committee shall convene on a bi-monthly basis, unless special meetings are called, with prior approval of the Executive Committee.

Section 3. A quorum of the Executive Committee shall be by a simple majority consisting of authorized voting members only.

ARTICLE X. COMMITTEES

The Council shall have standing committees as specified in the Bylaws. Other committees may be appointed by the Chairman of the Executive Committee.

ARTICLE XI. GENERAL PROVISIONS

Section 1. The Council shall not place its name or approval on any commercial product, enterprise, or work.

Section 2. The Council shall not be responsible for any views or statements advanced in papers or in discussions at its meetings or set forth in its publications, except those which have been approved by a simple majority vote of the Executive Committee.

ARTICLE XII. RULES OF ORDER

The rules contained in Robert's Rules of Order Revised Edition or the basic principles of parliamentary law and protocol shall govern the procedures of the Council and its Executive Committee unless superseded by the Constitution or Bylaws of the Council.

ARTICLE XIII. DISSOLUTION

In the event of either voluntary or involuntary dissolution of the Council, the funds or assets of the Council remaining after discharging all just debts of the Council or its officers in the name of the Council shall be distributed without encumbrances to a non-profit group, organization, or institution. The selection of the recipient or recipients shall be made by the majority vote of the Executive Committee in office at the time of the dissolution, but in no event shall the assets be distributed to any member or members of the Council.

ARTICLE XIV. AMENDMENTS

Any proposed amendment or revision to this Constitution or its Bylaws shall first be presented to the Executive Committee and can only be ratified by a two-thirds majority of the Executive Committee members who, under the Constitution, are authorized to vote.

ARTICLE XV. NEWSLETTER

Section 1. The Council shall publish a newsletter. This newsletter shall be the official publication of the Council and shall be distributed to all members in accordance with the provisions of the Bylaws.

Section 2. The newsletter shall be published at least quarterly and mailed or made available to all members of the Council.

ARTICLE XVI. EDUCATION

Section 1. The Education Committee will present training seminars no fewer than 2 times each year.

Section 2. Seminars hosted for mailers by various postal units may be co-sponsored with the PCC where warranted. The Education Committee Postal Co-Chair shall be responsible to coordinate these seminars.

Section 3. Co-sponsored seminars will be advertised in the newsletter and PCC Web site.

BYLAWS OF THE COUNCIL

ARTICLE I. MEMBERS

All members of the Council shall be classified in one of the categories described under Article IV of the Constitution.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. Chairman

In accordance with the generally accepted practice, the Chairman shall prepare an agenda for each meeting of the Executive Committee which shall incorporate the following order of business:

- I. Reading of the Minutes of the Previous Meeting
- II. Treasurer's Report
- III. Requested Reports of Committee Chairmen
- IV. Approval of Reports
- V. Old Business
- VI. New Business
- VII. Adjournment

Section 2. Vice Chairman-Secretary

- A. Shall be responsible for the recording of the transactions of the meetings, and promptly after each meeting, he shall forward a copy of the minutes to each member of the Executive Committee.
- B. Shall receive, file, and preserve all documents belonging to the Council.
- C. Shall conduct all official correspondence when so directed by the officers and Executive Committee.

Section 3. Treasurer

- A. Shall receive all monies payable to the Council, and shall pay orders on the treasury only upon receipt of a properly attested voucher.
- B. Shall deposit all funds in a reliable bank to the credit of the Council in his official capacity as Treasurer, and shall sign all payments as Treasurer issued in payment of orders.

C. Shall keep accurate records of all receipts and expenditures, and shall at the first meeting of the calendar year of the Executive Committee make a summary report and file a complete report of the transactions of the preceding calendar year.

ARTICLE III. CALENDAR YEAR

The calendar year of the Council shall begin January 1 and close December 31 of each year.

ARTICLE IV. MEMBERSHIP FEES

Section 1. The annual membership fees are due and payable during the first quarter of each year unless written notice to resign has been submitted to the Treasurer. No prorated fees will be permitted; however, new members accepted after July 1st of a calendar year will pay one-half the annual dues for that year.

Section 2. The Chairman of the Membership Committee shall submit a bill for the Annual Membership Fee during the months of December and January of each calendar year to all members in the “Dues-Paying” category.

Section 3. The annual membership fees, subject to revision by the Executive Committee, based on an annual postage volume, voluntarily declared, are:

A. Corporate, partnerships and individual proprietorships

Annual Postage Fees	Dues
\$ 0 to \$ 10,000	\$ 10.00
\$ 10,001 to \$ 25,000	\$ 20.00
\$ 25,001 to \$ 50,000	\$ 30.00
\$ 50,001 to \$100,000	\$ 55.00
\$100,001 to \$250,000	\$ 75.00
Over \$250,000	\$100.00

B. Non-Profit Organizations \$ 10.00

C. Industry Vendors \$ 25.00

ARTICLE VI. DISBURSEMENT OF FUNDS

Section 1. Regular budgeted expenses of the Council shall be paid by the Treasurer upon receipt of a proper voucher. No officer or member of the Council shall incur any financial obligations in the name of the Council without the

consent of the Executive Committee, except emergency or contingency expenses, not to exceed \$50.00, deemed necessary by the Chairman of the Council in the interim between Executive Committee meetings.

Section 2. All disbursements of the Council's funds shall be made by check signed by the Treasurer and must be substantiated by a properly executed warrant or voucher.

Section 3. Expenses of the Council not specifically spelled out and provided for in the budget must be approved by the voting members of the Executive Committee before payment.

Section 4. The Treasurer's accounts will be audited by the Constitution, Bylaws, and Audit Committee between the last meeting of the calendar year and the first meeting of the new calendar year of the Executive Committee.

ARTICLE VII. ELECTIONS

Section 1. The Chairman, Vice Chairman-Secretary, and up to, but not more than, nine (9) Executive Committee members shall be elected by mail ballot during the month of October in even years.

Section 2. The Treasurer and up to, but not more than, nine (9) Executive Committee members shall be elected by mail ballot during the month of October in odd years.

Section 3. Only one (1) representative of a dues-paying organization may hold elective office or be a voting member of the Executive Committee.

Section 4. Past chairmen are permitted to be members of the Executive Committee. They are considered voting members if they are the only representative of their organization or if the official representative of their organization is absent.

ARTICLE VIII. GENERAL PROVISIONS

The Chairman and the Executive Committee shall be empowered to establish ad hoc committees for the purpose of undertaking such activities and programs that would be beneficial to the members of the Council and establish a rapport with the United States Postal Service that will accomplish the objective of the Council.

ARTICLE IX. AMENDMENTS

Amendments to the Bylaws shall be studied by the Constitution, Bylaws and Audit Committee, shall be placed on the Agenda of the Executive Committee, and shall be adopted by a two-thirds majority of the vote cast by the voting members of the Executive Committee.

ARTICLE X. STANDING COMMITTEES

The following are the Standing Committees of the Council:

- A. Membership and Elections
- B. Publicity and Newsletter
- C. Meetings and Hospitality
- D. Education
- E. Constitution, Bylaws and Audit
- F. Mailers Assistance