

## **CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be: Baltimore Postal Customer Council (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, MD 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. OFFICERS AND EXECUTIVE COMMITTEE**

**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, past chairmen, a minimum of ten (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.** Executive Committee shall be elected by the voting membership by means of a ballot for a term of two years. The officers shall be elected by the Executive Committee and shall be installed and begin their respective terms 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 by an Executive Committee sponsor presenting a voting member candidate to the Executive Committee for review. Voting for acceptance will be by a majority vote of the Executive Committee members present, 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 regards to the race, ethnic origin, religion, age or sexual orientation of the individual.

## **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/her absence or incapacity and shall perform such other duties as may be delegated to him/her 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/she shall attend to the correspondence of the Council and issue notices of all meetings as set forth by the Chairman and the Executive Committee and will be assisted, as deemed necessary, by 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/she shall submit a written report to be presented at each Executive Board Meeting.

**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. MEETINGS**

**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 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. The Audit Committee will be established by the Chairman / Executive Committee annually. The Constitution & Bylaws Committee will be established by the Chairman / Executive Committee, as necessary

## **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 two times each year.

**Section 2.** Seminars hosted for mailers by various postal units may be co-sponsored with the Council where warranted. The Education Committee Chair and Education Postal Vice-Chair shall be responsible for coordinating these seminars.

**Section 3.** Co-sponsored seminars will be advertised in the newsletter, mailing(s) and Council Website.

## **BYLAWS**

### **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 (Industry Co-Chair)**

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/she 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.
- D. Shall be assisted and supported by the USPS-Baltimore Customer Relations Coordinator.

#### **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 and approved voucher.
- B. Shall deposit all funds in a reliable bank to the credit of the Council in his/her 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
- D. Shall provide a monthly summary report of activities at each meeting of the Executive Committee.
- E. Shall submit to an annual audit by two members of the Executive

Committee at the beginning of the following 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 1<sup>st</sup> 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, are:

A. Corporate Membership Registration

<u>Members</u>	<u>Annual Dues</u>
1 member	\$50.00
2-3 members	\$100.00
4-6 members	\$150.00
7-10 members	\$200.00
Add'l members above 10	\$20.00 each

B. Corporate Partnership Program

**Platinum Partner - \$1000**

- Includes a BPCC membership for up to ten (10) members
- Two (2) complimentary tickets to BPCC events
- \$5 discount per member for BPCC events
- Company recognition at BPCC events
- BPCC Executive Board opportunity
- ¼ page ad in BPCC newsletter\*
- Company name, logo, and link on BPCC web site
- Special Platinum Partner BPCC member plaque
- Reserved platinum table at BPCC events
- Submission of one article per year in BPCC newsletter
- Annual meeting with District Level Postal Executives

**Gold Partner - \$500**

- Includes a BPCC membership for up to six (6) members
- Company recognition at BPCC events
- Business card ad in BPCC newsletter\*
- One (1) complimentary ticket to BPCC events
- Company name and link on BPCC web site
- BPCC Gold Partner certificate
- Annual meeting with local Postmaster/station manager

**Silver Partner - \$250**

- Includes a BPCC membership for three (3) members
- Business card ad in the PCC newsletter\*
- Company name on BPCC web site
- BPCC Silver Partner certificate

\* Please note that the ¼ page and business card ads refer to the same ad for four (4) consecutive issues.

**ARTICLE VI. DISBURSEMENT OF FUNDS**

**Section 1.** Regular budgeted expenses of the Council shall be paid by the Treasurer upon receipt of a properly approved voucher. Four officers of the Executive Committee will have signing privileges as follows: Treasurer, Industry Co-Chair, Vice Chair and Postal Co-Chair. Any two signatures will be required on any check. 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 for emergency or contingency expenses, not to exceed \$500.00, 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 one other member of the Executive Committee and must be substantiated by a properly executed warrant or voucher. Two signatures are required on any and all checks.

**Section 3.** Expenses of the Council must be specifically spelled out and provided for in a budget submitted by the Treasurer at the first meeting of the calendar year and must be approved by the voting members of the Executive Committee before any payment consideration. Committee Chairs must submit an annual budget to the Treasurer prior to the first meeting and a separate event budget to the Executive Committee for approval prior to each event and approve appropriate event vouchers submitted to the Treasurer for payment.

**Section 4.** The Treasurer's accounts and records for the calendar year will be audited by the Audit Committee on or about the first meeting of the new calendar year.



## **ARTICLE VII. ELECTIONS**

**Section 1.** Executive Committee members shall be elected by ballot during the month of October every two years.

**Section 2.** The Officers shall be elected by the Executive Committee during the month of October every two 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 and Bylaws 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. Marketing/Membership
- B. Newsletter
- C. Hospitality
- D. Education
- E. Website
- F. Baltimore - Mailer's Technical Advisory