

# By-Laws

OF THE

## *National Star Route Mail Contractors Association*



Revised August 2025

**National Headquarters**  
8521 Leesburg Pike, Suite 350, Vienna, VA 22182

## Table of Contents

<b>ARTICLE I.....</b>	<b>4</b>
NAME.....	4
<b>ARTICLE II.....</b>	<b>4</b>
LOCATION .....	4
<b>ARTICLE III.....</b>	<b>4</b>
PURPOSE AND SCOPE.....	4
<b>ARTICLE IV .....</b>	<b>4</b>
MEMBERSHIP.....	4
<b>ARTICLE V .....</b>	<b>7</b>
ORGANIZATION .....	7
<b>ARTICLE VI .....</b>	<b>9</b>
NATIONAL CONVENTIONS, SPECIAL AND ANNUAL MEETINGS .....	9
<b>ARTICLE VII .....</b>	<b>10</b>
POWERS AND DUTIES .....	10
<b>ARTICLE VIII .....</b>	<b>12</b>
OFFICERS .....	12
<b>ARTICLE IX .....</b>	<b>13</b>
DUTIES OF OFFICERS.....	13
<b>ARTICLE X .....</b>	<b>16</b>
ELECTIONS OF OFFICERS .....	16
<b>ARTICLE XI .....</b>	<b>18</b>
OFFICE MANAGEMENT .....	18
<b>ARTICLE XII.....</b>	<b>19</b>
SALARIES AND ALLOWANCES .....	19
<b>ARTICLE XIII.....</b>	<b>20</b>
OFFICIAL JOURNAL .....	20
<b>ARTICLE XIV .....</b>	<b>21</b>
FUNDS .....	ERROR! BOOKMARK NOT DEFINED.
<b>ARTICLE XV .....</b>	<b>21</b>
FEES, DUES AND ASSESSMENTS .....	21
<b>ARTICLE XVI .....</b>	<b>23</b>
COMPILATION OF FUNDS .....	23
<b>ARTICLE XVII .....</b>	<b>24</b>

GRIEVANCE COMMITTEE .....	24
<b>ARTICLE XVIII .....</b>	<b>24</b>
AMENDMENTS .....	24

## ARTICLE I

### *Name*

1. Effective July 1, 1982 the name of this organization shall
2. be the National Star Route Mail Contractors Association. The
3. “Association” used unqualified in these By-laws shall mean the
4. National Star Route Mail Contractors Association.

## ARTICLE II

### *Location*

5. The Office of the Association shall be in the Washington,
6. D.C. metro area, and shall be the National Headquarters
7. of the Association.

## ARTICLE III

### *Purpose and Scope*

8. To promote and preserve the inherent advantages of all
9. mail contractors engaged in the transportation, movement or
10. handling of the mail, and foster sound economic conditions
11. therein; to promote economical and efficient service to the
12. United States Postal Service; to promote safety of operations
13. in all contract operations of mail; to support and promote
14. beneficial legislation and regulations in connection with and
15. incidental to any of the foregoing purposes; and to engage in
16. any other activity which will promote the welfare of all mail
17. contractors engaged in transportation, movement, or handling
18. of the mail.

## ARTICLE IV

### *Membership*

#### **Section 1:**

19. All mail contractors, sub-contractors, executives
20. of companies, firms or corporations, and members of
21. family, actively engaged in the transportation
22. or handling of mail are eligible for membership in this
23. Association. General Membership: shall entitle said member

1. to voting privileges at Regional meetings and national
2. conventions. A general membership shall also entitle
3. said member to hold office on the executive board
4. and/or as a delegate to the national convention. A general
5. membership will allow member access to the associations
6. website and entitles member to receive a copy of the
7. *Star Carrier Journal*.

## **Section 2:**

8. Associate Membership: All individuals, executives of companies, firms
9. or corporations not in possession of a mail contract or subcontract are
10. eligible for Associate membership. Associate membership will entitle
11. said member to attend any or all meetings and conventions. An associate
12. member will not hold any office or have any voting rights. Said member
13. shall be given access to the associations website and will entitle member
14. to receive the *Star Carrier Journal*.

## **Section 3:**

15. Affiliate Memberships: Are available to all vendors, suppliers of
16. materials and services to member contractors and/or Sub Contractors.
17. Affiliate members shall have no voice or voting rights at regional
18. meetings or the National Convention

## **Section 4:**

19. A Life Membership may be given to a member for outstanding
20. service to the Association by a unanimous vote of the
21. Convention. Lifetime members may attend all meetings but
22. cannot hold office in the association and do not have voting rights.

## **Section 5:**

23. Suppliers of materials and services to contractor and employed
24. of contractors are eligible to become Affiliate Members of the
25. Association by paying a membership fee set by our National office and
26. approved by the National board. Affiliate Members shall have no voice
27. or vote in meetings of the Region or National Association. Where
28. applicable, a suitable decal, or plaque, will be furnished those
29. purchasing such membership, to be displayed in the member's place of
30. business.

## **Section 6:**

1. For organizational purposes all mail contractors engaged in
2. transportation or handling of mail shall be one and the same
3. and have the same rights and privileges in the Association.

## **Section 7:**

4. All officers of Association must be active contractors, Members
5. of the Association in good standing, and operate at least one route
6. within the region they have been elected to serve. In case of loss
7. of the contract, they may continue to serve until the next annual
8. regional meeting.

## **Section 8:**

9. Suspension and Expulsion-For cause; any membership may
10. be suspended or terminated. Sufficient cause for such action
11. shall be violation of the By-laws or any rule or practice properly
12. adopted by the Association, or any conduct prejudicial to
13. the interests of the Association. Such suspension or expulsion
14. shall be by two-thirds vote of the entire membership of the
15. National Executive Board: Provided that a statement of the
16. charges shall have been mailed by registered mail to the last
17. recorded address of the member at least fifteen (15) days before
18. final action is taken thereon. This statement shall be accompanied by
19. a notice of the time and place of the meeting of the National
20. Executive board at which the charges shall be considered and the
21. member shall have the opportunity to appear in person or by
22. his/her representative, (said representative to be a member in
23. good standing of the National Star Route Mail Contractors
24. Association) and present any defense to such charges before
25. the final action is taken thereon. Any member suspended
26. or expelled from the Association may appeal such action,
27. as provided for in Article IX, Section(6)(d).

## **Section 9:**

28. Reinstatement-Any member, who having been
29. suspended or expelled from the Association, for reason or
30. cause as determined in Article IV; Section 8, may become
31. eligible for reinstatement in the Association upon written

1. application for consideration by the National Executive Board.
2. Upon receipt of such request the National Executive Board
3. shall re-examine the case and by a majority vote of the Board
4. in favor of the applicant, may be reinstated.

## **ARTICLE V**

### *Organization*

#### **Section 1:**

5. For the purpose of administering the business affairs of the
6. National Star Route Mail Contractors Association, there shall
7. be established and maintained a National Association and
8. Regional branches. The meeting of the National Association
9. shall be called Conventions, and those of the Regional Branches
10. shall be called Regional Meetings, and such Conventions and
11. Meetings shall be called by their respective Vice Presidents;
12. and they shall have such powers, rights, privileges, duties and
13. obligations as are herein provided for and may from time to time
14. be prescribed.

#### **Section 2:**

15. The National Convention shall be the Supreme Executive,
16. Legislative and Judicial Body of the Association.

#### **Section 3:**

17. The membership of the National Convention shall consist of
18. the National Executive Board of the Association and duly
19. approved Delegates from all Regional Branches.

#### **Section 4:**

20. All Regional Branches shall be entitled to representation to the
21. National Convention by One delegate-at-large for each officer
22. and manager of the region up to 4, and one (1) delegate for each
23. Fifty (50) membership paid, or fraction thereof. Memberships
24. are to be based on the count of the preceding fiscal year,
25. ending June 30th. This count to be determined as recorded in
26. the National Office and reflected in the Auditor's Annual Report.

#### **Section 5:**

27. At least thirty (30) days prior to the National Convention,

1. the respective Regional Branch Vice President shall advise
2. the National Association of the names of their duly elected
3. delegates and alternate delegates to the National Convention;
4. including mailing address, who will be issued proper credentials
5. signed by the National President, and attested by the
6. National Secretary-Treasurer. All credentials are to be held by
7. the General Manager and given to the delegates' respective
8. Regional Vice President just prior to the opening of the
9. convention, for distribution to the delegates.

#### **Section 6:**

10. Proper credentials can be issued in case of emergency
11. to alternate delegates just prior to or during the National
12. Convention by the National President, in the same manner
13. prescribed above, provided approval is given by a majority of
14. the National Executive Board. If neither the duly elected delegate
15. or alternate delegate is present for the Convention, a member
16. from that regional branch may be seated as a delegate upon
17. approval by the Regional Vice President and/or a majority of
18. the National Executive Board.

#### **Section 7:**

19. Only Delegates and National Board Members with proper
20. credentials can take part in discussion and proceedings of the
21. Convention, and be entitled to vote, except the General Manager
22. may be privileged to make such comments as deemed necessary in
23. general discussion prior to calling for the vote, when recognized by
24. the Convention Chairman.

#### **Section 8:**

25. All delegates, regional officers, and national officers must be
26. active contractors, membership paid on each route he/she, or
27. the firm he/she represents holds prior to June 30<sup>th</sup> before
28. the convention to be eligible to hold the respective office to
29. which he/she is elected. If a member holds membership in
30. more than one regional branch he/she cannot be elected to
31. represent more than one Region at the National Convention.
32. The Executive Board shall be charged with and selecting a



1. registered non-profit organization or government agency
2. should the NSRMCA be dissolved. All assets and real
3. property of both regions and national offices will be
4. transferred to said organization/agency.

## **ARTICLE VI**

### *National Conventions, Special and Annual Meetings*

#### **Section 1:**

5. This Association shall meet in Convention each year between
6. August 1 and October 31, at such time and place as the
7. National Executive Board shall designate. The Region in
8. which the Convention will be held shall be selected by
9. delegates to the Convention and the City, by the Host Region,
10. subject to approval of the National Executive Board.

#### **Section 2:**

11. Notice of the National Convention shall be given at least
12. sixty (60) days prior to the holding of such Convention.
13. A written notice mailed by the General Manager to each Regional
14. Vice President and published in the Star Carrier Journal shall be
15. considered as sufficient advance notice to the membership of
16. such Convention.

#### **Section 3:**

17. A special meeting of the Association may be called by a
18. two-thirds (2/3) vote of the National Executive Board upon
19. giving thirty (30) days written notice to the entire membership,
20. stating the date or dates, place and purpose of such meeting.

#### **Section 4:**

21. Fifteen (15) delegates representing not less than four (4)
22. regions shall constitute a quorum for the transacting of
23. business of the Association at the National Convention
24. or special meetings, called pursuant to Section 3, Article VI
25. of the By-laws. Delegates to National Convention shall be
26. empowered to act for their respective regions, upon call,
27. pursuant to Section 3, Article VI of these By-laws, until they
28. are relieved by convening of the next National convention.

29. All delegates must be available for all convention business. If a delegate  
30. is unable to make all business times of the convention an alternate will  
31. be assigned by the Regional Vice- President and the delegate will not  
32. be eligible for stipends.

#### **Section 5:**

1. All regional Branches must hold an annual meeting prior to  
2. June 30 of each year and furnish the national Office with the  
3. names and addresses of duly elected regional officers and  
4. delegates, and alternate delegates to the national Convention,  
5. and a copy of the financial report of the auditing committee.

#### **Section 6:**

6. All regional Officers are charged with conducting the Region  
7. meetings properly. The regional VP or designate will issue  
8. voting ballots only to members in good standing at the time  
9. of electing officers and delegates.

#### **Section 7:**

10. The National Executive Board shall meet upon call of the  
11. President, or by written notice of a majority of said Board  
12. to the Secretary-Treasurer, when matters of importance arise  
13. that need immediate attention during the interim between  
14. meetings of the Association.

#### **Section 8:**

15. The National President may appoint a Sergeant at Arms at  
16. all National Conventions whose duties shall consist of  
17. maintaining order during the convention and to check all  
18. persons attending convention sessions. The Sergeant at Arms  
19. will not allow admittance to any contractor, or a representative  
20. of a contractor who is not a member in good standing in the  
21. Association. This provision is effective August 11, 1976.

## **ARTICLE VII**

### ***Powers and Duties***

#### **Section 1:**

22. The National Convention shall have and exercise the power  
23. to make laws, rules and regulations for the government of

24. the National Association, and regional Branches; and to annul,  
25. repeal, modify, revise and change the same from time to time  
26. as herein provided, and do all other legitimate acts proper or  
27. necessary to promote the welfare of the National Star Route  
1. Mail Contractors Association, and to control, as hereinafter  
2. provided, the funds of the Association.

### **Section 2:**

3. Regional Branches shall adopt By-laws, rules and regulations,  
4. not inconsistent with the provisions of these By-laws, and keep  
5. a copy on file with the National Vice-President, and in the  
6. National Office. They may be amended, repealed, modified,  
7. revised and changed from time to time. Any proposed change  
8. must be submitted to the National Vice-President for approval,  
9. at least 30 days prior to the effective date of the proposed change.

### **Section 3:**

10. A condensed report of the proceedings of the National Convention  
11. shall be published in the Star Carrier; such report to be prepared  
12. by the General Manager or National Secretary-Treasurer, as may  
13. be designated by the President.

### **Section 4:**

14. All regional Branches shall make a report immediately following  
15. their annual meeting, through their respective Vice President  
16. or designate, to the National Office, pursuant to Article VI,  
17. Section 5 of these By-laws.

### **Section 5:**

18. The National Executive Board shall exercise the powers conferred  
19. by the charter of the Association. In no event shall the Board buy,  
20. sell, purchase, or mortgage any Association real property without  
21. three-fourths (3/4) of the Board Members having voted in the  
22. affirmative.

23. The Building Fund/Rental Downpayments is hereby defined as the  
24. principal amount of \$142,000. Interest accruing on this principle  
25. amount may be used on an as-needed basis.

26. When considering the use of the building fund for the purchase  
27. of real estate, the authorization given to the Board in this Section

28. will be operative only when it is necessary to render aid and to  
29. assist the officers in the business control, management and to  
30. further the Associations best interests. If the opportunity to buy,  
1. sell, purchase, or mortgage occurs sixty (60) days prior to a  
2. National Convention then the approval of delegates attending  
3. that convention is desirable.

## **ARTICLE VIII**

### *Officers*

#### **Section 1:**

4. The Officers of the National Association shall be a President,  
5. Vice-President, and Secretary-Treasurer.

#### **Section 2:**

6. Effective with the elections of the Convention in 2024, there  
7. shall be 4 Regional Vice-Presidents, each elected from, and  
8. to represent, the Region for which he/she is elected. These  
9. Regions shall be the Western Region, the Central Region,  
10. the Southern Region and the Eastern Region.

#### **Section 3:**

11. The National Executive Board of the Association shall consist  
12. of the Regional Vice-Presidents, four members “At Large”,  
13. together with the President, Vice-President, and Secretary-Treasurer.  
14. The officers shall act in their respective capacities as President,  
15. Vice-President, and Secretary-Treasurer of the Executive Board  
16. and so, officiate at all Board meetings in which they participate.  
17. The Association Regions 1 within the Regions are defined as  
18. follows:

#### **EASTERN REGION:**

19. Connecticut, Delaware, Kentucky, Maine, Maryland, North Carolina,  
20. Ohio, Pennsylvania, Massachusetts, New Hampshire, New Jersey,  
21. New York, Rhode Island, South Carolina, Vermont, Virginia,  
22. Washington, D.C., West Virginia.

#### **CENTRAL REGION:**

23. Illinois, Iowa, Indiana, Kansas, Michigan, Minnesota, Missouri,  
24. Nebraska, North Dakota, South Dakota, Wisconsin.

## **WESTERN REGION:**

1. Arizona, California, Colorado, Utah, Hawaii, Idaho, Montana,
2. Nevada, Oregon, Washington, Alaska, Wyoming, New Mexico

## **SOUTHERN REGION:**

3. Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi,
4. Oklahoma, Tennessee, Texas, Puerto Rico, U.S. Virgin Islands

## **ARTICLE IX**

### *Duties of Officers*

#### **DUTIES OF THE PRESIDENT:**

##### **Section 1:**

5. It shall be the duty of the President of the Association:
6. (a) To preside at all meetings of the National Convention
7. and Executive Board meetings.
8. (b) To appoint all committees not otherwise provided for.
9. (c) To sign all legal documents involving the Association in
10. conjunction with the National Secretary-Treasurer.
11. (d) To construe the meaning of the laws, regulations and
12. rules of the Association.
13. (e) To submit, if he/she so desires, any matter of policy or
14. any interpretation of law to a vote of the National Executive
15. Board, and shall cause to be published in the Official Journal,
16. the letter of reference and the vote of the Executive Board
17. upon such question.
18. (f) To investigate, either personally or by delegating his/her
19. authority to a member of the Executive Board, all cases
20. of failure of a Regional Branch to observe the laws of the
21. Association.
22. (g) To fill vacancies caused by death, resignation or removal
23. from office of any member of the National Executive Board
24. and shall immediately request nomination from the National
25. Executive Board to fill the unexpired term. Any member
26. receiving majority vote from the National Executive Board
1. shall be appointed by the President to complete the unexpired
2. term of the office left vacant.

3. (h) To have full charge of the welfare work of the Association,  
4. in conjunction with the members of the National Executive  
5. Board.

#### DUTIES OF THE VICE-PRESIDENT:

##### Section 2:

6. It shall be the duty of the Vice-President to assist the President  
7. in the discharge of his duties.
8. (a) To perform such duties and exercise such authority as may be  
9. conferred upon him/her by the By-laws of the Association, or  
10. imposed upon him/her by the Executive board or National  
11. Convention.
12. (b) In the absence or temporary disability of the President, he/she  
13. shall exercise all of the authority and discharge all of the duties  
14. of that office until such time as the absence or disability shall  
15. terminate.
16. (c) In case of death, resignation or removal of the President, the  
17. Vice-President shall succeed him/her.
18. (d) He/she shall act as Chairman of the By-laws Committee  
19. at the National Convention, and he/she shall cause any and all  
20. changes in the By-laws to be published and distributed to all  
21. Regional Officers and National Executive Board Members within  
22. 90 days of the close of the Convention.
23. (e) When it is necessary to take over the duties of the President,  
24. as provided in Article IX, Section 2(b) he/she shall appoint  
25. a Chairman of the By-laws Committee from the National  
26. Executive Board. In the absence of the Vice-  
27. President, the President shall appoint a member of the  
28. National Executive Board, to act as Chairman of the By-laws  
29. Committee.

#### DUTIES OF THE SECRETARY-TREASURER:

##### Section 3:

30. It shall be the duty of the Secretary-Treasurer to assist the  
31. President of the Association in conducting the business  
1. of the Association.
2. (a) To keep record of the proceedings of the National

3. Convention.
4. **(b)** To perform such duties and exercise such authority as
5. may be conferred upon him/her by the By-laws of the
6. Association, or imposed upon him/her by the National
7. Convention or National Executive Board.
8. **(c)** To sign all legal documents involving the Association in
9. conjunction with the National President.

#### DUTIES OF THE REGIONAL VICE-PRESIDENT:

##### Section 4:

10. It shall be the duty of each Regional Vice-President to work with
11. the National Officers and to promote the welfare of the
12. Association. He/she shall represent the Association before
13. his/her respective Postal Service Region.
14. **(a)** To appoint or elect 3 managers from the
15. region to serve as PNT, LDT and CDS managers for approval
16. by the national board. The Caribbean region will have a manager added
17. to the Southern Region.
18. **(b)** To handle Association business when called upon to do so
19. by the President.
20. **(c)** To perform such other duties as may be imposed upon him/her
21. by the National Convention or by the National Executive Board.
22. **(d)** To intervene in behalf of, and to represent member contractors,
23. in dealings with the United States Postal Service.
24. **(e)** To handle Association business in his/her Region
25. **(f)** To perform such other duties as may be imposed upon him/her by
26. the National Convention or by the National Executive Board.

#### DUTIES OF THE NATIONAL EXECUTIVE BOARD:

##### Section 6.

27. It shall be the duty of the National Executive Board of the
28. Association:
1. **(a)** To examine, when by them deemed advisable, the books, papers,
2. funds, securities and property in the custody of the General Manager,
3. and generally, to maintain an oversight over the books, papers,
4. accounts, funds, securities and property of the Association.
5. **(b)** To avail themselves of such reasonable means as will acquaint



6. them with the proper conduct of the Association as determined  
7. by the National Convention.
8. **(c)** To prepare and submit to the National Convention, through  
9. the Secretary-Treasurer, a report of its work during the interim  
10. of the National Convention and make such recommendations as  
11. they may deem proper.
12. **(d)** To maintain discipline in the Association, and to enforce the  
13. observance of the laws of the Association. Anyone feeling  
14. himself/herself aggrieved by the action of the Executive  
15. Board may appeal its action to the next National convention,  
16. provided such action is submitted in writing thirty (30) days  
17. prior to the time the Convention is scheduled to convene.
18. **(e)** To discharge such duties as may be elsewhere in this By-laws  
19. imposed on it, and (or) as may be from time to time prescribed  
20. by the National Convention.
21. **(f)** The Executive Board shall in the interim between Conventions  
22. be the Supreme Executive and Judicial Body of the  
23. Association, with the right to do any and all acts that it may  
24. deem necessary for the proper conduct of the Association.
25. **(g)** A majority vote of the National Executive Board members shall  
26. control in all matters not otherwise provided for in these By-laws.

## **ARTICLE X**

### ***Elections of Officers***

#### **Section 1:**

27. The President shall serve a two-year term and be elected  
28. on the off numbered calendar year by approved delegates  
29. to the National Convention. The election shall be by ballot,  
30. and where there is more than one candidate for the office,  
31. it shall require the majority of all votes cast to elect;  
1. where there are more than two candidates for the office,  
2. after the second ballot, the one receiving the least number of  
3. votes on each ballot shall be dropped until an election is had.

#### **Section 2:**

4. The Vice-President and Secretary-Treasurer shall serve



5. a two-year term and be elected on the even numbered calendar  
6. years by approved delegates to the National Convention. Their  
7. election shall be by ballot, and determined in the same manner  
8. prescribed for the President.

### **Section 3:**

9. The Regional Vice-Presidents shall be elected for two years  
10. and be elected at each National Convention by approved  
11. delegates to the National Convention from Regions they  
12. are to represent. The Regional Vice-Presidents for the  
13. Eastern Region, and Central Region will be elected on odd calendar  
14. years, and the Regional Vice-President of the Western Region and  
15. Southern Region will be elected on even calendar years. The Regional  
16. Vice President will be elected by the Delegates from the Association  
17. Region in which he/she serves. Two board members “At Large” will be  
18. elected for a two-year term in the even calendar year and two others  
19. in the odd calendar year. The election shall be by ballot,  
20. and only approved Delegates from the Region shall be eligible  
21. to vote for the Regional Vice President, the Board Member  
22. “At Large” will be selected by all convention delegates.  
23. When there is more than one candidate for the office,  
24. the voting shall be conducted in the same manner as prescribed  
25. for the President.

### **Section 4:**

26. Each member of the National Executive Board shall hold  
27. office until his/her successor is elected and installed, unless  
28. sooner removed by the National Executive Board for  
29. cause. Any member of the Board voted on by the National  
30. Executive Board on charges preferred for removal may not  
31. vote on such charges, but such member shall be allowed a  
1. hearing before the National Executive Board, unless prima  
2. facie proof shall be determined by the National Executive  
3. Board. A two-thirds vote of the members of the National  
4. Executive Board, authorized to vote, will be required to  
5. remove any member of the National Executive Board.

### **Section 5:**

6. All members of the National Executive Board must be active
7. members of the Association as defined in Article IV,
8. Section 1, of these By-laws, and each shall be entitled to
9. a vote on every question coming before the National Convention.
10. Those National Officers who are Regional Vice-Presidents
11. shall be recognized as elected delegates as it relates to the
12. National President, Vice-President and Secretary-Treasurer,
13. they shall be recognized as a Delegate-at-Large and shall not
14. be entitled to vote in regional elections.

### **Section 6.**

15. Any member of the National Executive Board who shall
16. lose his/her contract or be separated from the service
17. through no fault of his/her own, as determined by the
18. National Executive Board, shall hold office until the next
19. National Convention.

### **Section 7:**

20. Vacancies occurring in any elective office shall be filled by
21. the National Executive Board (within 60 days), the successor
22. to serve for the unexpired term of the vacant office.

### **Section 8:**

23. The nomination of all Executive Officers shall be made from
24. the floor by any duly elected delegate to the Convention at
25. the time of elections of Officers. Following
26. election of the Executive Officers, nominations for
27. Regional Vice-Presidents are to be made from the floor by
28. duly elected delegates from their respective region.

## **ARTICLE XI**

### ***Office Management***

#### **Section 1:**

1. The National Executive Board shall employ a General Manager

2. to be known as the Executive Director to supervise and operate
3. the national office of the Association. As warranted and pursuant
4. to the recommendation of the General Manager, the Association
5. may employ additional staff for the purpose of supporting
6. the association's mission with Board approval.

#### **Section 2:**

7. The National Executive Board shall set the salary of the
8. General Manager and Legislative Agent, and it shall have the
9. power to remove them from office at any time the welfare
10. of the Association warrants.

#### **Section 3:**

11. The General Manager and/or Legislative Agent shall have
12. no voice in the government of the Association and only such
13. power as the National Executive Board shall confer upon
14. him/her. Said General Manager shall be
15. responsible to the National Executive Board for his/her actions.

#### **Section 4.**

16. The General Manager shall employ sufficient staff to conduct
17. the affairs of the Association in an efficient manner.

#### **Section 5.**

18. The General Manager shall be responsible to the National
19. Executive Board for all actions taken and is authorized to
20. use his/her best judgment in handling the affairs of the
21. Association, except in all policy matters, determined by the
22. National Convention, or during the interim between meetings,
23. by the National Executive Board. He/she is authorized to
24. purchase supplies and equipment necessary to operate the
25. National Office and to pay all just bills against the Association.

## **ARTICLE XII**

### ***Salaries and Allowances***

#### **Section 1:**

1. No National Officer or member of the National Executive
2. Board shall receive a salary.

#### **Section 2:**

3. Salaries of the General Manager and/or Legislative Agent,  
4. if one is employed shall be fixed by the National Executive  
5. Board and may be regulated to meet competition in other  
6. Fields of employment in that area.  
7. Salaries for all other office staff at National Headquarters in  
8. Washington, D.C. area, shall be established within the limits of the  
9. budget approved by the National Executive Board and administered  
10. under the oversight of the Executive Director or Legislative Agent.

11. **Section 3:**

12. All members of the National Executive Board and General  
13. Manager shall, upon application for such, be reimbursed for  
14. transportation costs and hotel bills plus documented meal costs  
15. but not to exceed \$50.00 a day while attending the National  
16. Executive Board meetings, or any Association business, when  
17. authorized to travel. If travel is via private automobile, he/she  
18. shall receive the current IRS standard deduction. He/she  
19. shall travel the most direct route unless otherwise ordered by the  
20. President or General Manager. He/she shall also be reimbursed  
21. for miscellaneous items such as laundry, dry cleaning, tips, etc.,  
22. but same must be itemized on the travel voucher when filing  
23. for reimbursement. They shall also be reimbursed for any driver  
24. costs that may be necessary while attending such meetings. All  
25. claims for reimbursement must be filed in the National Office  
26. within ninety days after said expense incurred.

## ARTICLE XIII

### *Official Journal*

**Section 1:**

27. The Association shall maintain and publish an official journal,  
28. which shall be designated the “Star Carrier.” The Journal shall  
1. be published monthly.

**Section 2:**

2. There shall be printed in the “Star Carrier” a brief report of  
3. all sessions of the National Convention. Other articles so published

4. shall be of interest to the membership or furnish information needed
5. in connection with all types of contract service.

### **Section 3:**

6. The National Executive Board shall have control of the policy
7. of the “Star Carrier” and may make rules for its management
8. and publications.

### **Section 4:**

9. The General Manager shall be designated as editor of the
10. “Star Carrier” Journal.

## **ARTICLE XIV**

### ***FUNDS***

#### **Section 1:**

11. The General Manager shall deposit all funds of the Association
12. in an approved bank, to be selected by the National Executive
13. Board. All money collected shall be deposited, and all bills
14. against the Association paid in a manner approved by the
1. National Executive Board.

#### **Section 2:**

2. Funds from state offices will be relinquished to an account in the
3. same bank as the national treasury.
4. The Regional Vice President will have the authority to
5. order payments from this account for the affairs of the region.

#### **Section 5:**

6. Two signatures or electronic authorization are required to withdraw
7. funds from accounts now in this article. To withdraw funds from
8. National Savings Accounts, signatures of two of the following
9. shall be required: National President, National Vice-President,
10. National Secretary-Treasurer, or Association Executive Director,
11. and Regional Vice President.

## **ARTICLE XV**

### ***Fees, Dues and Assessments***

#### **Section 1:**

12. A contractor will pay his/her dues to the National office. The
13. membership dues are based on total Postal revenue of common

14. ownership. Contractors may make arrangements for extended  
15. payments of their membership dues throughout the course of the  
16. current membership year. Effective July 1, 2023, dues will be assessed  
17. in accordance with the dues table found in Exhibit A. Dues may be  
18. adjusted by a 2/3 majority vote of the National board, which will not  
19. exceed the cost-of-living index from the previous calendar year.

## **Section 2.**

20. Annual dues shall be due July 1st for the current membership  
21. year. Any member failing to pay his/her annual dues prior to  
22. October 1<sup>st</sup>. However, he/she will not be privileged to  
23. take active part in any of the meetings or vote on any question  
24. coming before the meeting for disposition, nor entitled to receive  
1. a copy of the Star Carrier after October 1<sup>st</sup>, except in those cases  
2. outlined in Article XV, Section 1. Or attend meetings at the member  
price.

## **Section 3:**

3. New members joining the Association during the months of  
4. May and June will pay full membership dues for one year, and  
5. their membership shall be marked paid for the following  
6. membership year. A new member is one who is joining the  
7. Association for the first time. He/she will be accorded all  
8. privileges of the Association, and may take active part in his/her  
9. Regional Meeting, but will not be eligible to be elected to office  
10. until after the beginning of his/her membership year. Such  
11. membership cannot be counted in determining number of  
12. delegates to represent the Region at the next National  
13. Convention. Contractors wishing to join the Association  
14. for the first time and become active in Association affairs  
15. may pro-rate their dues for the balance of the current  
16. membership year and be considered a member in good  
17. standing. Association members who are successful in acquiring  
18. new contracts during the course of the membership year may  
19. prorate the dues for the new contract. Proration shall be from  
20. date of award to June 30. Nothing in this article shall conflict  
21. with Section 2, Article xv.

#### **Section 4:**

22. A delinquent member is recognized as a member in good
23. standing, and immediately accorded all the rights and privileges
24. of the Association upon his/her compliance with Article XV;
25. Section 2 of these By-laws, and upon being furnished a receipt
26. of such compliance by his/her Regional VP, or a membership
27. card from the National Office, whichever is earlier.

#### **Section 5:**

1. Each Regional Branch shall be entitled to dues revenue to conduct
2. region meetings, supplier and member engagement, and other activities
3. in furtherance of the Association's mission with the consent of the
4. National board, as outlined in Article XV; Section 4, as heretofore
5. provided.

#### **Section 6.**

6. IF the need arises due to a deficit Operating budget, an
7. assessment may be levied on all regional accounts, with a 2/3 majority
8. vote of the National board.

### **ARTICLE XVI**

#### ***Compilation of Funds***

#### **Section 1:**

9. A Certified Public Accountant shall be retained to perform an
10. annual compilation of all Association funds received and disbursed
11. by the General Manager (Executive Director), or any other disbursing
- Office.

#### **Section 2:**

12. Such compilation shall be made once every year as soon as possible
13. after July 1st and prior to the National Convention. Copies of the
14. compilation shall be prepared by the Secretary-Treasurer and
15. distributed to all Delegates at the National Convention.
16. By a majority of the National Executive Board, the Association funds
- may be reviewed audited
17. if the Board feels it is in the best interest of the Association.
17. A different Certified Public Accountant may perform this function.



### **Section 3:**

18. By a two-thirds (2/3) vote of the National Executive Board the
19. funds of any Regional Branch VP may be audited by a Certified
20. Public Accountant if the interest of the Association is involved.
21. Such expense of the audit shall be paid by the National Association.

## **ARTICLE XVII**

### *Grievance Committee*

### **Section 1:**

1. There may be a Grievance Committee of three members appointed
2. by the President to handle complaints within the Association.

### **Section 2:**

3. The committee will make a thorough investigation of the case
4. and present findings of the President for disposition or handling
5. with the National Executive Board.

### **Section 3:**

6. The Committee shall be dismissed when that particular case is
7. settled and other similar committees appointed when conditions
8. warrant.

## **ARTICLE XVIII**

### *Amendments*

### **Section 1:**

9. These By-laws may be amended at any National Convention of
10. the Association by a two-thirds (2/3) vote of the Convention.

### **Section 2:**

11. The parliamentary authority of the Association shall be the
12. "Roberts Rules of Order."

.....

*I hereby certify that these By-laws were adopted at the National Convention held in Boston, Massachusetts, August 4, 5, 6, 7, 1964, Robert E. Sodrel; presiding, and were further amended by action of the National Convention held in Las Vegas, Nevada, August*



*1970 and further amended by action of the National Convention held in Colorado Springs, Colorado, 1971; Sioux Falls, South Dakota, 1972; Atlanta, Georgia, 1973; Buffalo, New York, 1974; Portland, Oregon, 1975; Cincinnati, Ohio, 1976; Dallas, Texas, 1977; Pittsburgh, Pennsylvania, 1980; Milwaukee, Wisconsin, 1981; New Orleans, Louisiana, 1982; Baltimore, Maryland, 1985; Boston, Massachusetts, 1989; Jackson Hole, Wyoming, 1993; Albuquerque, New Mexico, 1994; Memphis, Tennessee 1996; San Diego, California, 1998; Orlando, Florida 2000; Syracuse, New York, 2003; Ponte Vedra Beach, FL, 2012; Baltimore MD, 2013; San Diego, CA, 2014; Richmond, 2015; Detroit, 2017; Indianapolis 2021; Sacramento 2022.*

**(Signed)**

**David M. Fuquay**, President  
**Donald G. Waite**, President  
**Roy Sunderland**, President  
**Mike Sodrel**, President  
**Roger Massman**, President  
**R. B. Matheson**, President  
**Cliff Blackburn**, President  
**John Sheehy**, President  
**Jack Khudikyan**, President

**Attested to:(Signed)**

**James R. Woodruff** Secretary- Treasurer  
**D.C. Messer** Secretary- Treasurer  
**Bob Keller** Secretary- Treasurer  
**Dale Foreman** Secretary- Treasurer  
**Joyce Grammer** Secretary- Treasurer  
**Jamie Sweeney** Secretary- Treasurer

**Roy Sunderland**, Acting Chairman  
1970 Standing By-laws Committee  
**Burgess Williams**, Chairman  
1971, 1972, 1973 Standing By-laws Committee  
**R.B. Matheson**, Acting Chairman

1974 Standing By-laws Committee  
**James Woodruff**, Chairman  
1975 Standing By-laws Committee  
**Roger Andrus**, Acting Chairman  
1976 Standing By-laws Committee  
**Jim Woodruff**, Chairman  
1977 Standing By-laws Committee 1980 Standing By-laws  
Committee  
**Cliff Blackburn**, Acting Chairman  
1981 Standing By-laws Committee  
**Marion Mitchell**, Chairman  
1982, 1985, 1989, 1993 Standing By-laws Committee  
**Randy Royster**, Chairman  
1994, 1995, 1996, 1997, 1998, 2000, 2003, 2008, 2012, 2013,  
2014 Standing By-laws Committee  
**Suzan Porter**, Chairperson  
2017, 2019, 2021, 2022 Standing By-Laws Committee  
**Nina Dittmar**, Chairperson  
2025 Standing By-Laws Committee

## Exhibit A

### NSRMCA Membership Dues Structure

USPS Revenue	Monthly Dues
≤ \$250k	\$10.00
\$250k - \$500k	\$62.50
\$500k - \$1mm	\$125.00
\$1mm - \$1.5mm	\$250.00
\$1.5mm - \$2.5mm	\$375.00
\$2.5mm - \$5mm	\$550.00
\$5mm - \$7.5mm	\$625.00
\$7.5mm - \$10mm	\$800.00
\$10mm - \$15mm	\$950.00
\$15mm - \$20mm	\$1,150.00
\$20mm - \$30mm	\$1,300.00
\$30mm - \$50mm	\$1,450.00
\$50mm - \$75mm	\$1,600.00
\$75mm - \$150mm	\$1,750.00
\$150mm <	\$1,950.00

FY 23-24  
NSRMCA  
Member  
Dues