

**Long Island
Postal Customer Council**

BY-LAWS

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Long Island Postal Customer Council

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LONG ISLAND POSTAL CUSTOMER COUNCIL (LI PCC)

November 2015

ARTICLE I – NAME

- This organization shall be known as the **Long Island Postal Customer Council or LI PCC**, which comprises the postal areas served by the U.S. Postal Service Long Island District.

ARTICLE II - PURPOSE

- The PCC is an organization sponsored by the U.S. Postal Service. The PCC shall operate according to the rules and policies set forth in the Postal Customer Council Program Policies and Rules, Publication 286, as it may be modified from time to time by the Postal Service.
- The mission of the PCC is to:
 - Promote local cooperation and support and to foster a close working relationship between the U.S. Postal Service and businesses that use the mail to communicate and interact with their customers;
 - Share information and facilitate the exchange of ideas about new and existing Postal Service products, programs, services and procedures that affect all businesses that use the mail; and
 - Help PCC industry members and their organizations grow and develop professionally through focused educational programs.

ARTICLE III – GENERAL MEMBERSHIP

Section 1: *Membership Eligibility.*

- The PCC shall have as members any business mailers who use the services of the Postal Service within the sponsoring Postal Service manager's geographic area. The term "business mailer" shall have the meaning provided in Publication 286.
- Postal Service employees will join the PCC membership and participate as determined by the Postal Service and in accordance with the needs of the PCC.
- There shall be no stockholders or other equity holders of the PCC. The members shall not have any voting or other rights, except those expressly provided for herein.
- A PCC member who is deemed to be a competitor of the Postal Service, as determined in the discretion of the Executive Board after reviewing the Publication 286 definition of competitor, shall not be eligible to serve as an Executive Policy Board member or an Executive Officer.

Section 2: *Membership Dues, Contributions and Donations.*

- There are no regular fees, dues or assessments.
- Occasionally, contributions from members may be solicited to defray reasonable normal expenses and assist in underwriting special programs and promotions. Any such contributions would be voluntary.
- The PCC shall refer to and follow Publication 286 regarding PCC fundraising activities, acceptance of donations and other financial matters.
- The PCC shall keep such financial records and create such financial reports as are required by Publication 286.

ARTICLE IV - EXECUTIVE POLICY BOARD MEMBERS

Section 1: *General.*

- The Executive Policy Board members shall be comprised of individuals from industry representatives and postal employees. The Executive Policy Board members are the planning group of the Council (also referred to as the PCC Board members or Policy Committee members).

Section 2: *Number & Terms.*

- There is no limit on the number or length of term for Executive Policy Board members.
- The Executive Policy Board members shall also be comprised of at least two (2) Postal Service employee members, the Postmaster/Postal Executive for the area in which the PCC is organized who shall be the Postal Co-Chair to serve as the Executive Officer and at least one other postal representative whom the Postal Co-Chair shall designate. The Industry Co-Chair and other industry members of the Executive Officers shall be elected by the members as outlined in Article V.
- Any person representing a business or organization in accordance with Article III shall be eligible for membership on the Executive Policy Board.
- Any postal Executive Policy Board member, other than the Postal Co-Chair, shall be appointed as the Postal Co-Chair shall determine and shall serve until his or her successor is appointed.
- New members of the Executive Policy Board must be approved by the Executive Policy Board members and adhere to the responsibilities in Section 3 listed below.
- Membership on the Executive Policy Board shall be vested in a business or organization, and entitled to only one vote on all matters, even though more than one representative is an Executive Policy Board member.
- The Co-Chair shall be informed as to the primary voting representative and the alternate if the primary cannot be present.

Section 3: *Responsibilities.*

- All Executive Policy Board members must meet attendance requirements as outlined in Article VI.
- All Executive Policy Board members must take part in Sub Committee assignments as enumerated in Article VII.
- Immediate past Industry Co-Chair need to assist new Industry Co-Chair in taking over responsibilities.

Section 4: *Removal.*

- Any Executive Policy Board member may be removed with or without cause, by the entity or persons who have the power to appoint such Executive Policy Board members or by the Postal Co-Chair. The Postal Co-Chair may not be removed except by the authority of the Postal Service.

ARTICLE V - EXECUTIVE OFFICERS

Section 1: *Generally.*

- LI PCC Executive Officers shall consist of a Postal Co-Chair, who shall be a postal employee, an Industry Co-Chair, a First Vice-Chairperson, Second Vice-Chairperson, Secretary and a Treasurer.

Section 2: *Elections - Terms.*

- The Postal Co-Chair shall serve as the Executive Officer for as long as s/he holds the postal position of Postmaster/Postal Executive for the area or for such other term as the Postal Service may designate
- A nominating committee consisting of three (3) Executive Policy Board Members who have been in good standing for at least one (1) year, shall be appointed by the Executive Officers in the month of February. Two (2) industry representatives and one (1) postal representative appointed by the District Manager will comprise this nominating committee. At the March monthly meeting the nominating committee shall report one (1) selection for each officer position that is open. Additional nominations may be made from the floor. Any nominee must be an Executive Policy Board member in good standing for at least one (1) year.
- Each Executive Officer shall be elected by secret ballot to serve for a two (2) year term to begin at the close of the annual Mailing Conference. A majority vote of the Executive Policy board members is needed for election.
- The Industry Co-chair shall not be elected for more than two (2) consecutive terms.
- Executive Officers who resign during their term of office will be replaced by an election following their resignation. Nomination will be made from the floor. Prescribed election procedures will apply. The elected officers will complete the unexpired term of the resigned officer.

- No member of the Executive Policy Board member shall be elected Industry Co-Chair until he or she has served two (2) years as an active Executive Policy Board member.

Section 3: *Responsibilities.*

- **Co-Chairs:** The Postal Co-Chair and the Industry Co-Chair shall have the responsibility for the general management and control of the business and affairs of the PCC, consistent at all times with the PCC mission and with Publication 286, provided, however, that PCC Industry members are not authorized to independently make any decisions regarding the appropriate expenditure of PCC funds. During his or her term as Co-Chair, a Co-Chair shall not serve as Treasurer or Assistant Treasurer.
- **Executive Officers:** The Executive Officers shall review all proposed PCC expenditures and contracts that the PCC may enter into. All such expenditures and contracts must meet the requirements of Publication 286.
- No contract or instrument binding on the PCC, including a check drawn on the checking account of the PCC, shall be a valid obligation of the PCC unless signed by the Postal Co-Chair.
- All checks and contracts that the PCC enters into must be signed by the Postal Co-Chair, and may be signed jointly by the Postal Co-Chair and the Industry Co-Chair.
- All Executive Officers will be one or more Chairpersons assigned to a sub-committee listed in Article VII.
- **Industry Co-Chair:** The Industry Co-Chair will be responsible for:
 - Planning and running scheduled meetings.
 - Coordinating the Annual Mailing Conference.
 - Coordinate representation at Postal Forums.
 - Work with Postal Co-chair to help disseminate information regarding postal products, services, and problems to all committee / policy members and council members.
 - Appoint all sub-committee chairpersons.
- **Vice Chairs:** Each Vice-Chair shall have such powers and duties as may be delegated to him or her by the Postal Co-Chair or the Industry Co-Chair. These duties will include but are not limited to:
 - Preside over meeting when Chairperson cannot attend.
 - Coordinate panels, seminars and exhibition hall at Annual Mailing Conference.
- **Treasurer:** The Treasurer shall be an Industry representative and shall have the responsibility for maintaining the financial records of the PCC, in accordance with the requirements of Publication 286. These responsibilities include but are not limited to:

- Maintain PCC checking account, make deposits, issue payments as required by PCC operations, and as authorized by the Executive Officers and approved by PCC Postal Co-Chair.
- Provide report of all deposits, expenditures and ending balance of PCC funds at each monthly meeting.
- Whenever possible, prepare a budget indicating anticipated income and expenditures.
- During his or her term as Treasurer, a Treasurer shall not serve as a Co Chair.
- **Secretary:** The Secretary shall issue all authorized notices for, and shall keep minutes of:
 - All monthly meetings of Executive Policy Board members. These minutes will be provided to the Co-Chair for review.
 - The Secretary shall notify all Executive Policy Board members in writing of all meetings, with agenda for the next meeting and minutes from the previous meeting.
 - Maintain attendance records to ensure attendance requirements are being met.
 - Mail special notices and emails to members on specific events that the PCC organizes throughout the year.

Section 4: *Removal.*

- Any Executive Officer of the PCC may be removed at any time, with or without cause, by the entity or persons who have the power to appoint such officer. The Postal Co-Chair may not be removed except by authority of the Postal Service.

ARTICLE VI – ATTENDANCE REQUIREMENT

Section 1: *Executive Officers.*

- Any Executive Officer who misses three (3) meetings in succession shall be replaced at the first meeting thereafter.

Section 2: *Executive Policy Board Member.*

- Any member of the Executive Policy Board who does not attend five (5) meetings or events per year shall be dropped.

Section 3: *Company Representative.*

- Any member of the Executive Policy Board may send another member of his or her firm as a substitute representative if unable to attend.

ARTICLE VII – SUB-COMMITTEES

Section 1: *Purpose.*

- The purpose of the Sub-Committees is to coordinate the efforts of each project or function. These committees are established to improve the overall effectiveness of the Long Island Postal Customer Council to all its members through their functions and activities. Each committee will make appropriate recommendations to the Executive Officers and all other Executive Policy Board members as appropriate.

Section 2: *Replacement.*

- In the event that an Executive Policy Board member, for good cause, is unable to actively serve on a Sub-Committee, the Chairperson may excuse the member from this obligation. However, refusal to participate on a Sub-Committee without the approval of the chairpersons subjects the member to be removed from the Executive Policy Board. Such removal to be official only after a majority vote of the Executive Policy Board members.

Section 3: *Participation.*

- All members of the Executive Policy Board members will have the obligation to participate in at least one of the Sub-Committees listed below or others established by the Executive Policy Board members in the future to fill a particular need. Each Sub-Committee will have a Chairperson assigned as the lead in coordinating their own meetings and actions as appropriate.

Section 4: *Current Sub-Committees..*

- Annual Golf Outing: Coordinate the Annual Golf Outing which is a major networking opportunity for all LI PCC members to meet with other members in a relaxed atmosphere to foster business relationships.
- Annual Holiday Party: Coordinate the Annual Holiday Party to celebrate another year and to give thanks to each others friendship and business relationships.
- Delivery: Will review any complaints in this area with appropriate Postal Service personnel. In addition, work with Postal Service to monitor, and when possible, to improve delivery service.
- LI PCC Monthly Newsletter: Work on the development of a monthly newsletter to be distributed to all Executive Policy Board members prior to the month to provide articles of value and to announce upcoming monthly meetings, topics and presentations.
- LI PCC Website: Work to update the Long Island Postal Customer Council website located at www.longislandpcc.com with current information. Ensure that the site is easy to use for members to interact and register for upcoming meetings and events.
- Mailing Services: Will notify members of new innovations in Postal Operations such as the use and effectiveness of new technology equipment.
- Monthly Meeting Presentations: Work to organize monthly meetings that are of interest and value to Council members. This includes selection of agenda topics, speakers, meeting places and room arrangements.

- New Membership Drive: Seek and develop programs to continually recruit both general membership and new active Executive Policy Board members to get more types of customers and industries involved with the LI PCC.
- Postal Forum: Work to encourage participation at the National Postal Forum NPF. Advise members of dates, process for registration and discount opportunities as applicable, hospitality suite locations, contributions and when necessary, of any special meetings with Postal officials on matter of importance to the Council.

Section 4: *Reporting.*

- All committee chairpersons are expected to report at each meeting on any updates to their committee actions.

ARTICLE VIII – MEETINGS

Section 1: *Regular Meetings.*

- Regular meetings of the Executive Policy Board members shall be held at such place or places, on such date or dates, and at such time or times as shall have been established by the Postal Co-Chair and the Industry Co-Chair and publicized among all Executive Policy Board members.
- A general meeting will be held at least once each calendar year, coinciding with the annual Mailing Conference.
- The Executive Policy Board members shall meet once a month except for the months of July, August and December.
- A notice of each regular meeting shall not be required and sent to all Executive Policy Board members through notification in the LI PCC monthly newsletter.
- The Executive Officers shall meet whenever necessary between General & Executive Policy Board meetings.
- The Postal Co-Chair, or his or her designee (who must be a postal employee), must attend every meeting of the Executive Policy Board in order for the meeting to be an official meeting of the Executive Policy Board where matters may be presented for a vote or other official business may be conducted.

Section 2: *Special Meetings.*

- Special meetings of the Executive Policy Board members may be called by the Postal Co-Chair or the Industry Co-Chair and shall be held at such place, on such date, and at such time as they or he or she shall fix; provided that, in order for the meeting to be an official meeting of the Executive Policy Board where matters may be presented for a vote or other official business may be conducted, the Postal Co-Chair, or his or her designee (who must be a postal employee), must be in attendance.
- Unless otherwise indicated in the notice thereof, any and all business may be transacted at a special meeting, provided that a quorum is present and voting.

Section 3: *Quorum and Voting/Conduct of Business.*

- At any meeting of the Executive Policy Board, so long as the Postal Co-Chair (or his or her designee, who must be a postal employee) is present and voting and a majority of the Executive Policy Board members, including the Postal Co-Chair (or his or her designee, who must be a postal employee), are present and voting, there shall be a quorum for all purposes. No vote shall be effective if a quorum is not present and voting, unless otherwise expressly provided herein.
- The Postal Co-Chair shall cast the deciding vote on any contested matters on which a vote is taken, shall have the deciding vote in the event of any tied or insufficient vote, and shall have the power to act in such situations where the best interest of the Postal Service is at risk, as determined by the Postal Co-Chair in his or her discretion.
- At any meeting of the Executive Policy Board, business shall be transacted in such order and manner as the Board may from time to time determine, and all matters shall be determined by the vote of a majority of the Executive Policy Board members present, except as otherwise provided herein or required by law, provided that a quorum is present and voting.
- Action may be taken by the Executive Policy Board without a meeting if all members thereof consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Policy Board.

Section 4: *Participation in Meetings by Conference Telephone.*

- Members of the Executive Policy Board, or of any committee thereof, may participate in a meeting of such Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation shall constitute presence in person at such meeting.

ARTICLE IX – AMENDMENTS

- These By-laws may be amended or repealed by a majority vote of the Policy Board Members provided that the amendment has been submitted in writing to all Policy members at the previous meeting and is expressly approved by the Postal Co-Chair, at any meeting at which a quorum is present and voting.

ARTICLE X – DISSOLUTION OF COUNCIL

- In the event the Council is dissolved, the assets shall be converted to cash and distributed on a pro rate basis to those making contributions to the PCC during the last general solicitation for funds.