

By-Laws for the NIPCC

Article I Organization

Section 1 Name

This organization shall be known as the *Northern Illinois Postal Customer Council*

Section 2 Purpose

A cooperative effort between the U.S. Postal Service and Mailers to improve the nationwide Postal Service.

Section 3 Membership

Membership will extend to all persons that utilize the United States Postal Service regardless of location.

Section 4 Annual (General) Meeting

The full council will meet once a year to review last year's results, financial reports, plans for future projects and the announcement of the Executive Committee members for the coming years.

Article II Executive Committee

Section 1 Governing Body

The authority for the government and administration of the Northern Illinois Postal Customer Council is vested in the Executive Committee (EXCOM)

Section 2 Membership

- A. The EXCOM consists of Thirty (30) members comprising of Twenty (20) from industry and Ten (10) from the U.S. Postal Service. The USPS management will select its members.
- B. Any business, organization, or company interested in supporting the Council with leadership, time and efforts should submit a biosketch of their candidate to any member of the current Executive Committee indicating their interest along with reasons for their interest.
- C. Each company (corporation or holding organization) will be allowed only one member on the EXCOM at a time. Questions relative to this limitation will be addressed by the membership committee and recommended to the full Council for action. The only exception being for members given Emeritus status for past contribution to the Council.
- D. Present Executive Committee members whose term expires at the end of the year will be considered by the membership Committee for an additional term on the Executive Committee.

- E. Opening in the membership of the EXCOM will be filed by the majority vote of the full Executive Committee based on recommendations by the Membership Committee.
- F. If a member of the EXCOM misses 2 consecutive meetings without notifying the EXCOM, or if a member attends less than 50% of regularly scheduled meetings within a year, the Chairperson of the EXCOM will write the member relieving them of membership in the EXCOM.
- G. The Membership Committee will announce the Executive Committee members at the Annual (General) Meeting.

Section 3 Officers

- A. The officers of the EXCOM are: The Postal Co-Chair, Industry Co-Chair, Postal Vice Co-Chair, Industry Vice Co-Chair, Treasurer and Secretary.
- B. Election of Officers:
 - 1. Prior to the November meeting, the Nominating Committee will prepare and form a slate of nominees for all officer positions. Approval of the District Manager is to be obtained before the USPS Officers are slated.
 - 2. At the regular November meeting, the Nominating Committee will present a slate of officer's positions and additional nominations may be made from the floor of the EXCOM. Officers will be elected by secret ballot and by a majority vote for a two-year term, starting January 1 of the following year. A quorum for election of officers is not less than 2/3 of the then active mailers and 2/3 USPS then active members.
 - 3. A simple majority vote is required for election. In the event of a tie, a second ballot will be taken and the three (3) member Nominating Committee will then abstain from voting. If only two (2) members of the Nominating Committee are present, the present officers will abstain from voting.
 - 4. A representative from a company attending an EXCOM meeting in a member's absence may not vote in the election of officers. A member of the EXCOM may vote by absentee ballot or by written proxy.
- C. Officers of the Executive Committee who resigns during their term of office will be replaced by an election at the next regular EXCOM meeting. The nominating Committee will present a slate of nominees. Nominations may also be

made from the floor. Prescribed elections procedures will apply. The elected officer will complete the unexpired term of the resigning officer.

Section 4 Sub-Committee

- A. The Executive Committee will establish sub-committees as needed to conduct the business of the council.
- B. The Chairperson(s) or Vice Chairperson(s) of the Executive Committee will ask for volunteers and in the absence of volunteers will appoint a chairperson and members of the sub-committee. U.S. Postal Service members of the Executive Committee will not be appointed to a sub-committee membership except by the mutual consent of the District Manager and the Industry Co-Chairperson of the Executive Committee. These committees should be established and announced by the February meeting of the EXCOM.
- C. The Executive Committee established the following permanent sub-committees:
 1. Membership:
 - * Seeks Potential new members,
 - * Notifies Executive Board of new members,
 - * Personally welcomes new members,
 - * Promotes networking among members
 - * Conducts elections to the Executive Committee,
 - * Maintains membership database.
 2. Education:
 - * Organizes training classes and meeting,
 - * Responsible for registration at classes and meeting,
 - * Advises PCC members of innovations in postal operations and equipment,
 - * Procures postal and industry speakers.
 3. Communications:
 - * Prepares all correspondence, including a quarterly newsletter for general membership,
 - * Notifies members of changes in postal regulations,
 - * Advises PCC members of National Postal Forum information,
 - * Arranges for the printing of all PCC material.
 4. By-Laws:
 - * Reviews and keeps current By-Laws of the Northern

Illinois Postal Customer Council, which are subject to approval of the EXCOM by a simple majority vote of a 2/3 quorum of the then active membership,

- * Distributes By-Laws to newly elected officers,
 - * Addresses parliamentary procedures so that new members understand how the board operates.
5. Audit:
- * Reviews financial accounts periodically,
 - * Reviews fiscal year financial reports prior to presentation to the Executive Committee.
6. Nominating:
- * Solicits nomination of council members for office,
 - * Screens Executive Board applications and makes recommendations for Executive Board,
 - * Prepares necessary balloting material,
 - * Runs elections,
 - * Will consist of two (2) EXCOM past officers or EXCOM members as appointed by the Chairperson and one (1) USPS member.

Article III Meeting

Section 1 Time and Place

The Executive Committee will meet on the second Wednesday of each month in a room provided by the U.S. Postal Service at the Carol Stream Facility, 500 E. Fullerton Ave., Carol Stream, IL 60199. Meetings will begin at 9:00A.M. and last a maximum of two (2) hours. Meetings may be scheduled at some other time and place as announced prior to the actual meeting.

Section 2 Records

The Secretary will mail copies of the minutes of each meeting and notice of the next meeting to all members of the Executive Committee within two (2) weeks after each meeting. The Secretary will update the EXCOM membership list quarterly and distribute it to all EXCOM members.

Section 3 Rules of Order

Meetings will be informal with open discussion. A minimum of formal rules of order will be used. When formal rules are necessary, the Robert Rules of Orders shall be the parliamentary authority to all matters of procedures not specifically covered by the By-Laws of the council.

Article IV Finance

Section 1 Revenues

- A. The Executive committee is authorized to implement Council policy by soliciting voluntary donations from the Council membership as needed for financial support.
- B. The Executive Committee is authorized to assess and collect registration fees from persons or businesses attending or exhibiting at Council sponsored functions.

Section 2 Expenditures

The Executive Committee is authorized to obligate and expand Council funds in support of council sponsored activities and Postal matters. The Treasurer, Industry Co-Chairperson or Vice Co-Chairperson of the Executive Committee are authorized to sign checks. Two EXCOM Officers are required to sign all PCC checks.

Section 3 Authorizations

The dollar amounts of any assessments, obligations and/or expenditures indicated in Section 1 and Section 2 above are to be determined by a majority vote of the members present at any regular meeting of the Executive Committee in charge of a specific function, subject to the approval of at least two officers of the Executive Committee.

Section 4 Reports

The Treasurer will report monthly at regular meetings, all income and disbursements items.

In addition, the Treasurer will render an annual report for fiscal year February 1 through January 31, to the Audit Committee no later than the March meeting. The Audit Committee report will be presented to the EXCOM at the regular April meeting. The Audit Committee is authorized to perform an audit of Treasurer records whenever an audit is necessary.

Section 5 Finance

Assets acquired and maintained are permanently dedicated for tax exempt purposes as defined in the Internal Revenue Service Revenue Procedure 82-2 1982-C.B.367.

In the event the Northern Illinois Postal Customer Council is dissolved, the assets shall be converted to cash and donated to a 501C3 organization chosen by the Executive Committee.