

Greater Kansas City Postal Customer Council
By-Laws
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Article I - ORGANIZATION

Section 1 - Name

The organization shall be known as The Greater Kansas City Postal Customer Council (hereinafter, the Council).

Section 2 - Purpose

The Council is organized at the local community level to:

- A. Establish a means of regular communication between Postal customers and local, Area, and National Postal managers.
- B. Provide opportunities for the exchange of ideas and suggestions.
- C. Ensure that Postal customers are aware of the latest changes in Postal services and rates.
- D. Assist customers in improving their internal mail operations.
- E. Create a better understanding of the Postal Service through business meetings, mailer clinics, mailing seminars, tours of Postal facilities, and visits to customers' plants.
- F. Provide information necessary for customers to make most effective and efficient use of Postal services and products.
- G. Provide an organized way for Postal speakers to present Postal programs to customer groups.

Section 3 - Membership

Membership will extend to and include that geographic segment of the United States Postal Service defined as ZIP Code areas 640, 641, 660, 661, and 662. We will encourage participation through promotion and other communication by all companies within the Kansas City metropolitan area.

Section 4 - Chapters

Local communities which make up the metropolitan Kansas City area may form their own Postal Customer Councils. Such organizations shall be known as chapters of The Greater Kansas City Postal Customer Council. Chapters may have their own by-laws, elect their own officers, have separate finances, and operate their own programs. Designation as a chapter does not in any way restrict the operation of that organization as a local Postal Customer Council.

Section 5 - Annual Meeting

The full Council will meet at least once each year to review last year's results, financial reports, and plans for future activities.

Article II – EXECUTIVE BOARD

Section 1 - Governing Body

The authority for the government and administration of The Greater Kansas City Postal Customer Council is vested in the Executive Board (hereinafter, the Board).

Section 2 – Membership

- A. The Board shall consist of the Postal and Industry Co-Chairmen from each chapter defined in Article I, Section 3, Membership, plus a minimum of 10 and a maximum of 15 members from the mailing community who are also members of the Greater Kansas City Postal Customer Council, as elected by the Board.
- B. Any company interested in supporting the Council with leadership, time, and efforts should submit a letter from the candidate and a letter from the candidate's manager, along with reasons for its interest. Letters may be submitted at any time to any member of the current Board for submission to the Industry Co-Chair. Letters will be presented to the Executive Board by the Industry Co-Chair, a vote will be conducted, and, if elected, the candidate will attend the next meeting.
- C. Board terms run from January 1 of each year for four years. Board members shall serve one four-year term and rotate off for at least one year. At the option of the Board member, they may remain on the Executive Board for one additional year by submitting a written request prior to the expiration of their four-year term. Board member terms will automatically terminate at the conclusion of the calendar year at a maximum of five years after their date of entry to the Board.
- D. In the event a Board member resigns mid-term, the Board shall vote on acceptance of a new member who will serve the remainder of the unexpired term. This replacement member shall be eligible to serve one full term after the end of the replacement term.
- E. The absence of any industry member of The Greater Kansas City Postal Customer Council Executive Board for three (3) consecutive Executive Board meetings--or a total of four (4) in a calendar year--will result in that person's removal from the Executive Board unless excused in a vote by the Board. Be it known that the removal is automatic and will remain in effect unless the affected member appeals to the Board in writing for an extension. When judging such an appeal, the Board will take into consideration the commitment of the person in question.

Postal members of the Greater Kansas City Postal Customer Council Executive Board, because their positions are not elected, may not be removed from the Board in the same manner as Industry Board members. However, if a Postal Board member is absent for three (3) consecutive Executive Board Meetings--or a total of four (4) in a calendar year--their names will be submitted via the Postal Co-Chair to the District Manager (and respective Manager, Post Office Operations, if that Postal Board member is a Postmaster) to discuss the appropriate action.
- F. The Board shall have the authority to remove any member by majority vote. Said vote shall be conducted by secret ballot.

Section 3 – Officers

- A. The officers of the Board are the Postal Co-Chairman, the Industry Co-Chairman, the Vice-Chairman, the Secretary, and the Treasurer.
- B. The Industry Co-Chairman, if present, or the Postal Co-Chairman shall preside at all meetings of the Council. In their absence, the Vice-Chairman shall preside.
- C. The Postal Co-Chairman or his representative will attend all meetings and serve as principal liaison between the United States Postal Service and the Council. The Postal Co-Chairman will serve a two-year term and rotate from that position at the beginning of odd numbered years. After the rotation of the Postal Co-Chair, the Postmaster serving in that position will revert to a member of the Executive Board. The Postal Co-Chairman rotation will occur in the following manner and will include the following metropolitan area Postmasters.
 - 1. Postmaster, Kansas City, Missouri
 - 2. Postmaster, Olathe, Kansas
 - 3. Postmaster, Independence, Missouri
 - 4. Postmaster, Kansas City, Kansas
 - 5. Postmaster, Lee's Summit, Missouri
 - 6. Postmaster, Shawnee Mission, Kansas
 - 7. Postmaster, Liberty, Missouri
 - 8. Postmaster, Leavenworth, Kansas
 - 9. Postmaster, Lawrence, Kansas
 - 10. Postmaster, Blue Springs, Missouri
- D. The Vice-Chairman serves as coordinator of Council activities, either personally or as delegated to other Board members.
- E. The Secretary maintains minutes of all regular Board meetings and keeps the current by-laws.
- F. The Treasurer maintains records of all monies received, accounts for all monies spent, and signs all checks and event agreements.
- G. The Board may from time to time elect temporary or permanent officers as it deems necessary.
- H. The election of Board officers will be held at the July meeting for the term beginning January 1. Officers serve a two-year term but can serve a successive two-year term as long as they are scheduled to remain on the Board during the successive term. At the option of the officer, they may remain in an officer position one additional year (for a total of five years) by submitting a written request prior to the expiration of their four-year membership term. An Industry Co-Chair and/or Vice Chair may extend their

membership to the Executive Board for the full term of their responsibility by submitting a written request prior to the expiration of their term.

- I. Officers are elected by majority vote of the full Board, whether present or not. Elections will only be held if a quorum is present. The vote for each office will occur after a call for nominations for that office. The candidates will submit upon request a bio to be considered by the voting members. Offices will be filled in the order they are listed in Section A above.
- J. Officers of the Board who resign during their uncompleted term of office will be replaced by an election at the next regular Board meeting. The election procedures prescribed above will apply. The elected officer will complete the unexpired term of the resigned officer.

Section 4 - Committees

Committees should be comprised of members at large as well as Board members, but all committees must be chaired by Board members.

Section 5 - Sub-Committees

The Board may establish temporary or permanent sub-committees as needed to conduct the business of the Council. Any organizational structure required for the functioning of the sub-committees will be prescribed by the Board at the time of its creation.

Article III - MEETINGS

Section 1 - Time and Place

The Board will meet on the second Thursday of each month at 1:00 p.m. at a location to be designated in the prior month's minutes. Meeting times and places may be changed to accommodate other schedules. Generally, meeting locations will be tentatively scheduled at the beginning of the year and will be rotated to as many locations at Executive Board members' businesses as feasible.

Section 2 - Records

Copies of minutes of each meeting and notice of the next meeting will be mailed by the Secretary to all members of the Board as soon as possible after the meeting. The minutes will include the agenda for the following meeting as determined by the Board during the previous meeting. The Treasurer will update the Board membership list every month and distribute the list to Board members upon request.

Section 3 - Quorum

A quorum shall be required to conduct the business of the Council. "Quorum" is defined as half of the Board members as listed on the roster. (For example, on July 15, 2010, 27 members were listed on the roster, making quorum 13.)

Section 4 - Rules of Order

Meetings will be informal with open discussion. A minimum of formal rules of order shall be used. When formal rules are necessary, the Robert's Rules of Order

(<http://www.rulesonline.com>) shall be the Parliamentary authority to all matters of procedure not specifically covered by the by-laws of the Council.

Section 5 - Facilitator

A facilitator shall be responsible for assuring each meeting is conducted in a timely and orderly manner. The facilitator will be the host member for the meeting.

Article IV - FINANCE

Section 1 - Revenues

- A. The Board is authorized to implement Council policy by soliciting voluntary donations from the Council membership as needed for financial support. A record of such donations, by company and amount, must be kept by the Treasurer.
- B. The Board is authorized to assess and collect registration fees from persons or businesses attending or exhibiting at Council-sponsored functions.

Section 2 - Expenditures

The Board is authorized to obligate and expend Council funds in support of Council-sponsored activities and Postal matters. The Treasurer, Postal Co-Chair, and Industry Co-Chair are authorized to sign checks.

Section 3 - Authorizations

The dollar amounts of any assessment, obligations, and/or expenditures indicated in Sections 1 and 2 above are to be determined by a majority vote of Board members present at any regular meeting of the Board or by a majority vote of the sub-committee of the Board in charge of a specific function, subject to approval of at least two officers of the Board.

Section 4 - Reports

The Treasurer will report monthly all income and disbursement items. Special reports covering Council-sponsored activities may be requested by any Board member and will be thereafter submitted in a timely fashion by the Treasurer.

Section 5 - Distribution of Assets in the Event of Dissolution

In the event The Greater Kansas City Postal Customer Council is dissolved, the assets shall be converted to cash and distributed on a pro rata basis to those making contributions to the organization during the last general solicitation for funds.

Article V – AMENDMENT

Amendments to these by-laws may be made by majority vote of the full Board, whether present or not.