

**THE GREATER TRIANGLE AREA POSTAL CUSTOMER COUNCIL  
CONSTITUTION AND BYLAWS**

(Revised 12/10/01)

*Article I - NAME*

The name of this organization shall be "Greater Triangle Area Postal Customer Council" herein referred to as the PCC. Its headquarters shall be maintained at the Postmaster's Office in either Durham or Raleigh, North Carolina.

*Article II - OBJECTIVES*

The Objectives of the GTAPCC shall be:

- A. To provide a common forum to discuss and endorse programs designed to promote increased efficiency in mailing practices for volume mailers throughout the greater Triangle area.
- B. To maintain an up-to-date awareness of current postal procedures and changes brought about within the Postal Service and inform all business mailers of these changes by conducting programs as necessary and/or requested.
- C. To provide active support and assistance, by study and action, to the Postal Service and to promote recognition for the need to cooperate with and support the Postal Service management in providing effective operational planning for business mailers in the greater Triangle area.
- D. To provide advisory assistance to Postal Service management, agencies and representatives.
- E. To support, contribute and assist in programs relating to Postal Service research, development and education among private, industrial, educational and governmental agencies which are designed to increase the effectiveness, responsiveness and economic conditions within the Postal Service.
- F. To promote a spirit of goodwill and cooperative endeavor with mutual understanding among its members, the Postal Service and business mailers in the greater Triangle area.

*Article III - ORGANIZATION*

The PCC shall consist of an Executive Board, Executive Committee Members, Associate Members and a General Council. A Company, which is either a private, government or non-profit entity, is the member and sends a representative on their behalf. The company herein will be referred to as the member.

Section 1. Membership

1. GTAPCC members may not be direct competitors of the U.S. Postal Service.
2. An active member of the Executive Committee shall nominate prospective Executive Committee members for membership. An active member is one who regularly attends, or sends an alternate, to PCC meetings.
3. A brief statement of qualifications for membership shall precede all nominations. This statement shall include the nature of the business, length of time in the mailing industry, postage revenues spent, and volume of mail sent via the U.S. Postal Service. This statement shall be sent to the Postmaster's office for review.
4. All new memberships will be acted upon at the next Executive Committee meeting during the membership report.
5. The Membership Vice-Chairman or designee shall maintain a current listing of all companies or organizations that are interested in becoming members of the PCC Executive Committee. A company or organization selected for Executive Committee membership shall be eligible on a priority basis in accordance with their primary date of request to the Executive Board.

6. The number of executive committee members (Article III section 3.2) will automatically be raised if a prospective member is on the waiting list for more than three months.
7. If a member does not attend for three consecutive months, they will be called by the Membership Vice-Chairman and told of their removal from the PCC.

#### Section 2. Executive Board

The Executive Board shall be comprised of the officers who are the Postal Co-Chairmen, Industry Co-Chairman, Industry Co-Chairman Elect, Program Vice-Chairman, Membership Vice-Chairman and Treasurer. Executive Board members must meet the same criteria as the Executive Committee with the exception of the Postal Co-Chairmen.

#### Section 3. Executive Committee

1. The Executive Committee membership shall consist in principal of mailers determined by the Durham and Raleigh Postmasters to be qualified mailers. Membership will also be available on a limited basis for persons who represent vendors that have a direct business relationship with qualified mailers. Vendors are not allowed to market or promote their products at PCC board meetings.
2. The Executive Committee shall consist of the officers named in Article IV collectively with a maximum of fifty (50) committee members. Of this fifty (50), executive membership for representatives of vendors that have a direct relationship with volume mailers shall be limited to eight (8) members. Each Executive Committee Member Company shall have one (1) vote per company.

#### Section 4. Associate Members

Associate members are those on the waiting list to become an Executive Committee member or those who choose to attend only a few PCC meetings a year and/or want to be on our mailing list.

#### Section 5. General Council

Any industrial, educational, private or governmental agency is a member of the General Council.

#### Section 6. Fees

GTAPCC is authorized to solicit contributions and donations from its members and/or program attendees to support activities approved by the GTAPCC Executive Board and its membership. The contributions are not intended to make the PCC a profit-making organization but to support the programs that benefit the members. No member will be excluded from participating in the PCC because of the inability to provide contributions and/or donations.

### *Article IV - OFFICERS*

#### Section 1. Postal Co-Chairmen

1. The Postal Co-Chairmen are the Durham and Raleigh Postmasters.
2. If any of the Postal Co-Chairmen are unavailable for a PCC meeting, a Postal representative shall act as a designee for that officer. The duties of the Postal representative shall be to act as liaison between the Postmaster and other PCC members and to perform other such duties as requested by the Industry Co-Chairman.

3. The Postal Co-Chairmen or representative in cooperation with the Industry Co-Chairman shall manage the PCC mailing list and also be responsible for taking minutes at all PCC meetings and distributing them with the upcoming agenda for the following meeting.
4. The Postal Co-Chairmen shall request the following postal advisors to attend PCC meetings. Other area postmasters, district business mail entry unit manager, district business manager, district marketing manager, local account representatives, local bulk mail entry unit manager, and the postal customer relations coordinator.

#### Section 2. Industry Co-Chairman

1. The Industry Co-Chairman shall be the Chief Executive Officer of the PCC and perform such functions, and have such authorities, as usually vested in that office and shall preside at all PCC meetings.
2. The Industry Co-Chairman shall appoint committees as necessary to help fulfill the purpose and objectives of the PCC, may call special meetings, and perform such special functions as may be authorized by the bylaws herein stated.
3. The Industry Co-Chairman shall act as a mentor to the Industry Co-Chair Elect.

#### Section 3. Industry Co-Chairman Elect

1. The Industry Co-Chairman Elect shall perform the functions and duties as assigned to the Industry Co-Chairman in their absence.
2. Upon completion of one year as Industry Co-Chairman Elect this person will automatically succeed to the office of Industry Co-Chairman.

#### Section 4. Postal Vice-Chairman

The Postal Vice-Chairman shall be the Manager, Raleigh Processing & Distribution Center.

#### Section 5. Program Vice-Chairman

The Program Vice-Chairman shall perform such duties as may be assigned by the Industry Co-Chairman and work with the postal customer relations' coordinator on developing the programs for the PCC meetings.

#### Section 6. Membership Vice-Chairman

The Membership Vice-Chairman shall keep a record of the Executive membership and attendance, and work with the local account representatives to obtain new members, and perform other such functions as assigned by the Industry Co-Chairman.

#### Section 7. Treasurer

1. The Treasurer shall maintain financial records and report the status of such records, along with any financial activities at the monthly meetings. The Treasurer will also perform other such functions and duties as assigned by the Industry Co-Chairman.
2. Two signatures shall be required on all disbursements. The Industry Co-Chairman and the Treasurer are the primary signatures with the one of the Postal Co-Chairmen as an alternate. No disbursements will be made without the approval of the Executive Committee for over \$250. The Treasurer shall be allowed to write a check per request of the Industry Co-Chair not to exceed \$250 at one time if the Treasurer has written or verbal authorization from the Program Vice-Chairman and Membership Vice-Chairman.

*Article V - ELECTIONS/TERMS OF OFFICE*

Section 1. In September of each year, the Industry Co-Chairman shall appoint a nominating committee, which will consist of three (3) Executive Board members, to select the nominees who will serve as Executive Board officers for the following year. The nominating committee shall report to the full PCC at the October meeting, giving the names of the nominees selected to serve. Elections for the new officers shall be conducted in November. The Postal Co-Chair will verify that all Executive members have been notified of the upcoming elections.

Section 2. The Officers-elect shall be installed at the December meeting and assume office on January 1<sup>st</sup> of the following year.

Section 3. The Industry Co-Chairman and Industry Co-Chair Elect shall serve no more than one year in the same position. Length of office shall be no more than 2 consecutive years in the positions of Program Vice-Chairman, Membership Vice-Chairman, or Treasurer.

Section 4. In the event that the Industry Co-Chairman Elect is unable to fulfill their term, a special election shall be held. A majority vote of members present will be required for election.

Section 5. In the event that the Program Vice-Chairman, Membership Vice Chairman, or Treasurer is unable to fulfill their term the Industry Co-Chairman shall appoint a person to fulfill the remainder of the term.

*Article VI - VIOLATIONS OF PCC POLICY*

Section 1. If a member of the Executive Board is believed to have violated PCC regulations, the Board must immediately place the member on a leave of absence from the PCC Executive Board until a resolution is reached.

Section 2. The Executive Board will review all allegations and determine whether the member violated regulations.

Section 3. If the Board finds that the member has violated regulations, that member is automatically removed from the council.

Section 4. That member may reapply for membership with a new representative one year after removal.

*Article VII - MEETINGS*

Section 1. All meetings and/or related activities shall be in compliance to postal policy and sanctioned by the U.S. Postal Service.

Section 2. The PCC Executive Committee shall meet on the third Tuesday of each month unless otherwise approved by a majority of the PCC members at the meeting prior to such changes. Executive Committee members present shall be considered a quorum and a majority vote from members present shall be required for action on PCC business.

Section 3. Special meetings may be called by either the Industry Co-Chairman or Postal Co-Chairmen.

Section 4. PCC business discussed during regularly scheduled meetings shall be limited to matters that relate to fulfilling the general purpose and objectives of the PCC unless prior approval has been granted by a majority of PCC members in attendance.

Section 5. All PCC meetings will be conducted under "Robert's Rules of Order."

*Article VIII - DISTRIBUTION OF ASSETS ON DISSOLUTION*

In the event the PCC is dissolved, the assets shall be converted to cash and distributed on a pro rata basis to those who made contributions to the organization during the last PCC activity.

*Article IX - REMOVAL FROM OFFICE*

Absence of a PCC Executive Committee member, or his/her designee, for two (2) consecutively scheduled committee meetings without contacting the Membership Vice-Chairman or his/her designee, prior to the meeting, shall constitute grounds for revocation of executive membership from said committee. It shall be the duty of the Membership Vice-Chairman or their designee to inform the Industry Co-Chairman of the absentee status of Executive Committee members. Any action to be taken in connection with revocation of a member shall be voted on by the Executive Committee members in attendance and motion carried by a majority vote.

*Article X - AMENDMENTS*

Amendments to these Bylaws shall be by majority vote of the Executive Board.