



Recommended Bylaws Outline

March 12, 2019



Recommended Bylaws

Agenda:

- ✓ **Definition**
- ✓ **Key Articles & Sections**
- ✓ **Q&A**



Definition

PCC Bylaws:

Bylaws are the rules of a PCC, established by the Executive Board during the process of starting a PCC. Bylaws outline in writing the day-to-day rules for your organization and provide comprehensive guidelines to keep things running smoothly.



Key Articles & Sections

ARTICLE I – PCC NAME

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 the *Postal Customer Council (PCC) Publication 286 Program Policies and Rules (March 2007)*.

[Include PCC Mission Statement here]



Key Articles & Sections

ARTICLE III – MEMBERSHIP

Section 1: *Membership Eligibility*

- ✓ Who are your industry members?
- ✓ Who are your Postal Service members?
- ✓ Who is deemed to be USPS competitors?

Note: Refer to *PCC Publication 286*.

Section 2: *Membership Dues, Contributions and Donations*

- ✓ Charge reasonable annual membership fees.
- ✓ Keep financial records and create financial reports.

Note: Refer to *PCC Publication 286* regarding fees, contributions, and donations.



Key Articles & Sections

ARTICLE IV – EXECUTIVE BOARD

Section 1: *Number and Term of Office*

- ✓ Comprised of PCC members.
- ✓ No less than three members.
- ✓ At least two (2) Postal Service employee members, including PCC Postal Co-Chair.
- ✓ Uneven number.
- ✓ Industry Executive Board members – Elected by PCC general members.
- ✓ Industry Executive Board members may service multiple terms.

Note: Succession Planning – Recommitment Letter.



Key Articles & Sections

ARTICLE IV – EXECUTIVE BOARD *(continued)*

Section 2: *Vacancies.*

✓ If the office of any Executive Board member becomes vacant by reason of death, resignation, disqualification, removal, or other cause, a successor shall be appointed for the Remaining term by the person(s) who has/have the power to appoint such Executive Board Member.

Section 3: *Regular Meetings.*

- ✓ Time, date, and location established by the PCC Postal and Industry Co-Chairs
- ✓ Publicized among all Executive Board members
- ✓ Postal Co-Chair, or his/her designee (must be postal employee), must attend every meeting of the Executive Board in order for the meeting to be an official meeting.



Key Articles & Sections

ARTICLE IV – EXECUTIVE BOARD *(continued)*

Section 4: *Special Meetings.*

- ✓ May be called by the Postal or Industry Chair-Chair
- ✓ Postal Co-Chair or designee must attend meeting

Section 5: *Quorum and Voting/Conduct of Business.*

- ✓ No vote shall be effective if a quorum is *not* present
- ✓ Postal Co-Chair shall cast the deciding vote on any contested matters, any tied or insufficient vote
- ✓ Best interest of the Postal Service is at risk



Key Articles & Sections

ARTICLE IV – EXECUTIVE BOARD *(continued)*

Section 6: *Participation in Meetings by Conference Telephone.*

- ✓ Members of the Executive Board or of any committee is allowed

Section 7: *Removal.*

- ✓ May be removed from office, with or without cause by the persons who have the power appoint such Executive Board member or Postal Co-Chair
- ✓ Postal Co-Chair may not be removed except by the authority of the Postal Service



Key Articles & Sections

ARTICLE V – OFFICERS

Section 1: *Generally.*

- ✓ Consist of Postal and Industry Co-Chairs, Secretary, and Treasurer
- ✓ Nominations from among the PCC members

Section 2: *Postal Co-Chair and Industry Co-Chair.*

- ✓ Responsibility for the general management and control of the business and affairs of the PCC
- ✓ May *not* serve as Treasurer or Assistant Treasurer
- ✓ Signing of checks and contracts



Key Articles & Sections

ARTICLE VI – MISCELLANEOUS

- ✓ Bylaws may be amended or repealed by a majority vote of the Executive Board
- ✓ Must be approved by the Postal Co-Chair, quorum and voting



PCC Executive Board

PCC Materials:

- ✓ Executive Board Template
- ✓ *Publication 286 Policies and Rules (March 2017) and Addendums*
- ✓ Structure Responsibilities
- ✓ Meeting Minutes Template
- ✓ Commitment Letter
- ✓ Great Charlotte PCC Bylaws

- ✓ **Location:** *PostalPro* (<https://postalpro.usps.com/pcc#section-1>)

Q&A



thank you!

