

**Constitution and By-Laws
National Association of Postal Supervisors**

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**Constitution and By-Laws
National Association of Postal Supervisors**

Constitution

Article 1 - Name

This Association shall be known as the, "National Association of Postal Supervisors, Branch 100, New York, N.Y."

Article 2 - Object of the Association

The object of this Association shall be to promote the welfare of the Postal Field Supervisors through activities and programs which this association shall deem necessary and advisable. Cooperation shall be rendered the United States Postal Service to improve service and raise the standard of efficiency, as well as, to widen the field of opportunity for supervisory employees who make the United States Postal Service their life work.

Article 3 - Membership

Branch 100 shall have two (2) classes of members. These classes of members shall be (1) Active and (2) Associate.

Section 1—Active

All classified employees serving the New York, N.Y. Post Office exercising Supervision, Administrative, Professional, and Technical duties shall be eligible for Active Membership.

Section 2—Associate

Former Active Members of this Branch may be Associate Members upon retirement from the United States Postal Service. Associate Members may be appointed, by appropriate authority, to serve on committees in an advisory or consultative capacity. They shall be recognized to speak on any and all matters being considered at any recognized to speak on any and all matters being considered at any NAPS local, state or national meeting, committee or convention.

Associate Members shall be eligible to hold office at the local and state levels.

Associate Members may vote on all matters, at the local and state level, if the local and/or state by-laws provide for the same. At National Committees, Associate Members may vote on all matters.

Article 4 - Dues and Assessments

Section 1—Annual Dues

The annual dues for Active Members shall be two hundred and sixty dollars (\$260.00) payable monthly, in advance, or by payroll deduction.

Section 2

The annual dues for Associate Members shall be forty-five dollars and fifty cents (\$45.50) payable in advance.

Section 3

Any increase in the National per capita tax approved at the National Convention of this association may be automatically added to the Branch membership dues upon consent of the Executive Board.

Article 5 - Branch Meetings

Section 1

The regular meetings shall be held in the months of January, May, September

Section 2

Meetings shall be held on the third Wednesday of the month or as ordered by the President and the Executive Committee.

Section 3

Notices for the regular meetings shall be sent to all units, stations and terminals at least ten (10) days prior to the date of the meeting.

Section 4

Special meetings shall be called by the President upon the request of a majority of the Executive Committee or upon the request of fifty (50) members in good standing.

Section 5

The object for which a Special Meeting is desired shall be stated in writing to the Secretary/Treasurer who shall notify the membership of the meeting, at least seven days in advance of the date of such meeting.

Only business as stated in the notice shall be transacted at a Special meeting.

Section 6

Resolutions for State and National Conventions shall be introduced and voted upon at the January meeting.

Article 6 - Officers and Term of Offices

Section 1

The Officers of this Branch shall be President, Executive Vice-President, Vice President Stations, Vice-President Morgan, Financial Secretary, Secretary/Treasurer and Sergeant-at-Arms

Section 2

Their terms shall be for two (2) years or until their successors are duly installed.

Section 3

Installation of new Officers shall be at the May meeting.

Section 4

Any Officer who becomes ineligible for membership in Branch 100, shall at that time, vacate his/her office.

Article 7 - Nomination and Elections of Officers

Section 1

Nomination of Officers, delegates to the State and National Convention, and the Branch 100 candidate for National Office shall be made at the first regular meeting in the even numbered calendar year.

A Nomination Committee appointed by the Executive Committee, will present a Ballot (slate) of Branch nominees to the membership present. After which, nominations from the floor will be accepted. All nominations only from the floor must be seconded by two (2) members in good standing.

The Secretary/Treasurer shall notify all nominees, in writing, requesting to be advised in writing of the acceptance or declination within five (5) days of the nomination.

Section 2

No member may be appointed for any elective office who has not attended three (3) regular meetings in each of the prior two (2) years.

Section 3

The officers, delegates to the State and National Committees or candidates for any National office must be members of Branch 100 within the last two (2) years of uninterrupted good standing.

Section 4

Candidates for office, delegates to the State and National Conventions, Executive Committees and the candidate for National office shall be elected by secret ballot.

Section 5

Ballots shall be mailed to all eligible members

Section 6

An external organization such as the Honest Ballot Association or an organization of similar repute shall conduct the elections within fifteen (15) days from the date of nomination.

Ballots must be returned within two (2) weeks of the date of mailing.

Section 7

In the event that only one (1) member is nominated for any office the Secretary/Treasurer shall cast one (1) vote and that member shall be declared unanimously elected.

Article 8—Duties of Officers

Section 1 - President

- a) The President shall preside at all meetings of the Branch. The President shall be Chairman of the Executive Committee and member ex-officio, of all other committees of the Branch.
- b) The President shall, with the Recording Secretary, sign vouchers on the Treasurer for all expenditures authorized by the Branch or by the Executive Committee.
- c) The President shall, with the Financial Secretary and Treasurer, make the necessary arrangements for the investments of funds and for the deposit of funds at a bank insured by a Federal Agency.
- d) The President shall provide for the necessary withdrawal of funds in an emergency caused by the incapacity of either the Financial Secretary or the Treasurer.
- e) The President shall be authorized to expend such funds as are necessary for the establishment of good will and prestige.
- f) The President shall have an advanced credit of two hundred dollars (\$200.00) monthly.
- g) The President shall report all expenditures, for review, at each Executive Committee meeting.
- h) The President shall be bonded in the sum of fifty thousand dollars (\$50,000.00), the premium to be paid by the Branch.
- i) In the event of the absence of any officer from a regular or special meeting, the President shall make an interim appointment.
- j) The President and an officer, whom the President shall designate, shall be responsible for all information and publicity concerning the Branch.
- K) The President shall serve as delegate to the State and National Conventions.
- l) The President shall appoint alternate delegates where necessary in the order of votes received.

Section 2 - Executive Vice-President

- a) The Executive Vice-President shall, in the absence or incapacity of the President, exercise all the duties and functions of the Office of the President.
- b) In the event of a vacancy occurring in the Office of the President, the Executive Vice-President shall succeed to that office for the remainder of the term.
- c) The Executive Vice-President shall receive the sum of three hundred dollars (\$300.00) annually to cover expenses of the office.
- d) The Executive Vice-President shall serve as delegate to the State and National Conventions
- e) The Executive Vice-president shall be editor and publisher of the branch Newsletter, and shall be responsible for the coordination and preparation of Step 2 Appeals and for duties as assigned by the President.

Section 3 - Financial Secretary

- a) The Financial Secretary shall collect and record all dues and monies received from the members.
- b) The Financial Secretary shall receive and record all dues from the check-off system.
- c) The Financial Secretary shall promptly pay to the Treasurer all funds collected.
- d) The Financial Secretary shall report at the regular meetings of the Executive Committee the amounts collected by him/her and turned over to the Treasurer.
- e) The Financial secretary shall be bonded in the sum of fifty thousand dollars (\$50,000.00), the premium to be paid by the Branch.
- f) The Financial Secretary shall receive the sum of three hundred dollars (\$300.00) annually to cover expenses of the office.
- g) The Financial Secretary shall serve as delegate to the State and National Conventions.

Section 4 - Secretary/Treasurer

- a) The Secretary/Treasurer shall keep the minutes of the meetings of the Branch and of the Executive Committee.
- b) The Secretary/Treasurer shall read the minutes of the Executive Committee and the membership meetings at all of the regular meetings of the branch.
- c) The Secretary/Treasurer shall officially dispatch and receive communications in the name of the Branch.

d) The Secretary/Treasurer shall keep, for reference, current copies of the Branch 100 State and National Association of Postal Supervisors Constitution and By-Laws.

e) The Secretary/Treasurer shall, with the President, sign vouchers on the Secretary/Treasurer line for all expenditures authorized by the branch or by the Executive Committee.

f) The Secretary/Treasurer shall receive all monies of the Branch and deposit them in the name of the Branch in depositories to be named by the Executive Committee

g) The Secretary/Treasurer shall disburse all vouchers signed by the President and Recording Secretary in a timely and efficient manner.

h) The Secretary/Treasurer shall be bonded in the sum of fifty thousand dollars (\$50,000.00), the premium to be paid by the Branch.

i) The Secretary/Treasurer shall receive the sum of three hundred dollars (\$300.00) annually to cover the expenses of the office.

j) The Secretary/Treasurer shall serve as delegate to the State and National Conventions.

Section 6 - Sergeant-at-Arms

a) The Sergeant-at-Arms shall maintain order and perform such other duties as the President may direct

b) The Sergeant-at Arms shall serve as delegate to the State and National Conventions.

c) The Sergeant-at-Arms shall receive the sum of three hundred dollars (\$300.00) annually to cover the expenses of the office.

d) The Sergeant-at-Arms shall be responsible for recording the names of all Branch 100 members in attendance at all regular meetings and shall maintain records of such attendance, for presentation to the President, when required.

Section 7 - Vice-President Stations

a) The Vice-President shall be a voting member of the Executive Committee, a delegate to the State and National Conventions and perform such duties as may be designated by the President.

b) The Vice-President shall receive the sum of three hundred dollars (\$300.00) annually to cover the expenses of the office.

Section 8 - Vice-President Morgan

a) The Vice-President shall be a voting member of the Executive Committee, a delegate to the State and National Conventions and perform such duties as may be designated by the President.

b) The Vice-President shall receive the sum of three hundred dollars (\$300.00) annually to cover the expenses of the office.

Article 9 - Executive Committee

Section 1

a) There shall be an Executive Committee consisting of the President, Executive Vice-President, Vice-President Stations, Vice-President Morgan, Financial Secretary, Secretary/Treasurer, Sergeant-at-Arms who shall be nominated and elected members, and the Executive Board will consist of only Past Presidents, provided the Past Presidents continue to be either an Active or Associate Member.

b) Past Presidents and all Chairpersons of Standing Committees shall also be included as non-voting members of the Executive Committee.

c) The Executive Committee shall have the power to authorize necessary expenditures of the Branch.

Section 2

In the event that any elected member shall become ineligible, the President shall fill the vacancy by appointment.

Section 3

The Executive Committee shall meet at least once before each regular meeting and on such occasions as the President may designate.

Section 4

If any member of the Executive Committee fails to attend three (3) meetings of that committee, without reason satisfactory to the President, the President may declare the position vacant.

Section 5

In the event of a vacancy in any office other than that of the President, it shall be filled by the Executive Committee for the unexpired term.

Section 6

The Executive Committee, with the President, shall appoint a nominations committee, of not more than three (3) members. Their duties shall be to prepare a Ballot (Slate) of Branch nominations to be presented at the second regular meeting of the calendar year.

Article 10—Records

Section 1

- a) All Official Records maintained by officers in the name of the Branch shall be kept properly.
- b) Upon termination of office they shall be turned over to the succeeding officer.
- c) All records of minutes of meetings of the Membership and Executive Committees and records of historical value, i.e. dues check-off reports, shall be retained indefinitely. All other records shall be retained for a period of three (3) years.

Article 11—Funds

All funds derived from social or other activities conducted by the Branch shall be maintained in a separate bank account and fifty percent of the balance shall be turned over to the Secretary/Treasurer for deposit in the Branch's bank account.

Article 12

Eliminated 10/09

Article 13

Eliminated 10/09

Article 14—Amendments

Section 1

- a) An amendment to this Constitution signed by at least thirty (30) members in good standing may be submitted, in writing, at any regular meetings of the Branch.
- b) Action on such an amendment shall be deferred to the next regular meeting.
- c) The Secretary/Treasurer shall notify the membership by at least fifteen (15) days prior to the meeting at which final action will be taken.

Section 2

An Amendment to the Constitution may originate with the Executive Committee and must be presented to the Secretary/Treasurer in time for a notice to be sent to the membership, at least fifteen (15) days prior to the regular meeting at which the final action will be taken.

Section 3

A two thirds (2/3) vote of the members in good standing present and voting at the meeting shall be necessary to amend this constitution.

Constitution By-Laws

Article 1 - Order of Business

The following order of business shall be observed unless changed by the presiding officer.

Pledge of Allegiance
Honoring our departed members
Reading of minutes
Report of Executive Committee
Report of Financial Secretary
Report of Secretary/Treasurer
Report of standing and special committees
President's Report
Delegates Report
Unfinished Business
New Business
Adjournment

Article 2 - Rules of Order

The Rules of Order which shall govern all proceedings of this Branch shall be the Parliamentary Laws found in "Roberts Rules of Order"

Article 3 - Quorum

Twenty (20) members present and in good standing shall constitute a quorum.

Article 4 - Delegates

Delegates of stations, terminals or units shall be elected every two (2) years during the month of January by the majority of the members voting at their respective stations, terminals or units, except where the office is not contested in which case the incumbent shall serve for two (2) more years.

Article 5 - Standing Committees

The Standing Committees of Branch 100, National Association of Postal Supervisors shall be:

Delegate Committee
Entertainment Committee
Legislative Committee
Membership Committee
Constitution Committee
Publication Committee
Audit Committee

The President shall appoint all Committee Chairpersons.

Article 6 - Audit

April of each year, The President shall appoint a committee of three (3) members in conjunction with the Audit Committee, whose duties it shall be to audit the books of the Finance Secretary and of the Treasurer and to report their findings at the next regular meeting.

Article 7 - Amendments

These By-Laws may be amended in the same manner that amendments are made to the Constitution of this Association.

Article 8 - Associate Members

Section 1

Associate Members shall be eligible to hold office, in Branch 100.

Section 2

Associate Members may vote on any and all matters discussed, debated and determined to require a vote by any and all members of Branch 100.