

CONSTITUTION AND BYLAWS

NAPS BRANCH 81 INC. TAMPA FL

As amended June, 2014

ARTICLE I

Title

Section I This body shall be known as NAPS Branch 81 Inc. of the National Association of Postal Supervisors in Tampa FL.

ARTICLE II

Object

Section I The object of the Branch shall be to promote, through appropriate and effective action, the welfare of its members and to cooperate with the United States Postal Service in a continuing effort to improve the service, to raise the standard of efficiency, and to widen the field of opportunity for its members who make the Postal Service their life's work.

ARTICLE III

Membership

Section I The National Association of Postal Supervisors shall have two classes of members. These classes of members shall be (1) active and (2) associate.

Section II ACTIVE MEMBERS:

- A. All classified employees of the USPS who exercise supervisory duties or who perform administrative, professional, or technical duties shall be eligible for full membership and shall be considered active members.
- B. Those ineligible for membership are: PCES installation heads, Postal Inspectors, or other like positions in the USPS Headquarters or field facility.

Section III ASSOCIATE MEMBERS:

- A. Full members in good standing at the time of retirement may elect to become associate members. They may attend meetings and conventions. They may be appointed 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 NAPS local, state or national meetings, committees or conventions.

- B. Associate members will have the privilege of holding office.
- C. Associate members may vote on any and all matters of the Branch.
- D. Associate members shall pay dues at the Branch level of \$100.00 annually. This will include The Postal Supervisor.

Section IV STATE AND NATIONAL MEMBERSHIP:

Membership in this Branch shall require automatic membership in the State and National Association of Postal Supervisors.

ARTICLE IV

Meetings

Section I This Branch shall meet monthly at a time and place predetermined by the officers, except for the months of June, July, August and December. The meeting days can rotate between Tuesday, Wednesday, and Thursday.

Section II The President is empowered to call special meetings.

ARTICLE V

Officers

Section I The officers of this Branch shall be: President, Vice-President, Secretary, and Treasurer. Such officers shall be nominated at the October meeting, elected at the November meeting for a period of two years, installed at the next Branch meeting or event, and shall hold office, until a successor has been elected and installed.

Section II The President shall have the authority to appoint a member to fill the unexpired term of an elected officer.

Section III The four officers and up to two additional members, who will be nominated and elected in the same manner as the Branch Officers in Section I & II, Article V, shall comprise the Executive Board and shall conduct the normal business of the Branch between meetings. The Legislative Representative may be part of the Executive Board. There should be a minimum of (2) Branch Legislative Representatives who will be nominated and elected in the same manner as the Branch Officers in Section I & II, Article V. At least one representative should be appointed for each Congressional District.

ARTICLE VI

Duties of Officers

- Section I** The President will preside at all meetings, be ex-officio member of all committees except the Nominating Committee, and shall appoint all committees except the Nominating Committee.
- Section II** The Vice-President will serve in the absence of the President and keep the Constitution and Bylaws up-to-date.
- Section III** In the case of the absence of both the President and the Vice-President, the presiding official will be in charge in this order: Secretary, Treasurer, Legislative Representative and Executive Board member(s).
- Section IV** The Secretary will keep the minutes of the meetings of the Branch, including the names of all members present, handle all correspondence and furnish the new President with an up-to-date copy of the Constitution and Bylaws no later than by the March meeting.
- The Secretary shall notify the State Secretary and NAPS HQ of the names of the new officers after elections.
- Section V** The Treasurer will keep records of all financials.
- Section VI** The President, Secretary and Treasurer shall be custodians of any assets of the Branch.
- Section VII** The two Executive Board Members will assist the Officers when required.
- Section VIII** The Executive Board will consist of four officers and two executive Board members. The President can call an Executive Board meeting at any time matters of the Branch are needed.
- Section IX** The (2) Legislative Representative(s) is/are responsible for:
- A. Maintaining a dialogue with the Congressional District(s) representative and/or staff members
 - B. Determining members' position on NAPS' issues and reporting their findings to NAPS Headquarters and the State Legislative Chair.
 - C. Alerting members on pending legislation that may impact them and initiating letter writing campaigns.
 - D. Recommending action to be taken by the Branch
 - E. Coordinating the Branch Legislative Representative activities with the State Legislative Representative.

ARTICLE VII

Committees

- Section I** The Executive Board shall present a proposed budget for the approval or modification of the membership at the March meeting.
- Section II** The Nominating Committee shall be elected and should be at least two members who are not running for office.
- Section III** There shall be such other committees as the President of the membership shall deem advisable.
- Section IV** The duties of the committees shall be outlined at the time of appointment.
- Section V** A member of the Scholarship Committee may not have an active interest in that year.

ARTICLE VIII

Representation

- Section I** Delegates to State and National Conventions shall be elected sixty (60) days prior to the convention date. Paid delegates must have attended six (6) meetings in the year preceding the election. Credit for attendance at meetings may be requested in writing for “emergencies,” or if a member actually had to work the hours of a particular meeting. Any unusual circumstances may be considered by the President for attendance credit. Only the President is authorized to credit a member. Attendance at meetings does not guarantee that a member will be elected as a paid delegate.
- Section II** Amounts allowed delegates for expenses to conventions shall be determined by members present at the meeting when delegates are elected, but prior to the nomination and election of those delegates.

ARTICLE IX

Revenue

- Section I** The fiscal year shall be September 1, through August 31.
- Section II** The dues of each member are to be determined by the membership.
- A.** Dues for full members shall be paid by salary deduction. Full membership dues include one eligible auxiliary membership (if the Branch has one). Full member dues are fifteen dollars (\$15.00) per pay period.

- B. Associate members dues shall be due annually in advance in the amount of \$100.00.
- C. Expenses will be reimbursed for the Executive Board Members at the end of the fiscal year. These expenses are to cover for unclaimed mileage, personal phone, use of personal property, electricity, etc.

Section III Expenditures not in the approved budget must have approval of the membership at a regular or special meeting where a quorum is present or the President can call an Executive Board Meeting to vote. Emergency items must have the approval of at least three-fourths of the Executive Board of this Branch.

Section IV All funds for NAPS State and National functions will be advanced to the member in the amount voted on by the Membership. In the event the member is unable to attend the function, all monies advanced will be due and payable to the Branch within 30 days of the function not attended.

Section V Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Internal Revenue Code 501. The assets will be audited and the members from the organization will be transferred to a local or state branch of the National Association of Postal Supervisors within the same geographic area. In addition, the assets will be transferred to the branch receiving the membership of the dissolved organization. Upon dissolution, no part of the net earnings of the branch shall inure to the benefit of or be distributable to its members, trustees, offices or other private persons, except that the branch shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose in Article II Section I.

Section VI We will have three scholarships. One for Member in good standing \$2,500; One for Spouse of Member in good standing \$1,000 and one for child of member in good standing, \$2,500.

ARTICLE X

Petitions

Section I The President shall call a special meeting upon written request of one-third of the members.

Section II The business for which a special meeting is called shall be the only business acted upon.

ARTICLE XI

Miscellaneous

Section I **QUORUM.** Seven members shall constitute a quorum.

Section II **AMENDMENTS:** The vote of two-thirds of the membership present shall be required to effect a change in the by-laws after written notice to the membership.

Section III Action on proposed amendments shall be delayed until at least one or more regular meetings after presentation.

ARTICLE XII

Order of Business

- Section I**
- 1. Reading of minutes of previous meeting.**
 - 2. Treasurer's report.**
 - 3. Reading of any communications.**
 - 4. Reports of committees.**
 - 5. Introduction of guests.**
 - 6. Unfinished business.**
 - 7. New business.**
 - 8. Mention of new members**
 - 9. Suggestions for the good of the Branch.**
 - 10. Adjournment**

Section II The above order of business may be transposed at any meeting if the President deems advisable due to extenuating circumstances.

Section III Robert's Rules of Order shall govern on any points of order not covered herein.