



National Association of Postal Supervisors

Minneapolis Branch 16

Constitution and By Laws Revised May 2008

By-Laws

Article I – Order of Business

The order of business shall be as follows:

1. Call to order
2. Roll call of Officers
3. Reading of Minutes
4. Reading of bill and communication
5. Report of Officers
6. Report of committees
7. Unfinished business
8. New business
9. Election and installation of officers
10. Good of the Branch
11. Adjournment

Article II – Rules of Order

Roberts Rules of Order, revised, shall govern the proceedings of this Branch

Article III – Revenue

The dues, to be collected by the Treasurer, shall be two hundred sixty dollars (\$260.00) per annum payable sixty five dollars (\$65.00)

per quarter in advance, except for members who pay by withholding. Special assessments may be levied by two thirds majority vote of the members present at any meeting at which the motion is made.

Article IV – Standing Committees

Standing committees of this organization shall be as follows:
Legislative, Membership, Entertainment, Sickness and Welfare and
Constitution and By Law

Constitution and By Laws

Article I – Name

The name of the organization shall be National Association of Postal Supervisors, Branch 16.

Article II – Object

The object of this Association shall be to cooperate with the Postmaster and the United States Postal Service to improve the Postal Service and the welfare of its employees; to raise the standard of efficiency; to establish uniform and equitable compensation; uniform economical business methods and to widen the field of opportunity for worthy employees who make the business of the Postal Service their life work.

Article III – Eligibility

Section 1. Eligibility for membership shall be the same as that prescribed by the Constitution and By-Laws of our National Association of Postal supervisors. Members shall pay dues as prescribed by Article X

Section 2. Members in good standing at the time of retirement may elect to remain active in NAPS as associate members.

- a. Former active members of this Association who were in good standing at the time of retirement or promotion may be associate members
- b. Associate members shall be entitled to the same benefits granted to regular members
- c. Associate members shall be eligible to hold office at the local and state level. They will pay full share, same dues and assessments as regular active members of their branches
- d. Associate members shall pay dues at the branch level no less than an amount one-half of the national per capita tax, which will include a subscription to the Postal Supervisor magazine.

Article IV – Officers

Section 1. The officers of the Branch shall consist of a President, Executive Vice President, Secretary, Treasure and Sergeant at Arms.

Section 2. The President shall preside at all meetings of the Branch and Executive Board; he/she shall direct the activities of the Branch, appoint all committees not elected from the floor except Entertainment Committee, chair the By-Laws and Constitution Committee and perform all other duties which pertain to his/her office. He/She shall sign all vouchers drawn on the treasury as shall be ordered by the Branch or Executive Board. By virtue of his/her office, he/she shall be a delegate to all conventions.

He/She shall appoint the editor of the Branch Newsletter. By April 1 of each year the President shall request an audit of the funds of the Branch.

Section 3. The Executive Vice President shall perform duties of the President in case of the Presidents absence or inability to attend to the duties of his/her office. In case the office of the President becomes vacant, the Executive Vice President shall assume the office of the President with all of its attendant powers. The Executive Vice President is automatically the Chairman of the Entertainment Committee and selects committee members. By virtue of his/her office, he/she shall be a delegate to all conventions.

Section 4. The Secretary shall keep an accurate record of the proceedings of the meetings, shall have charge of all records and correspondence and shall keep an accurate record and file of same. By virtue of his/her office, he/she shall be a delegate to all conventions.

Section 5. The Treasurer shall collect all dues and assessments levied by the Branch except those withheld by payroll deductions, and issue receipts for the same to members if requested. He/she shall be the custodian of all funds of the Branch and shall disburse such funds only as directed by the branch upon proper certification by the President and properly attested by the Secretary. All withdrawals of funds and checks issued must be signed by the Treasurer and countersigned by the President, Vice President or Secretary. He/She shall submit a full report at each meeting. By virtue of his/her office, he/she shall be a delegate to all conventions.

Section 6. Sergeant at Arms, by virtue of his/her office, shall be a delegate to all conventions.

Section 7. The Executive Board shall consist of all elected officers and six additional members selected by ballot, plus the immediate past President for six months, if still an active member. The Executive Board shall

recommend to the General Membership a reasonable expense allowance for convention delegates.

Section 8. In the event any elective office other than that of the President becomes vacant, the Executive Board shall appoint a successor for the unfinished term.

Article V – Election

Section 1. Officers of the Branch and delegates to conventions shall be elected by a secret ballot. Nominations shall be made from the floor at the regular November meeting of the Branch, but only such active members who are not in arrears in payment of dues and have attended at least three of the previous six meeting shall be eligible.

Immediately following the close of nominations, the President shall appoint an election committee consisting of three members in good standing, none of whom shall be a candidate for office or delegate to a convention.

Section 2. It shall be the duty of the election committee to prepare the ballot, placing thereon only the names of such candidates whose eligibility shall have been established in accordance with Section 1 and 4 of this Article and in the order nominated. No sooner than thirty days not later than thirty-five days following the November meeting, the committee shall mail a single ballot to each active member not in arrears in the payment of dues, together with a plain envelope addressed to the election committee. After marking his/her ballot, the member shall seal ballot inside the plain envelope addressed to the election committee, return of which must be made not later than five days succeeding the date of the mailing of the ballot.

Section 3. Plain envelopes containing the ballots shall only be opened, and results tabulated, in the presence of the election committee; but none shall be opened sooner than three days preceding the January meeting.

Section 4. Candidates for office receiving a plurality of votes cast shall be declared elected. Those elected shall serve for a period of two years, or until their successor shall have been duly chosen and installed.

Candidates for delegates to conventions receiving the highest number of votes in order, down to and including the number selected, shall be declared elected, and the next in order in like manner shall be declared alternates. The amount of money to be allowed each delegate for expenses shall be decided by vote of the assembly prior to nominations for the same.

Article VI – Meetings

Section 1. Regular meetings shall be held on the day set by the Executive Board bimonthly in the months January, March, May, July, September and November. Special meetings may be called by the President or by written request of ten members in good standing.

Section 2. Ten percent of the members shall constitute a quorum.

Section 3. The National Association of Postal Supervisors, Branch 16, fully endorses the concept of Equal Opportunity and Equal Rights for all. In holding these values, Branch 16 will promote efforts toward respect for diversity of all members. Discrimination on basis of race, color, creed or religion, national origin, age, physical disabilities, hearing impaired conditions, political affiliation or marital status is forbidden.

Section 4. No partisan political discussion shall be allowed at any meetings of the branch.

Article VII – Amendments

Said committee will be chaired by the Branch President. Proposed amendments to this Constitution and By Laws shall be submitted in writing

by a member in good standing to the Constitution and By Laws Committee. Such proposed amendments shall be voted on at the next succeeding regular meeting and will require a two thirds majority of those present for passage. Such proposed amendments, if received before the next printing deadline, shall be included in the meeting notice sent to the membership prior to the meeting at which they are voted on.

Article VIII – Disposition of Funds

Upon the dissolution of Branch 16, no part of the net earnings shall inure to the benefit of or be distributed to its members, trustees or other private persons, except that the Branch shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third of IRS Publication 557. The remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 of the Internal Revenue Code.

Article IX – Code or Ethical Conduct

Section 1. All Branch 16 members who are elected or appointed to attend a NAPS function are expected to conduct themselves in a professional and ethical manner.

Section 2. Paid members are expected to attend all official NAPS functions.

Section 3. The Executive Board will review any questionable conduct and make final decision of any necessary action

Section 4. The Executive Board will convene within thirty days of official notification of questionable conduct.

Constitution and By Laws reviewed and revised May 2008.

President

Vice President

Treasurer

Secretary



