

**NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
BRANCH # 435 - ANCHORAGE, ALASKA**

CONSTITUTION and BYLAWS

A. CONSTITUTION

ARTICLE I: BRANCH NAME

The local branch shall be known as National Association of Postal Supervisors (NAPS), Branch # 435. Branch # 435 shall maintain offices within the locale where the Anchorage Post Office is located.

ARTICLE II: OBJECT

Branch # 435 has the same object as the parent Association, which is to promote, through appropriate and effective action, the welfare of its members, and to cooperate with the USPS 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 work.

ARTICLE III: MEMBERSHIP

Section 1. NAPS shall have three classes of members - (1) active, (2) associate, and (3) honorary.

Section 2. Active members include all supervisory and managerial personnel who are not subject to collective bargaining agreements under Chapter 12 or Title 39, US Code, and who are employed in processing and distribution centers and facilities, including, but not limited to: area and district offices; post offices; bulk mail centers; and, other installations. Excluded are: postmasters; area vice presidents; PCES installation heads; and postal inspectors.

Section 3. Associate members are former active members of Branch # 435 who were in good standing at the time of retirement. Associate members may attend branch meetings and conventions. *(Eligibility to be determined by attending a minimum of half of the regular scheduled*

meetings in the past twelve months. New members and members whose tour of duty precludes attendance are excepted.)

Section 4. Honorary members are members of Branch # 435 who are in good standing at the time of retirement. Honorary members are not required to pay dues, and, except for attending meetings, shall not be eligible for any of the benefits available for associate members.

ARTICLE IV: ORGANIZATION

Section 1. The NAPS Branch # 435 Executive Board will consist of a President, Vice President, Secretary, and Treasurer. These officers, all of whom must be active members, shall hold office for a two (2) year period, or until their successors are duly appointed or elected, or until separation from the Postal Service if earlier.

Section 2. These officers shall also constitute the conference committee, and are empowered to act on behalf of the Branch in an emergency as directed.

Section 3. PRESIDENT: The President shall preside at all meetings of this Branch; shall call special meetings when ordered to do so; shall appoint committees; shall fill all vacancies which may occur, subject to approval of the Executive Board; shall decide all questions of order; shall enforce the laws and rules of the Association; shall approve/disapprove all vouchers drawn on the treasury; and shall perform such other duties as pertain to the President's office.

Section 4. VICE PRESIDENT: The Vice President shall serve in the absence of the President and shall assume such other duties as assigned by the President.

Section 5. SECRETARY: The Secretary shall keep an accurate record of the meetings of this Branch, including the Executive Board; shall have charge of all correspondence; shall be the statistician of the Branch; and shall assume such other duties and responsibilities as assigned by the President.

Section 6. TREASURER: The Treasurer shall be the custodian of all funds of Branch # 435; shall receive, record all funds for the Branch, and deposit them in federally insured financial institutions; shall review all Branch expenditures at branch meetings; and shall assume such other duties and responsibilities as assigned by the President.

Section 1. The President shall appoint a *Nominating Committee* at the September meeting. This committee shall consist of three (3) members in good standing. They shall nominate and receive nominations for the various officers of Branch # 435. *(Eligibility to be determined by attending a minimum of half of the regular scheduled meetings in the past twelve months. New members and members whose tour of duty precludes attendance are excepted.)*

Section 2. The election of officers will be held at the November meeting. Nominations from the floor may be made at that time.

Section 3. The voting will be by secret ballot.

Section 4. Absentee ballots will be provided, when requested, for members on duty or leave.

Section 5. The elected officers shall serve a term of two (2) years.

ARTICLE VI: ELECTIONS

Section 1. The meetings shall be held on the third **Friday** of every other month (January, March, May, July, September, and November) at the call of the President. The notices for the meetings are to be sent to members one week in advance of the meeting date.

Section 2. When meeting dates fall on legal holidays, the meeting shall be held at the call of the President, unless previously provided for by a vote of the Branch.

Section 3. Special meetings shall be held at the call of the President.

ARTICLE V: MEETINGS

Section 7. PRESIDENT VACANCY. In the event of a permanent vacancy in the office of the President, through death, resignation, or permanent disability, the Vice President shall become the President. If for any reason, the Vice President shall not be able to assume the President duties, the Secretary shall become the President. If the Secretary shall not be able to assume the duties of the President, the Treasurer shall become the President. In the event the Treasurer shall not be able to assume the duties of President, the Branch shall meet and elect a President in accordance with *Article VI, Elections*.

B. BYLAWS

ARTICLE I: QUORUM

The number necessary to form a quorum shall be not less than 20% of the membership in good standing.

ARTICLE II: ORDER OF BUSINESS

Section 1. The following order of business shall be observed, unless varied by vote:

- * Report of Branch Secretary
- * Report of Branch Treasurer
- * Report of President
- * Report of Committees
- * Unfinished Business
- * New Business
- * Adjournment

Section 2. *Robert's Rules of Order Newly Revised* shall govern the proceedings of Branch # 435 except where otherwise provided for by the Constitution and Bylaws or rules.

ARTICLE III: COMMITTEES

Section 1. The President shall appoint the following standing committees:

- a. Good of the Order Committee consisting of three members whose duties shall be to arrange for and conduct entertainment, socials, receptions, etc., and such other duties as the President or Branch # 435 may direct. They shall be reimbursed from the Branch Treasury for any expenditures incurred at the direction of the Branch or its officers.
- b. Such other committees as the Branch may direct.

Section 2. Final reports of all committees shall be made in writing and be signed by a majority of its members.

Section 3. The President shall be ex-officio member of all committees.

Section 1. All funds of Branch # 435 shall be deposited in a bank to be determined by the Treasurer. The Treasurer and the President will fill out the necessary applications or forms for the purpose of signing checks..

Section 2. The Treasurer shall pay all bills by check upon receipt of a warrant drawn and signed by the President and Secretary. In case of emergency, the President will be empowered to sign checks.

Section 3. The books of the Treasurer shall be audited at least once a year and a report as to their condition shall be made to the Branch at the next regular meeting following the completion of the audit.

Section 4. Any four members in good standing may have access to the books in the presence of the officers upon written request to the President. They shall report their findings at the next Branch regular meeting.

ARTICLE V: BRANCH FUNDS

Section 1. The dues shall be \$15.00 (fifteen dollars) per month to be paid by payroll deduction or semi-annually in advance to the Secretary. The Secretary shall be authorized to pay a per capital tax for each member semi-annually.

Section 2. Any member having resigned from the Branch in good standing and desiring membership again shall make application in the same manner as a new member.

Section 3. Associate members will be billed semiannually.

Section 4. The Secretary shall notify, in writing, all members who have become three months in arrears. When members have become six months in arrears, they shall automatically stand suspended and the Secretary shall inform them in writing of their suspension. All suspensions shall be reported at the next regular meeting.

Section 5. The Secretary shall collect all fees and dues as well as other moneys, paying them over to the Treasurer and securing receipt for same.

ARTICLE IV: MEMBERSHIP DUES

ARTICLE VI: NATIONAL AND STATE CONVENTIONS

Section 1. Ninety days previous to the call of the National Convention, the Branch Secretary shall contact all eligible members to ascertain if each desires to have his name placed on the ballot for election as delegate to the convention. (Eligibility to be determined by attending a minimum of half of the regular scheduled meetings in the past twelve months. New members and members whose tour of duty precludes attendance are excepted.)

Section 2. Election of delegates and alternates to the National Convention shall take place at the Branch meeting two months prior to the National Convention. The member with the highest number of votes shall be the delegate and the members with the next highest number of votes shall be the alternates. The number to be sent to the Convention shall be determined by the Branch in accordance with the provisions of the National Constitution in this matter.

Section 3. The same procedure shall be followed in selecting delegates to State Conventions.

Section 4. The monetary allowance to National and State Conventions shall be determined by the membership at a Branch meeting prior to the election of the delegates. Said allowance to be paid the delegate providing he presents Branch resolutions to the National Convention.

ARTICLE VII: RETIREMENT

Section 1. Any member in good standing shall upon retirement be given an honorary life membership and a gift. The value of the gift shall not exceed fifty (\$50.00) dollars. (Eligibility to be determined by attending a minimum of half of the regular scheduled meetings in the past twelve months. New members and members whose tour of duty precludes attendance are excepted.)

Section 2. Any member in good standing at the time of retirement may become an associate member. (See Constitution Article 3, Section 3 for details on associate memberships).

ARTICLE VIII: SICKNESS AND BEREAVEMENT FUND

Section 1. Those entitled to participate in this fund shall be: a member, his/her spouse, his/her immediate family (immediate family shall be

construed to mean unmarried children of a member residing in his home),
or to whom the Branch may direct.

Section 2. A reasonable amount of money will be expended for sickness or death of members. Such amounts to be determined by incumbent officers.

Section 3. The Secretary, upon his/her own initiative or upon being instructed by the President, or by Branch action, shall write letters of condolence to bereaved families of members.

ARTICLE IX: REFERENDUM VOTE

Section 1. A referendum vote on any measure (*propositions or proposed amendments to this Constitution*) brought before this Branch may be had if twenty percent (20%) of the membership requests it.

Section 2. Propositions for referendum to be voted by the membership shall be filed with the Secretary who will print them up for distribution to the membership. Propositions or amendments shall be so stated that a "yes" or "no" vote can be registered.

Section 3. A referendum vote must be taken within thirty (30) days of the time it was requested. The date will be set by the President.

Section 4. The voting shall be by secret ballot. If a majority of the members voting favor the amendment or proposition, it shall become operative on the first day of the succeeding month, provided no referendum shall be effective unless two-thirds or more of the membership present and voting at the regular meeting.

ARTICLE X: MISCELLANEOUS

Section 1. No assessments for any purpose will be imposed upon the membership unless authorized by two-thirds of the membership.

Section 2. A copy of the *Constitution & Bylaws* of NAPS Branch # 435 will be provided to each member.

ARTICLE XI: AMENDMENTS

Section 1. This Constitution and Bylaws shall not be repealed, altered, or amended except by a two-thirds vote of the members present, and voting at a regular meeting.

Section 2. All proposed amendments must be presented in writing, signed by three or more members in good standing, at least one regular meeting night prior to Branch action. Prior to the next meeting, the Secretary will notify all members of the proposed amendments.

Section 3. A defeated amendment shall not be submitted in like form for six (6) months thereafter.

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Constitution and Bylaws approved on _____ / _____ /19____
At the _____ meeting.
(Monthly meeting, i.e., Jan, Mar, etc.)

PRESIDENT

SECRETARY