

**CONSTITUTION AND BYLAWS OF THE
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
MARYLAND STATE-WASHINGTON DC BRANCH 923
CONSTITUTION**

ARTICLE 1 - NAME

This Association shall be known as the Maryland State-Washington, DC Branch 923 of the National Association of Postal Supervisors and be subject to the Constitution and Bylaws of the National Association of Postal Supervisors.

ARTICLE II - OBJECT

The object of this Branch shall be to assist the National Association of Postal Supervisors in promoting the welfare of its members and to cooperate with the United States Postal Service and other postal organizations in a continuing effort to improve the service and widen the field of opportunity for our members who make the Postal Service their life work.

ARTICLE III - MEMBERSHIP

Section 1. All classified employees of the United States Postal Service who exercise supervisory duties, as well as those who perform administrative, professional, or technical duties qualifying under the National Constitution and Bylaws, shall be eligible for active membership.

Section 2. Local branches of NAPS are eligible for membership upon payment of such dues as prescribed by the Bylaws of this Association.

Section 3. Associate Members: (a) Former active members of this Association who were in good standing at the time of retirement may be associate members. (b) Associate Members shall be entitled to all the same benefits granted to regular members. (c) Associate Members shall pay dues at the national or branch level no less than an amount one-half the national per capita tax, which will include a subscription to *The Postal Supervisor*.

Section 4. Honorary Members: (a) Members of this Association who are in good standing at the time of retirement or promotion shall be entitled to honorary membership. (b) Honorary members shall not be required to pay dues and, except for attending meetings, shall not be eligible for any of the benefits described in Section 3.

ARTICLE IV - MEETINGS

Section 1. The annual convention of the Association shall be held on a date and place set by the Executive Committee or selected at the convention when in session.

Section 2. Special meetings shall be called by written request of ten (10) members, not more than two (2) of whom shall be from the same branch. The request must state the reasons therefore, and shall be filed with the Secretary/Treasurer at least fifteen (15) days prior to such meeting. The Secretary/Treasurer shall give written notice of such call and the reasons why to all branches and members. No business shall be transacted except that stated in the call and notice thereof.

BYLAWS - ARTICLE I

In any special meeting of this Association where eight (8) or more officers are duly represented, such representatives shall constitute a quorum for transaction of business.

ARTICLE II - ORDER OF BUSINESS

Call to Order	Reports of Branch Presidents	Unfinished Business	Adjournment
Roll Call	President's Report	Elections	
Reading of Minutes	Nominations of Officers	New Business	

ARTICLE III - PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be observed in the convention and special meetings of this Association.

ARTICLE IV - DUES

Section 1. The dues for members-at-large in this Association shall be \$10.00 bi-weekly. Dues shall be paid annually January 1st or semi-annually March 31st and July 1st or by dues check-off through the use of SF 1187.

Section 2. Check-off dues of the local branches shall be \$10.00 per year for each member on the rolls as of December 31st of the prior year and shall be payable March 31st of each year. Local branches failing to pay per capita by March 31st shall be considered in arrears and not eligible to vote at state meetings or state conventions.

Section 3. Any member-at-large failing to pay dues per Article IV, Section 1, shall be considered in arrears and not eligible to vote at state meetings or state conventions.

Section 4. Dues for members-at-large shall be adjusted by an amount equal to any per capita or other assessments mandated for State Branches by a National Convention. The adjustment shall become effective January of the year following the National Convention or three (3) months following a National Convention called under Article V, Section 3 of the constitution of the National Association of Postal Supervisors.

Section 5. Associate member's dues shall be \$45.50 annually to be payable February 28th each year.

ARTICLE V - REPRESENTATION

All members who have paid their dues at offices not having local branches shall be entitled to one (1) vote at the State Convention. Offices having local branches shall be entitled to three (3) votes for the branch plus one (1) additional vote for each forty-eight (48) members or fraction thereof in per capita tax paid to the State Branch.

ARTICLE VI - OFFICERS

Section 1. The officers of this Association shall consist of President, Executive Vice President and Secretary/Treasurer and are to be nominated and elected at the convention. The President and the Secretary/Treasurer are to be nominated and elected at conventions held in odd years. The Executive Vice President will be nominated and elected at conventions held in even years.

Section 2. Any vacancy occurring during the term of his or her office shall be filled by an appointee of the President.

Section 3. The Executive Committee shall consist of the entire Board of State Officers, Branch Presidents and Branch Secretaries.

ARTICLE VII - DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The President shall preside at all meetings of the Association; call special meetings of the association when ordered to do so in accordance with Article IV, Section 2, of the Constitution; appoint all committees; act as a Chairperson of the Executive Committee; fill all vacancies that may occur; enforce the laws and rules of the association; and perform such other duties as may pertain to his/her office. He/she shall also be ex-officio, a delegate to all conventions to which this branch sends a delegate during his/her term of office. In the event he or she cannot attend a convention(s), the Executive Vice President will represent the State Branch. In the event the Executive Vice President cannot attend, the Secretary/Treasurer will represent the State Branch. In the event the Secretary/Treasurer cannot attend; the President may appoint an alternate from any of the State Officers. The President or his/her alternate shall be paid actual travel expenses when attending NAPS meetings to include travel, lodging, registration and Postal Service per diem.

Section 2. The Executive Vice President shall assist the President in all of his/her duties as described in Section 1 of Article VII and will succeed to the office of President should that office become vacant between elections and serve for the remainder of the unexpired term. The Vice President or his/her alternate shall be paid actual travel expenses when attending NAPS meetings to include travel, lodging, registration, and Postal Service per diem.

Section 3. The Secretary/Treasurer shall keep an accurate record of the proceedings of all meetings of the association, including minutes of the Executive Committee and have charge of all correspondence. The Secretary/Treasurer receives dues and assessments levied by the Association; shall be the custodian of all funds of the Association and shall disburse the same only as directed by and upon certification by the President, obtaining a receipt thereof and he or she shall collect all monies due the association from whatever source. The fiscal year of the branch shall run from May 1st through April 30th. All funds deposited shall be split into the share and draft accounts when possible, to avoid bank fees. The Secretary/Treasurer or his/her alternate shall be paid actual travel expenses when attending NAPS meetings to include travel, lodging, registration, and Postal Service per diem.

Section 4. In the event of the President and Executive Vice President's permanent absence, the Executive Committee shall convene, under the direction of the Secretary/Treasurer, for the purpose of appointing an Acting President for the duration of the absence, not to exceed the date of the upcoming State Convention. The President elected by the convention would serve this office until that time specified in Article VI, Section 1.

Section 5. The Executive Committee shall supervise all Association business not otherwise provided for in the Constitution and Bylaws.

Section 6. Attendance at all Executive Committee meetings, State Convention and National Convention is required of all State Officers.

ARTICLE VIII - REPORTS OF THE OFFICERS

All State Officers and Branch Presidents shall present written reports of their work for the year at the convention. Each officer shall be given the opportunity to orally supplement his or her written report at the convention.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any convention of this Association by a two-thirds affirmative vote of the delegation present and voting.