

CONSTITUTION AND BY-LAWS
HANDELMAN/PALLADINO
NEW YORK STATE BRANCH 935
NATIONAL ASSOCIATION
OF POSTAL SUPERVISORS

Amended in Convention 2016

ARTICLE I – NAME

This organization shall be known as the Handelman/Palladino NYS Branch of the National Association of Postal Supervisors.

ARTICLE II – OBJECTS

The objects of this branch shall be to cooperate with the United States Postal Service to raise the standards of efficiency, to establish uniform and economical business methods and to provide for the welfare and security of its supervisors.

ARTICLE III – MEMBERSHIP

Section 1. There shall be three classes of membership. These classes of members shall be (1) Active, (2) Associate, (3) Honorary.

Section 2. Active Members

- a) Included are all supervisory and managerial personnel who are not subject to collective bargaining agreements under Chapter 12 of Title 39, U.S. Code, and who are employed in processing and distribution centers and facilities in New York State, including, but not limited to area and district offices, post offices, bulk mail centers, and other installations. Excluded are PCES installation heads, and postal inspectors.
- b) Any eligible employee not employed in an installation having a local branch may become a member-at-large of the state branch.

Section 3. Associate Members

- a) Retired Members who were in good standing at the time of retirement may become associate members of this association. Those members may remain associate members so long as they remain in good standing and were not in a position, which is excluded from membership by the National Constitution and by-Laws of this organization.
- b) Associate members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees. They shall be recognized to speak out on any and all matters being considered at any NAPS local, state, or national meeting, or convention. They may vote on all matters at the state level.
- c) Associate members shall be eligible to hold office at the local and state levels. Associate members shall pay dues at the branch level no less than an amount one-half the National per capita tax, which will include a subscription to the Postal Supervisor magazine.

Section 4. Honorary

- a) Members of this branch who are in good standing and who are not in arrears as to dues assessments (1) at the time of retirement, or (2) at the time of promotion shall be entitled to honorary membership.
- b) Honorary members shall not be required to pay dues or assessments, shall not be eligible for election to office and shall have no voice or vote at meetings or conventions.

Section 5. No eligible supervisor shall be denied membership in this branch because of race, creed, religion, or political affiliation or national origin.

Section 6. Any person affiliated with Communist or totalitarian movements and persons with corrupt interests shall not be eligible for membership.

ARTICLE IV – MEETINGS

Section 1. Annual meetings of this branch shall be held at a time and place selected by the delegates in convention. Should the convention fail to select and designate a meeting place, the Standing Committee shall have the power to select and designate a time and place. The Secretary/Treasurer shall notify each member-at-large and member branches, giving the time and place of such meetings.

Section 2. A special meeting of this branch shall be called upon the written request of ten (10) local branches in good standing. The meeting shall be held within fifteen (15) days after the receipt of the request. The Secretary/Treasurer shall notify all branches of the agenda, time and place of meeting.

ARTICLE V – REPRESENTATION

Section 1. Local branches of the National Association of Postal Supervisors affiliated with this State Branch shall be entitled to representation as follows:

- a) Branches will receive 1 vote for every ten members
- b) Offices represented at annual meetings by one or more member-at-large, 1 vote

Section 2. When voting is being done by secret ballot, branches will receive individual ballots based on their voting strength, just as it is done at the National Convention by the National Association of Postal Supervisors.

ARTICLE VI – OFFICERS

Section 1. There shall be a President, an Executive Vice President and a Secretary/Treasurer

Section 2. All the accredited delegates shall elect the President, the Executive Vice President and the Secretary/Treasurer at the regular state convention. These elections will be held in the odd numbered years.

ARTICLE VII – PRESIDENT

Section 1. The President shall preside at all meetings of this branch. He/she shall be a member of all committees and shall appoint it unless otherwise ordered. He/she shall be a paid delegate to the National Convention of this Association.

Section 2. At the opening of each convention, he/she shall appoint from the delegates in attendance a Sergeant-at-Arms, a Parliamentarian, and the following committes:

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|-------------|--------------------------------------|
| Credentials | one (1) delegate |
| Audit | of not less than three (3) delegates |
| Rules | one (1) delegate |
| Resolutions | of not less than three (3) delegates |
| Ballot | of not less than three (3) delegates |

In the event that the workload should be considered too much for the number of delegates assigned to a committee, the president can increase the number of delegates ensuring that an odd number of delegates are assigned to such committee(s). The President will also add committees he/she may deem necessary to expedite the business of the convention, ensuring that an odd number of delegates are assigned.

Section 3. In the event of death, resignation, retirement or disability, the order of succession shall be the Executive Vice President and then the Secretary/Treasurer.

ARTICLE VIII-EXECUTIVE VICE PRESIDENT

SECTION 1. The Executive Vice President's duties will include keeping the branches in New York State informed politically, coordinating the appointments for the Congressperson representing the different areas of New York State, insuring that all representatives are seen or given material, making the appointments for the Senators from New York and giving a report at the New York State Convention.

SECTION 2. The Executive Vice President shall assume the duties of the Convention Chair, which include setting up the Convention with the hotel each year and working closely with the President and the Secretary/Treasurer to accomplish a successful State Convention.

SECTION 3. The Executive Vice President shall be a paid delegate to the Legislative Conference and the State Convention of this Association.

ARTICLE IX-SECRETARY/TREASURER

SECTION 1. The Secretary/Treasurer shall keep an accurate record of all proceedings and shall have charge of all correspondence except on membership. She/he shall prepare summaries and information necessary for the conduct of the meetings of this Branch.

SECTION 2. She/he shall be responsible for all correspondence pertaining to membership.

SECTION 3. She/he shall collect and record all dues and assessments from Branches and Members-at-Large issuing receipts therefore and keeping a record of all monies received and disbursed. She/he shall receive and disburse all monies for the Branch and pay bills only when duly authorized.

SECTION 4. She/he shall prepare for the Credential Committee at the State Convention, a list of Local, County and District Branches and Members-at-Large showing the number of votes each one is entitled to as shown on his/her membership roster.

SECTION 5. She/he shall report at meetings of the Standing Committee the amount collected and disbursed and render an annual report to the Convention.

SECTION 6. She/he shall be a paid delegate to the National Convention of this Association

ARTICLE X – STANDING COMMITTEE

The Standing Committee of this Branch shall consist of the President, the Executive Vice President and the Secretary/Treasurer.

ARTICLE XI - DUES

Section 1. Each member-at-large shall pay dues of \$36.00 per annum or, under the dues check-off system, \$3.00 per month. \$30.00 of which shall apply as dues to the National Association of Postal Supervisors and includes one year subscription to the Postal Supervisor magazine.

Section 2. Local branches may affiliate with this State Branch upon payment of \$3.00 per member per annum based on the per capita report furnished by the National DCO Coordinator. The Secretary/Treasurer will be required to request this report from the National DCO Coordinator at the beginning of each calendar year.

Section 3. All dues are payable before the start of the State Convention or May 1, whichever comes first.

Section 4. Member's at large or Local Branches who do not pay their dues before the start of the convention or May 1, whichever comes first forfeit their right to vote at the New York State Convention for that year.

Section 5. In the event that the per-capita dues paid to the National Office is increased, the dues of members at large shall be increased by the same amount effective on the same date as that of the National increase.

ARTICLE XII– OFFICERS EXPENSES

All elected officers of this Branch may submit a voucher for their expenditures, for transportation and hotel expenses while attending the yearly conventions of this branch or any state designated function as outlined in the respective duties of their position. No expenses shall be paid for any business that is personal in nature or under normal circumstances would be the responsibility of the local branch.

ARTICLE XIII – BONDS

The Secretary/Treasurer before entering upon discharge of his/her duties, shall file a surety bond of \$10,000 with the President same to be approved by the President and the Executive Committee, the cost of said bond to be paid for by this Branch.

BY – LAWS

ARTICLE I – QUORUM

In any meeting of this Branch, either twenty (20) members, or five (5) branches, shall be duly present to constitute a quorum.

ARTICLE II – ORDER OF BUSINESS

The following order of business shall be observed unless varied by vote:

1. Call to Order
2. Appointment of Committees and Officers of the Convention
3. Roll call of officers
4. Report of Credentials
5. Committee Report of Rules Committee
6. Adoption of Rules
7. Report of Officers
8. Report of Committees
9. Unfinished Business
10. New Business
11. Nominations
12. Election of Officers
13. Adjournment

ARTICLE III – COMMITTEES

The following Committees shall be appointed for each State Convention: Audit, Credentials, Rules, Nominations (bi-annually), Resolutions, Time and Place, and such other committees the President deems necessary to expedite the business of the convention.

ARTICLE IV – APPOINTED OFFICERS

At the opening of each Convention, the President shall appoint a Sergeant-at-Arms. He/she shall also appoint a member to act as Parliamentarian.

ARTICLE V – AMENDMENTS

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of those delegates present and voting at any Convention of the Branch, providing a quorum if present.

Section 2. Any Proposed amendment to this Constitution must be submitted to the member branches no less than thirty (30) days prior to any Convention of this branch at which the amendment is to be acted upon. The proposed amendment must be submitted to the Secretary no less than sixty (60) days prior to the Convention for preparation and submission to the member branches.

Section 3. An amendment shall become effective immediately on passage of the amendment.

ARTICLE VI-PARLIAMENTARY PROCEDURE

Robert' Rules of Order shall govern all meetings of this Branch except where otherwise provided for by the constitution and by-laws or rules adopted by the meeting.

