

**National Association of Postal Supervisors
South Dakota Branch 946**

CONSTITUTION AND BY-LAWS

Revised May 6, 2023

CONSTITUTION

ARTICLE I - NAME

The name of this Branch founded on August 20, 1938 shall be the “**South Dakota Branch 946**” of the National Association of Postal Supervisors (NAPS).

ARTICLE II – OBJECT

The object of this Branch shall be to cooperate with our National and State Organizations in their effort improve the Postal Service; to protect our members and enhance postal supervisory positions through the establishment of uniform and equitable compensation in keeping with position and economic circumstances; to promote and support beneficial legislation and all other acts or objects advancing the good and welfare of our membership.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

The National Association of Postal Supervisors Branch 946 shall have three (3) classes of members. These classes of members shall be (1) Active, (2) Associate, & (3) Honorary.

SECTION 2. ACTIVE MEMBERS

(a) Included are all EAS personnel that are not subject to collective bargaining agreements under Chapter 12 of *Title 39, US Code*, and who are employed in processing and distribution centers and facilities, including but not limited to Headquarters, Area, District Offices, Post Offices, Bulk Mail Centers; and, other installation personnel in the State of South Dakota.

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 may attend meetings and conventions. They may be appointed by appropriate authority to service 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 meeting, committee, or convention.
- (c) Associate members shall be eligible to hold office at the local and state levels provided no active member is willing to accept the position.
- (d) Associate members may vote on all matters at the local and state level. At national conventions, associate members delegates may vote on all matters.
- (e) Associate members shall pay dues at the branch level no less than an amount one-half (1/2) the national per capita tax, which will include a subscription to *The Postal Supervisor* magazine.

ARTICLE III – MEMBERSHIP con't

SECTION 4. HONORARY MEMBERS

- (a) Members of the Association who are in good standing at the time of retirement or promotion shall be entitled to honorary membership.
- (b) Honorary members may also be any person appointed by the State President with Executive Board approval, who assists with the operation of the branch.
- (c) 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 – ORGANIZATION - Not Applicable

ARTICLE V – CONVENTION / MEETINGS

SECTION 1. State conventions of this Branch shall be held once each year. Each convention shall decide the time and place for holding the next convention from among the invitations received. If, however, there is no applicant for the next convention, the selection of the convention city shall be left to be decided by the Executive Board.

Section 2. In addition to the state convention, the Executive Board shall for the purposes on conducting branch business have one (1) other scheduled business meeting the first Thur in Oct each year. Scheduled business meetings are open to all members and shall be in person, via telecom, zoom, or a combination at the discretion of the Executive Board. The Constitution and By-Laws may only be changed at the state convention.

SECTION 3. A special meeting or convention shall be called upon the request of twenty percent (20%) of the membership or called upon by an officer with Executive Board's approval. The request for such a meeting shall be filed with the Secretary-Treasurer of the State Branch at least thirty days (30) prior to the date of the proposed meeting. The Secretary-Treasurer shall give notice of the meeting to all members no later than ten (10) days after such request has been made. (and only can conduct business on the subject of why the meeting was called)

SECTION 4. Reasonable out of pocket expenses associated with planning the annual convention, special meetings, training, and/or representing members, shall be reimbursed to the individuals incurring the expense. Except in emergency situations, expenses shall be approved by the Executive Board in advance.

ARTICLE VI - REPRESENTATION

SECTION 1. Each member in attendance at the convention who has paid his or her dues shall be entitled to vote.

SECTION 2. Proxy votes shall not be permitted in any election of South Dakota Branch 946.

ARTICLE VII - ELECTIONS

SECTION 1. The officers of this State Branch shall be President, East River Vice-President, West River Vice-President, and Secretary/Treasurer. These officers shall hold office until their successors are duly elected and installed. Each term of office shall be for a period of two years.

The Legislative Representative is appointed/removed by the State President with the Executive Board's approval. The Legislative Rep's duties are to keep the Branch members aware of all political action that must be taken in the welfare of the Postal Service and NAPS Organization. He/she is also responsible for letter writing and phone calling campaigns and all other activities in conjunction with the State Legislative Rep's direction. The Legislative Representative shall assume such other duties and responsibilities as assigned by the President.

An Investment Committee of up to 3 members is appointed/removed by the State President with Executive Board approval. The Investment Committee shall provide oversight and recommendations to the Executive Board for an Investment Fund in conjunction with the Sec/Treas. The committee members shall have no financial or non-financial conflicts of interest and shall always act as a fiduciary for the Branch.

SECTION 2. To be eligible for any office in this Branch, a candidate must be a paid-up member of the Branch.

SECTION 3. Vacancies, other than that of the President, occurring between state conventions shall be filled by an interim appointment by the President, subject to the approval of the Executive Board, to serve until the next state convention.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the State President, State East River Vice-President, State West River Vice-President, and State Secretary/Treasurer.

SECTION 2. The Executive Board shall carry out the order of NAPS members and conduct all business during the interim of conventions and meetings and direct the Secretary/Treasurer to take any actions. It shall have the power to levy assessments upon the membership. It shall have the power to authorize necessary expenditures, and to draw vouchers for them upon the treasury.

SECTION 3. Executive Board members will be the only representatives for the membership in disciplinary actions, with proper written agreement from such member. The Executive Board may assign a case to a qualified representative, trained in disciplinary action with the Executive Board's approval. Expenses incurred for such representation will be reimbursed as stated in Article V, Section 3. With the Executive Board's approval, if annual leave and/or travel cost are incurred to fully represent a member, reimbursement at the regular daily rate of pay and current postal per diem rates will apply.

SECTION 4. There shall be no business or financial interest on the part of any member of the Executive Board or its agents which conflicts with their duty to the Branch or its members.

ARTICLE IX – PRESIDENT

SECTION 1. The President shall preside at all meetings, appoint committees and fill vacancies that may occur (subject to approval of the Executive Board). He/She shall enforce the laws and rules of the Association and shall approve/disapprove all vouchers drawn on the treasury. The President shall also represent the membership or assign representation to other qualified officers.

SECTION 2. The President shall receive \$250.00 annually for reimbursement of incidental branch business expenses incurred while fulfilling the duties of President.

SECTION 3. In the event of a permanent vacancy in the office of President, a coin toss decides which Vice-President becomes President. If for any reason either Vice-President shall not be able to assume the duties of President, the Secretary/Treasurer shall become President.

SECTION 4. At the close of the term, the Presidents shall turn over all books, papers, and other property of this branch to his/her successor.

ARTICLE X – VICE-PRESIDENT

SECTION 1. Either Vice-President shall serve in the absence of the President.

SECTION 2. The Vice-Presidents shall not receive compensation, except for those circumstances stated in Article VIII, Section 3.

SECTION 3. The Vice-Presidents shall be the advocate of membership within the Association in addition to the representation of members.

SECTION 4. The Vice-Presidents shall assume such other duties and responsibilities as assigned by the President.

SECTION 5. At the close of the term, the Vice-Presidents shall turn over all books, papers, and other property of this branch to his/her successor.

ARTICLE XI – SECRETARY/TREASURER

SECTION 1. The Secretary/Treasurer shall keep an accurate record of all meetings of the Association, shall have charge of all correspondence with the membership, shall be the custodian of all funds (reviewing all expenditures), and will furnish the audit committee a financial report at each convention.

SECTION 2. The Secretary/Treasurer shall receive \$500.00 annually for reimbursement of incidental branch business expenses incurred while fulfilling the duties of Secretary/Treasurer.

SECTION 3. The Secretary/Treasurer shall present for each state convention an estimated written budget based on expected bi-annual income, and anticipated expenses for both even and odd years. After determining anticipated expenses (conventions, LTS, etc) the Secretary/Treasurer shall declare the monthly amount of unneeded excess funds to be transferred from the checking/savings account to the Investment Fund while still maintaining a reasonable checking account reserve.

ARTICLE XI – SECRETARY/TREASURER, con't

SECTION 4. The Secretary/Treasurer shall represent the members of this branch. The Secretary/Treasurer shall assume such other duties and responsibilities as assigned by the President.

SECTION 5. At the close of the term, the Secretary/Treasurer shall turn over all books, papers, and other property of this Branch to his/her successor.

ARTICLE XII – OFFICER DUTIES

SECTION 1. All members of the Executive Board (President, Vice-Presidents, Secretary/Treasurer) and Legislative Representative may attend each National Convention to represent the State of South Dakota and will also submit and support any resolutions passed at the state convention. If voted on by the membership at the state convention to send additional members to the National Convention, there will be a random drawing of qualified names. A member must meet all four of the following criteria to be eligible for the drawing:

1. Is in attendance at the state convention where voted on
2. Has attended at least 3 of the past 5 state conventions
3. Is an active participant at the conventions, or has helped the membership of this branch, as determined by the Executive Board
4. Name has not been drawn for the past two National Conventions, unless there are no other qualifying members

SECTION 2. Those attending the National Convention or Legislative Conference may receive the lower of coach air fare normally purchased at least six (6) weeks before the start of the convention/conference date, or the standard mileage rate, single-room rate hotel cost, and the current postal travel procedures and per diem rates, in advance of travel. They may also be reimbursed for all reasonable travel related expenses incurred. The Secretary/Treasurer will submit the registration fee in advance. There will not be any compensation for annual leave used to attend a National/State Conventions or Legislative Conference events.

SECTION 3. In a National Convention year (even years), the Legislative Representative or designee may attend the Legislative Training Seminar (LTS). The Executive Board may vote to send an additional member to the Legislative Training Seminar (LTS).

(Note-NAPS headquarters reimburses some LTS expenses for one only in even years.)

In the odd years, the Legislative Representative may attend the Legislative Conference. The Executive Board may vote to send an additional member to the Legislative Conference.

ARTICLE XIII – DUES

SECTION 1. The dues for active members of this Branch will be \$5.00 per pay period plus the Nat'l Headquarters per Capita Tax per pay period via *Form 1187*, effective May 6, 2023. Dues for associate members will be 1/2 of the active member rate via check or money order payable to the branch at the beginning of each year. A notice will be sent to each associate member.

ARTICLE XIII – DUES con't

SECTION 2. The dues amount of this Branch will not change without the majority vote at the State Convention.

ARTICLE XIV – BRANCH DISSOLUTION

SECTION 1. Upon dissolution of NAPS South Dakota Branch 946 all assets shall be distributed within the guidelines of Internal Revenue Code Section 501.

SECTION 2. No part of the net earnings or assets of the branch shall inure to the benefit of or be distributable to its members, trustees, officers, 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 3. The assets of the Branch, at the time of dissolution, will be transferred to a local or State NAPS Branch designated by the Branch 946 executive board.

BYLAWS

ARTICLE I – QUORUM

At any convention, 5% of the membership shall constitute a quorum

ARTICLE II – ORDER OF BUSINESS

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

- Call the meeting to order
- Roll call of Officers
- Minutes of previous meeting
- Report of Officers
- Report of Committees
- Unfinished business
- New business
- Election of Officers and next Convention Site
- Adjournment

ARTICLE III – PARLIAMENTARY PROCEDURES

Robert's Rules of Order Newly Revised shall govern the proceeding of the convention except where otherwise provided for by the Constitution and Bylaws or rules adopted by the convention in session.

ARTICLE IV – COMMITTEES

The President shall appoint the following committees, or others, as deemed necessary at the State Convention: Credentials, Resolutions, Audit, Rules, Constitution and Bylaws, Elections, and Investment.

ARTICLE V THROUGH VIII – NOT APPLICABLE

ARTICLE IX – DISCIPLINARY DEFENSE FUND (DDF)

SECTION 1. NAPS is not obligated to defend each and every member, regardless of the charges they may face. The integrity of NAPS, both national and local, and the interests of the Postal Service must be considered when receiving a member request for DDF advocacy.

SECTION 2. To be eligible for representation through the DDF, a member must meet the National Constitution criteria.

SECTION 3. The DDF shall be administered by the National Executive Board.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by majority vote at any State Convention under the same voting procedures as provided for amendments to the Constitution.