

**CONSTITUTION
FLORIDA STATE BRANCH
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS**
(As updated June 2018)

**ARTICLE I
NAME**

This body shall be known as the Florida State Branch of the National Association of Postal Supervisors.

**ARTICLE II
OBJECT**

The objectives of this Branch shall be to cooperate with the U.S. Postal Service in the furtherance of a continuing program of ways and means to improve the operations of the Postal Service at all levels; to constantly seek to improve the lot of the individual supervisor, both from an economic standpoint and as an employee of the U.S. Postal Service; to render all possible aid to any supervisor presenting a valid request relative to a grievance or adverse action; and to widen the field of opportunity for worthy employees who make the Postal Service their life work.

**ARTICLE III
MEMBERSHIP**

SECTION I All supervisory, managerial, technical, administrative, or professional personnel, who are not subject to collective bargaining agreements, are assigned to USPS facilities in the state of Florida, and who are otherwise eligible for membership in NAPS may join the Florida State Branch. Positions eligible for membership in August, 1976, shall retain eligibility.

SECTION II Any employee who is eligible for membership and is employed in an installation having no local branch, may become a member-at-large or a member of any local or district branch of this state.

SECTION III Former active members of this Association who were in good standing at the time of retirement or promotion may be associate members upon retirement from the USPS. Associate members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees. Associate members shall be eligible to hold office at the local and state levels, as long as they are dues paying members.

SECTION IV Honorary membership in this Branch shall be decided by vote at regular conventions, excepting that members in good standing who retire from the Service shall automatically be given an honorary membership. Honorary membership will not allow the member so affected to vote or hold office nor be required to pay dues.

SECTION V Membership in the State Branch shall require membership in the National Association of Postal Supervisors.

45 **SECTION VI** Local and District Branches may adopt a Constitution and Bylaws not in
46 conflict with the Constitution and Bylaws of the National Association of Postal Supervisors and
47 this Branch.

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49 **ARTICLE IV**
50 **MEETINGS**

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52 **SECTION I** This Branch shall meet annually on such day and at such place as may be
53 determined by majority vote of the delegates in convention assembled, provided that the
54 delegates may designate the Executive Committee to select the date and place that the
55 succeeding convention shall be held. The schedule and the time of the Convention shall be
56 arranged by or approved by the Executive Committee and/or the Host Convention Committee
57 but, the end of the accounting period should be avoided. The Convention shall remain in session
58 until all business has been considered or disposed of.

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60 **SECTION II** The Executive Committee and/or the Host Committee may levy a
61 registration fee upon each delegate and guest at the Convention, not to exceed One Hundred
62 Seventy Five Dollars (\$175.00) per person or Two Hundred Dollars (\$200.00) if after the cut-off
63 date, to be used in defraying the cost of said convention.

64
65 **SECTION III** This Branch shall provide Two Thousand Dollars (\$2000.00) to the Host
66 Branch to be used as working capital each year, to be repaid to the State Branch within thirty
67 (30) days of the conclusion of the current year's State Convention.

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69 **ARTICLE V**
70 **DUES**

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72 **SECTION I** State dues of Eleven Dollars (\$11.00) per member semi-annually shall
73 become due and payable twice per year, first on or before Jan 1 and second in June each year
74 prior to the state convention each year. The branch shall provide a copy of the DCO printout of
75 dues-paying members for the months of April and October (respectively) to the State
76 Secretary/Treasurer with the check. Dues for members-at-large of the State Branch shall be
77 Fifteen Dollars (\$15.00) per pay period. Annual dues for associate members of the State Branch
78 shall not be less than one-half of the National dues, plus \$1.00 for State dues.

79
80 **SECTION II** Local Branch Treasurers may send pro-rated monthly membership dues to
81 the Florida State Secretary/Treasurer, or semi-annually as stated in Section I of this article. New
82 members shall pay pro-rated membership dues or sign payroll withholding Form #1187.

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84 **SECTION III** Special assessments may be levied by the Executive Committee when it
85 becomes necessary, but not to exceed One Dollar (\$1.00) per member, per annum.

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87 **SECTION IV** Local and District Branches are at liberty to fix the amounts of their own
88 dues, fees, and assessments.

89
90 **SECTION V** The secretaries of Local and District Branches shall furnish the State
91 Secretary with the name, roster title, address and zip code of each of the Branch Officers at the
92 time he/she submits dues payments, and after election or appointment of new officers.

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94 **ARTICLE VI**
95 **REPRESENTATION**

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SECTION I Each Branch shall be entitled to send as many delegates to the State Convention as desired. Each Branch shall be entitled to have one vote at the State Convention for each five members or fraction thereof, up to and including fifteen members, and one additional vote for each ten members or fraction thereof above fifteen. A delegate from the branch shall be entitled to vote the entire vote of the branch. Every delegate from an installation not represented by a branch shall be entitled to one vote.

SECTION II No Local or District Branch or installation shall be represented by proxy. A delegate must be a member in good standing of the State Branch or the Local or District he/she represents.

SECTION III A State Branch officer may qualify to represent his/her Local Branch or installation in the absence of any other delegate from said Branch or installation.

SECTION IV Alternate delegates may be seated in the absence of the regular delegates, upon presentation of proper credentials.

SECTION V The President and Secretary/Treasurer elected at the State Convention shall automatically be delegates to the National Convention. Delegates shall submit written reports at the next State Convention. Reimbursement of expenses shall be provided in the Bylaws.

**ARTICLE VII
DISTRICTS**

This state shall be divided into seven (7) districts. The seven districts will consist of the following 18 branches:

- District I Branches 93, 353, 405
- District II Branches 154, 377
- District III Branches 146, 296
- District IV Branches 81, 156, 386, 478
- District V Branches 321, 406
- District VI Branches 420, 425, 577
- District VII Branches 231, 354

**ARTICLE VIII
OFFICERS**

SECTION I Officers of the State Branch shall consist of a President, a Secretary/Treasurer, seven (7) Vice-Presidents and a Legislative Director. The President and Secretary/Treasurer shall be duly elected by all qualified delegates at each even number year convention commencing 2020. The Vice-Presidents shall be elected by qualified delegates from within their own districts attending even year conventions commencing 2020. In the event any executive position is vacated expectedly and that vacant position is filled by special means, an election for that effected position will be held at the next state convention, even if not a regular election year. The Legislative Director will be appointed by the State President with approval of the executive board. The majority of all votes cast by written ballot shall be necessary to elect. The officers shall hold offices for a period of two years, or until successors are elected and qualified. All State Officers shall have one vote at the State Convention, but no officer shall be permitted to cast the vote of his/her Local Branch or installation except when no other delegate from such

147 Branch or installation is present. If a State Officer elects to cast the votes of his/her Local Branch
148 or installation he/she shall not be permitted to cast a vote as a State Officer.

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150 **SECTION II** No person shall be eligible to hold office or be eligible for membership on
151 any committee unless he/she is a member in good standing of this Branch.

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153 **SECTION III** Delegates from the respective Districts of the State shall caucus at election
154 time and shall elect their own Vice-President from the members in good standing in their
155 respective Districts. The elected Vice Presidents of each district are to be announced at the time
156 the newly elected President and Secretary/Treasurer is announced. In the event a District does
157 not choose a Vice-President, then the State President shall fill such position with the approval of
158 the Executive Committee as soon as possible after the election with a NAPS member from that
159 District, if available.

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161 **SECTION IV** Not more than one (1) member from any one (1) local branch may hold
162 the office of State President or State Secretary/Treasurer commencing at the 2007 Convention.

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165 **ARTICLE IX** 166 **DUTIES OF OFFICERS**

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SECTION I – PRESIDENT

168 It shall be the duty of the President to preside at all Conventions and meetings of the Executive
169 Committee. He/She shall be an ex-officio member of all committees, and shall appoint the
170 necessary committee members at each convention. He/She shall fill, with the approval of the
171 Executive Committee, all vacancies for any cause whatsoever, until the next state convention
172 when an election will be held, and he/she shall submit to each Convention a written report of
173 his/her official acts during his/her term of office.

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175 He/She shall perform such other duties as this Branch may require. He/She shall appoint a
176 Parliamentarian at the opening of each convention. In the absence of the President, a Vice-
177 President selected by the Executive Committee shall preside. The President shall be responsible
178 for assuring compliance with the State and National Constitution and Bylaws.

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180 In the event the President shall resign, die, be terminated, or otherwise become ineligible to hold
181 the office of President, the Executive Committee shall appoint a successor to until such time the
182 governing body shall elect a successor at the next State Convention.

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SECTION II -- VICE-PRESIDENTS

185 The Vice-Presidents shall be members of the Executive Committee and of the organization
186 committee of the Branch. Their respective duties shall be in addition to other duties described in
187 Section I, to encourage all supervisors in the Postal Service in Florida to affiliate with this
188 organization, and to assist the Secretary/Treasurer in the collection of dues from membership.

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SECTION III -- SECRETARY/TREASURER

191 The Secretary/Treasurer shall keep a record of all proceedings and all other records of the
192 Branch; he/she shall be the custodian of the official seal; shall keep a record of all members of
193 each Local Branch and the name and addresses of each member-at-large; shall furnish the Vice-
194 Presidents a list of nonmembers and unpaid members together with their installation; he/she shall
195 submit a written report of his/her official acts and a written report to the Convention showing the
196 number of Local Branches and members during his/her term of office. These reports shall close
197 on the last day of the month preceding the Convention.

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He/She shall receive all monies due the Local and District Branches except NATIONAL PER CAPITA TAX; shall disburse all monies by check or money order after an appropriate voucher signed by the President has been presented; shall present to the Convention a written report on all monies received and disbursed. The Secretary/Treasurer shall be responsible for adhering to the budget adopted at the last Convention and shall not expend monies in excess of the budget for any given item. He/She shall prepare and submit to the Convention a recommended budget for the ensuing year. Bond for the Secretary/Treasurer shall be Ten Thousand Dollars (\$10,000.00), expenses for which are to be borne by the Branch. He/She shall submit the books of the fiscal year for auditing.

This Branch shall pay the National, state, and Local Dues of the Secretary. Treasurer and shall pay all expenses in connection with the operation of that office upon presentation of itemized documents to substantiate same. This Branch shall pay the sum of One Hundred Twenty-Five Dollars (\$125.00) per annum to cover personal expenses in connection with the operation of this office. He/She shall remit to the Host Convention Committee not less than 30 days prior to the Convention the registration fees for all officers as provided in the Bylaws.

SECTION IV -- LEGISLATIVE DIRECTOR

The Legislative Director will be responsible for establishing, maintaining and updating the NAPS congressional liaison network; will initiate and coordinate NAPS Legislative activities at the state level including alerting individual branches of pending legislation that will impact NAPS. The Legislative Director will attend all Legislative Meetings and Conferences and will coordinate activities and appointments, etc. at Legislative Conferences. The Legislative Director acts as a liaison between the National office and the local branches within the state and performs other legislative duties at the request of the President and executive board.

ARTICLE X REFERENDUM

SECTION I Any Local or District Branch of the Florida State Branch may prepare and circulate a petition for the purpose of causing a question of State importance, or amendment to this Constitution and Bylaws to be brought to a vote of the whole organization. The question or amendment may be wholly new or one previously rejected.

SECTION II Before circulating such a petition, the Secretary/Treasurer of the Florida State Branch shall be notified, in writing, of such action and furnished with a draft of the proposed action.

SECTION III It shall require a majority of votes cast to decide all questions other than amendments to the Constitution and Bylaws, which shall require two-thirds affirmative vote to carry and decide.

ARTICLE XI AMENDMENTS

This Constitution may be amended by two-thirds of all delegates present at any State Convention or by referendum of the entire membership.

**BYLAWS
FLORIDA STATE BRANCH
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
(updated June 2018)**

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**ARTICLE I
QUORUM**

SECTION I Delegates from thirteen different branches shall constitute a quorum, but less than that number adjourn to meet at some future date. Notice shall be given in writing to all members advising them of the date, time, and place of the adjourned meeting, and delegates present, even less than thirteen, shall constitute a quorum to transact all business of the Branch.

**ARTICLE II
ORDER OF BUSINESS**

SECTION I The order of business at the annual Convention may be:

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|---------------------------------|---|
| 1. Roll call of officers | 9. Introduction of honored guests |
| 2. Minutes of previous meeting | 10. Reports of standing committees |
| 3. Credentials committee report | 11. Unfinished business |
| 4. Rules committee report | 12. New business |
| 5. Roll call of delegates | 13. Meeting place-next convention |
| 6. Memorial service | 14. Election of officers (even # years) |
| 7. Report of officers | 15. Open forum discussion |
| 8. Report of special committees | 16. Adjournment |

A meeting of the Executive Committee shall be called immediately after the close of the Business Session.

**ARTICLE III
MEMBERSHIP**

SECTION I NAPS shall have two classes of members. These classes of members shall be (I) active, (2) associate.

SECTION II Active Members

a) Included are all supervisory/managerial and postmaster personnel who 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 and district offices; post offices; bulk mail centers; and other installation personnel.

b) NAPS is not the representative of personnel employed as PCES installation heads and postal inspectors, or other like positions in the USPS Headquarters or field facilities.

SECTION III 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.

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294 c) Associate members shall pay dues at the national or branch level no less than an amount
295 one-half the national per capita tax, which will include a subscription to The Postal Supervisor.
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297 d) Associate members who hold offices at the national level shall pay the full share and
298 same dues and assessments as regular active members of their branches.
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301 **ARTICLE IV**
302 **COMMITTEES**

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304 **SECTION I** There shall be twelve convention committees: Executive; Budget and
305 Finance; Resolutions; Credentials; Membership; Bylaws; Nominating/Balloting; Greetings;
306 Rules; Convention Site, Scholarship and Legislative Committee.

307
308 **SECTION II** The **EXECUTIVE COMMITTEE** shall consist of the elected officers of
309 the Branch, and shall be presided over by the President, or in his absence, by a Vice-President.
310 Its duties shall be to supervise all of the business of the Branch not otherwise provided for in
311 these Bylaws, and shall have general supervision of the affairs of the organization.
312

313 **SECTION III** The **BUDGET AND FINANCE COMMITTEE** shall consist of one
314 member from each District. Its duties shall be to audit all of the accounts of the Branch and to
315 approve with the President the bonds of the officers when such bond is required. It shall submit a
316 certified copy of the complete report to the Secretary/Treasurer at each Convention. It shall
317 approve or recommend changes to the budget submitted by the Secretary/Treasurer for the
318 ensuing year. It shall be the duty of the committee to approve or insert an expression of the
319 allowable rate of reimbursement of travel and per diem expenses, which will apply to each
320 officer for attendance at the National and State Conventions and for all out-of-town business of
321 the Branch. In acting upon the budget the committee shall consider attendance of the President
322 and the Secretary/Treasurer at the National Convention and State Convention and at all District
323 meetings to be vital. The committee shall endeavor to refer to the Convention for approval a
324 budget that provides adequately for these matters within the constraints of anticipated revenue.
325 Budgets for the Vice Presidents shall be by District, need not be equal, but may consider a
326 percentage of state per capita tax formula, the geographic location and the size of the District, or
327 such other criteria at the discretion of the committee.
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329 **EXPRESSION OF ALLOWABLE RATE OF REIMBURSEMENT OF TRAVEL AND PER**
330 **DIEM EXPENSES RECOMMENDED BY BUDGET AND FINANCE COMMITTEE AND**
331 **APPROVED BY THE CONVENTION BODY JUNE 1986:** ‘The allowable rate of
332 reimbursement for travel and per diem expenses which will apply to each officer for attendance
333 at the National and State Conventions and for all out-of-town business for the Branch shall be:
334 Actual single person hotel room rate is to be allowed with supporting documentation of hotel bill
335 and per diem equivalent to the daily rate determined by the State Board to be increased by same
336 amount if increase is granted by the Postal Service at the same time increased by the Postal
337 Service. Mileage to be paid at the same rate as the Postal Service. Per Diem will be a daily rate
338 and will not be pro-rated by quarters.’ Per Diem exception: When attending branch meetings
339 located less than 50 miles away, expenses are reimbursed at actual cost not to exceed the current
340 daily approved per diem rate.

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342 **SECTION IV** The **RESOLUTIONS COMMITTEE** shall function in connection with

343 each Convention and during the interim between Conventions. It shall be headed by a Vice-
344 President designated by the President, and consist of at least one Past President of the State
345 Branch, and other members as may be appointed by the President. Resolutions shall be
346 presented 15 days prior to the opening day of the State Convention and a copy of all resolutions
347 presented shall be given to all members at the time of registration. The printing of all submitted
348 resolutions shall not preclude the submission of resolutions from the floor. Resolutions must be
349 received by the State Secretary prior to June 1 or the submitting branch will be responsible for
350 furnishing typed copies for each delegate.

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352 **SECTION V** The **CREDENTIALS COMMITTEE** shall be headed by a Vice-
353 President and act in connection with the Convention, shall prepare separate lists of voting
354 members only, and give a copy of these records to the Secretary/Treasurer for filing.

355
356 **SECTION VI** The **MEMBERSHIP COMMITTEE** shall be appointed by the President
357 prior to the Convention. Its objective is to recommend ideas how to obtain 100% membership
358 among the Florida supervisors.

359
360 **SECTION VII** The **BYLAWS COMMITTEE** shall be headed by a Vice-President and
361 shall function whenever any matters pertaining to the Bylaws are submitted to the Branch. Any
362 changes to the Constitution or Bylaws must be submitted in writing prior to the final report of
363 this committee.

364
365 **SECTION VIII** The **NOMINATING/BALLOTING COMMITTEE** shall consist of one
366 member from each District. This committee shall place in nomination at the Convention the
367 names of members in good standing deemed competent to serve in the respective offices of the
368 Branch. Nominations may also be made from the floor at the annual meeting by any delegate.

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370 **SECTION IX** A **GREETINGS COMMITTEE** shall be appointed by the President
371 prior to the Convention.

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373 **SECTION X** A **RULES COMMITTEE** shall be appointed by the President prior to the
374 Convention.

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376 **SECTION XI** A **CONVENTION SITE COMMITTEE** shall be appointed by the
377 presiding President of the Convention in session. This committee shall take nominations for the
378 convention sites of future conventions and present to the convention body. Nominations shall
379 also be taken from the floor.

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381 **SECTION XII** A **LEGISLATIVE COMMITTEE** shall be headed by the State
382 Legislative Director and shall consist of branch legislative directors.

383
384 **SECTION XIII** A **SCHOLARSHIP COMMITTEE** shall be appointed by the presiding
385 President of the Convention in session. This 5 (five) person committee will review the
386 applications received and make the selection for the scholarships. The chairperson of the
387 committee will be a member of the Florida State Executive Board as determined by the
388 President. At least two members of the committee must be non-board members and no person
389 on the committee can be related to any applicant being considered during that year.

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391 **SECTION XIV** Names of elected delegates and members-at-large planning to attend the
392 Convention must be sent to the President thirty days (30) prior to the Convention for committee
393 selection.

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ARTICLE V
REPORTS AND EXPENSES

SECTION I Reimbursement under this Article for actual expenses incurred for travel, lodging and meals shall, unless otherwise provided in these Bylaws, be not more than the mileage and per diem rate established by the budget adopted at the most recent State Convention. Reimbursement under this Article shall be for the officer, member, or delegate only, as though he/she traveled alone; airfare or mileage or combination of both; rental cars are not reimbursable.

SECTION II The President, Vice-Presidents, Secretary/Treasurer, and Legislative Director shall be reimbursed as provided by Section I, for actual expenses incurred by the attendance of State Conventions and meetings of the Executive Committee when called by the President. Registration fees for the officers shall be paid by this Branch.

SECTION III The President and Secretary/Treasurer shall be reimbursed for actual expenses incurred by attending the National Convention, not to exceed that figure established and adopted by the delegates at the most recent Convention. Travel expenses reimbursed shall be at the air coach rate or the mileage rate, whichever is less. Registration fees for the Officers shall be paid by this Branch.

SECTION IV Subject to budgetary limitations, the President, Vice-Presidents, Secretary/Treasurer and Legislative Director shall be reimbursed for personal expenses actually incurred in the conduct of Branch business, other than State and National Conventions, to include telephone toll charges, stationary, postage, mileage, per diem and registration fees at meetings and reimbursement for up to 5 days of leave without pay per convention, fiscal year (June - June) at \$200.00 per day. To be eligible, your annual leave balance must be no higher than 160 hours. Should the hours allotted any officer or representative not be needed, the said hours can be utilized by another officer provided the state executive board approves of such transfer of days with a majority vote. Business of the Branch shall include the acceptance of invitations to attend meetings or other functions of postal supervisors within the State of Florida convened in the name of the Association. However, reimbursement under this Section to Vice-Presidents shall be limited to the business of the Branch conducted within his/her own District unless substituting for the President.

SECTION V In accordance with sound accounting principles each officer shall itemize his or her expense voucher to show as a minimum the date, place, purpose, and amount of each expense for which reimbursement is claimed. Before payment, expense vouchers shall be reviewed by the President for compliance with the Bylaws, and shall be denoted by his endorsement. Receipts should be attached whenever practicable. Expense vouchers shall be submitted not later than thirty (30) days prior to the State Convention.

SECTION VI The reports of officers shall be submitted in writing to the State Convention and published in the convention booklet.

SECTION VII For expenses incurred by attending the District meetings of other than his or her own District, each Vice-President shall be allowed actual expenses, including registration fees. Reimbursement under this Section shall be limited to Three Hundred Dollars (\$300.00) unless such other amount is established by the budget adopted at the most recent State Convention.

SECTION VIII The Executive Committee shall be empowered to authorize expenditures

445 in excess of the budget to reimburse officers or members for attendance at legislative
446 conferences in Washington or elsewhere, or for such other purpose to accomplish the aims of this
447 Branch in any situation not predicted or otherwise provided for at the most recent Convention.
448 The President shall make a detailed report to the next State Convention, but expenditures made
449 in good faith under this Section shall not require further approval.

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451 **SECTION IX**

452 Subject to budgetary limitations, in the following order; Legislative Director, President
453 and the Secretary/Treasurer shall be reimbursed for personal expenses actually incurred in
454 attending the annual Legislative Conference in Washington DC. If required, registration for this
455 event shall also be paid.

456 **ARTICLE VI**
457 **AMENDMENTS**

458
459 These Bylaws may be amended by majority vote of all delegates present at any State Convention
460 or by referendum of the entire membership.

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462 **ARTICLE VII**
463 **INTERPRETATION**

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465 These Bylaws shall always be construed and understood in their most plain and obvious
466 meaning, and any doubt as to their true intent shall be referred to a committee of three (3)
467 members in good standing, appointed by the state president, whose decision shall be final.
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