

KANSAS STATE NAPS BRANCH 919

CONSTITUTION & BY-LAWS

CONSTITUTION

ARTICLE 1 – NAME

This association shall be known as the Kansas State Branch of the National Association of Postal Supervisors.

ARTICLE 2 – OBJECT

The object of this association shall be to promote through appropriate and effective action, the welfare of its members: to cooperate with the United States Postal Service in a continuing effort to improve service and raise the standard of efficiency, and to widen the field of opportunity for its members who make the United States Postal Service their life's work.

ARTICLE 3 – MEMBERSHIP

Section 1. Any classified employee that is eligible for membership in the National Association of Postal Supervisors and employed in a Postal Facility in the State of Kansas is eligible for active membership in this organization.

Section 2. Honorary and Associate memberships in this organization as defined by the National Association of Postal Supervisors are available under the provisions set forth in the National Constitution.

ARTICLE 4 – MEETINGS

Section 1. Annual meetings of the Kansas State Branch in even numbered years shall be held at the MINK Convention. Annual meetings of the Kansas State Branch in odd numbered years shall be held at the _____/multi-state-regional-training-symposium (or whatever the formal name of the meeting is going to be).

Section 2. A special meeting of the Kansas State Branch shall be called upon the written request of not less than ten (10) members filed with the State Secretary/Treasurer, thirty (30) days prior to the proposed meeting. Upon the receipt of such request in due form, the State Secretary/Treasurer shall immediately give notice to all members as herein set forth.

Section 3. Area meetings may be held at the discretion of the Area Vice-Presidents with the approval of the State President.

ARTICLE 5 – OFFICERS

Section 1. No person shall be eligible for elected office of the Kansas State Branch unless he/she is a member in good standing.

Section 2. There shall be a President, Shawnee-Mission/KCK Area Vice-President, Topeka Area Vice-President, Wichita Area Vice-President, and a Secretary/Treasurer. The Shawnee-Mission/KCK Area Vice-President is to serve those offices reporting to the Mid-America CS District, ZIPs 660, 661, 662, and 667; The Topeka Area Vice-President is to serve those offices reporting to the (former) Topeka MSC, ZIPs 664, 665, 666, 668, 669, 674, and 677, generally offices north of Interstate 70; and the Wichita Area Vice-President is to serve those offices reporting to the (former) Wichita MSC, ZIPs 670, 671, 672, 673, 675, 678, and 679, generally offices south of Interstate 70.

Section 3. The Area Vice-Presidents are to be elected by those delegates representing their respective areas at the annual meeting in the even numbered years. The President and Secretary/Treasurer shall be elected at the annual meeting in the odd numbered years. They shall hold office until their successors are duly elected. Officers shall be delegates to all Conventions with the concurrence of the Executive Committee unless the officers decline.

ARTICLE 6 – COMMITTEES

EXECUTIVE COMMITTEE: The Executive Committee shall consist of the five (5) elected officers and the President or designee from each Kansas NAPS Branch.

The following committees, with the exception of the Membership Committee, shall be appointed by the President of this Kansas State Branch and shall hold office for a period of two (2) years, or until their successors are duly appointed.

RESOLUTION COMMITTEE: Three (3) members. This committee is responsible for creating resolutions to be presented at the National Convention or for modifying resolutions presented to the committee.

MEMBERSHIP COMMITTEE: Three (3) members consisting of the three Area Vice-Presidents. The chairperson is to be appointed by the President. This committee is responsible for creating membership drive ideas and soliciting new members.

CONSTITUTION AND BY-LAWS COMMITTEE: Three (3) members. This committee is responsible for reviewing and making recommendations as they deem appropriate for changes to the Kansas State Branch Constitution and By-laws. These will be presented to the Executive Committee and will be voted on at a regular meeting or special meeting called for this purpose.

The President may also appoint any other committee or committees for a desired purpose, so long as the purpose is not in conflict with the provisions of our National Association Constitution and By-laws.

ARTICLE 7 – PRESIDENT

Section 1. The President shall preside at all meetings of the Kansas State Branch. The President shall be a member of all committees. The President shall fill, by appointment, all vacancies in all offices occasioned

by death, resignation, or otherwise: such appointments to be made within thirty (30) days and to continue until the office is duly filled by election.

Section 2. At the opening of each annual session meeting, the President shall appoint from among the members present, a sufficient number to each and every committee to bring same up to its full quota as prescribed in Article 6. Members so appointed shall serve throughout the session.

Section 3. The President shall submit to the annual meeting a written report of all official acts pertaining to and during the term of office, The President shall approve all just warrants presented by the Secretary and drawn on the Treasury, covering all bills and expenditures of the Kansas State Branch and shall perform such other duties as rules and usages of the Association require.

Section 4. In the event of a permanent vacancy in the office of President, caused by death, resignation, being permanently disabled and unable to perform the duties, or otherwise ineligible, the Executive Committee shall meet under the direction of the Secretary/Treasurer and select a member of the Executive Committee as President. This is to be done within ten (10) days.

ARTICLE 8 -VICE-PRESIDENTS

- (A) The organization of membership shall be the responsibility of each Area Vice-President in their area. They shall also perform other duties as directed by the President.
- (B) They shall submit a report, in writing, presenting the same to the association at each annual meeting, covering all their official acts during their term of office.
- (C) The President shall appoint one of the Area Vice-Presidents to serve during Presidential absence. The appointee shall be vested with the same full authorized power as the President while working in that capacity.

ARTICLE 9 – SECRETARY/TREASURER

- (A) The Secretary/Treasurer shall keep an accurate record of all proceedings of this association and have a record of all correspondence.
- (B) The Secretary/Treasurer shall collect and record all dues and assessments received direct from members or dues check off, issuing the necessary receipts forthwith. The Secretary/Treasurer shall keep a record of all monies received and disbursed.
- (C) With the approval of the President, the Secretary/Treasurer shall prepare and sign all warrants covering expenses of the association.
- (D) The Secretary/Treasurer shall submit a report in writing, presenting the same to the association at each annual meeting, covering all official acts during term of office.
- (E) In consideration of the time and expenses associated with the office, the Secretary/Treasurer shall receive \$240 per annum to be paid at the end of each year for the reimbursement of incidental association business expenses that the officer incurs when using their own personal resources such as: personal cell phone, home internet, personal computer, printer, ink, and paper to perform association work. Any portion for less than two years' service shall be determined by the Executive Board.

ARTICLE 10 – OFFICER EXPENSES

Section 1. Each duly elected officer shall be reimbursed for all necessary expenses incurred during their term of office upon presentation of proper certification. Expenses are as follows: airfare, registration, lodging, per diem at the rate of \$30.00 daily, mileage for vehicle travel at 30 cents per mile. Additional receipts must be submitted and may be approved by the Executive Committee.

Section 2. Reimbursement for the Area Vice-Presidents will be divided 50% from the State Branch and 50% from the officer's Local Branch.

Section 3. The Secretary/Treasurer's expenses will be reimbursed entirely by the State Branch.

Section 4. The President's expenses will be reimbursed entirely by the State Branch.

Section 5. The Legislative Chairperson will be reimbursed entirely by the State Branch. The Legislative Chairperson will be reimbursed for expenses as follows: airfare, registration, lodging, per diem at the rate of \$30.00 daily, mileage for vehicle travel at 30 cents per mile. Additional receipts must be submitted and may be approved by the Executive Committee.

ARTICLE 11 – REPRESENTATION

Any member of any Local Branch or Member-at-Large of the National Association of Postal Supervisors or retired supervisor who is in good standing, may attend any annual or special meeting of the Kansas State Branch, provided such members shall not be entitled to hold office or cast a ballot on any question unless they are members as provided in Article 3 of this Constitution.

ARTICLE 12 – DUES

Section 1. Each local branch of Kansas (458, 52, and 205) shall pay to the Kansas State Branch 919 forty dollars (\$40) per annum per Active Member as listed on the Dues Check Off list. These dues are payable to the Kansas State Branch 919 and shall be paid in advance. 50% is due January 1 and the remaining balance is due July 1 or as prescribed at the discretion of the Executive Board.

Section 2. Each Active Member of the Kansas State Branch 919 shall pay dues in the amount of eleven dollars (\$11) per pay period toward the NAPS Dues Check Off.

Section 3. Each Associate Member of the Kansas State Branch 919 shall pay dues in the amount of eighty dollars (\$80) per annum. These dues shall be paid in advance annually on January 1 or as prescribed at the discretion of the Executive Board.

ARTICLE 13 – BOND

The Secretary/Treasurer before entering upon the discharge of duties shall file a surety bond in favor of the Kansas State Branch in the sum of five thousand dollars (\$5,000). Said bond is to be filed with the President and approved by the Executive Committee. The cost of said bond is to be paid by the Kansas State Branch.

ARTICLE 14 – LEGISLATIVE CHAIRPERSON

- (A) The Legislative Chairperson shall be appointed by vote by the Executive Committee.
- (B) The Legislative Chairperson shall be a dues paying member.
- (C) The Legislative Chairperson shall not be a voting member of the State Branch Executive Committee.

Duties

- (A) The Legislative Chairperson shall be responsible for acting as a liaison between Congressional parties and the State Branch members.
- (B) The Legislative Chairperson shall set up appointments with Congressional members or aides at the Legislative Training Seminar (LTS) in Washington, DC.
- (C) The Legislative Chairperson shall provide two reports each year, one at the pre-LTS Executive Board meeting and one at the annual meeting (post-LTS).
- (D) The Legislative Chairperson shall inform Branch Presidents and Branch Legislative Chairs of Congressional functions occurring in their respective locales.
- (E) The Legislative Chairperson shall perform other duties as may be assigned by the State Branch President.
- (F) The Legislative Chairperson shall attend LTS and the annual meeting.

ARTICLE 15 – AMMENDMENTS

This Constitution may be amended by a majority vote of members present at any regular or special meeting called for that purpose.

Any item not specifically addressed in this document will revert to the National Constitution and By-laws.

BY-LAWS

ARTICLE 1 – ORDER OF BUSINESS

1. Roll Call
2. Report of Officers
3. Report of Committees
4. Unfinished Business
5. New Business
6. Election of Officers
7. Adjournment

ARTICLE 2 – QUORUM

Eight (8) members or three (3) represented branches and the two state officers with a total of five (5) Executive Board members shall constitute a quorum.

ARTICLE 3 – RULES OF ORDER

In the absence of special provision, Roberts Rules of Order shall govern the conduct of all sessions of the Kansas State Branch meetings.

ARTICLE 4 – AMENDMENTS

The By-laws of the Kansas State Branch may be amended by a majority vote of members present at any regular or special meeting called for that purpose.

Amended by the Executive Board per the recommendations of the Constitution and By-Laws Committee in April 2019.