



# MISSOURI STATE BRANCH CONSTITUTION AND BY-LAWS

Revised – April 2016

The Missouri State Branch was organized on January 10, 1920,  
in Sedalia, Missouri

EIN, organized January 1988

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## **CONSTITUTION**

### Pledge of Allegiance

I pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, One Nation under God, Indivisible, with Liberty and Justice for All.

### ARTICLE I, NAME

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

### ARTICLE II, OBJECTIVES

The objectives of this Association shall be to cooperate with the United States Postal Service; to improve the Postal Service and the welfare of its employees; to raise the standard of efficiency; to establish modern economical business methods; and widen the field of opportunity for worthy Postal employees who make the business of the Postal Service their life work.

### ARTICLE III, NAPS MEMBERSHIP ELIGIBILITY

Section 1. The Missouri State Branch of NAPS shall have two (2) classes of members. These classes shall be (1) active and (2) associate.

Section 2. 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, U. S. 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 3. An employee eligible for membership who is employed in an office having a local branch may become a member only by affiliation with said local branch.

Section 4. An employee eligible for membership employed in any office having no local branch and not affiliated with a branch, may become a member-at-large of the Association.

Section 5. A member of a local branch may be a member-at-large of the Association only if the local branch is not a member.

Section 6. Associate Members. Former active members of this Association who were in good standing at the time of retirement or promotion may be associate members. Associate members may serve on all committees and hold any office at State level. Associate members may vote on all matters.

ARTICLE IV, ORGANIZATION

Local and district branches may be formed upon application to the National Secretary in accordance with Article IV of the National constitution.

The Missouri State Branch is exempted under section 101(1) of the 1939 Internal Revenue Code, which corresponds with Section 501(c)(5) of the 1954 code. Exemption is for federal income tax only, not sales or other taxes.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of Section 501 of the Internal Revenue Code. At the dissolution of the organization, the assets will be audited and the members from the organization will be transferred to another Branch of the National Association of Postal Supervisors within the same geographic area. In addition, the assets will be transferred to the branch receiving the membership of the dissolved organization.

ARTICLE V, MEETINGS

Section 1. The Association shall convene in annual state meeting at the MINK Convention.

Section 2. A special meeting shall be called upon by written request of ten (10) members, no two (2) of whom shall be employed at the same office, or by written request of all local branches provided such request is filed with the Secretary-Treasurer thirty (30) days prior to the proposed convention. The Secretary-Treasurer shall give notice of such call to all members not later than five (5) days after the request has been filed.

Section 3. District Meetings for the members-at-large shall be held at least twice a year (spring and fall).

ARTICLE VI, REPRESENTATION

Section 1. Each branch and all members-at-large, in good standing at the time of each convention, shall be entitled to one (1) vote for the first five (5) members of such branch, and one (1) additional vote per ten (10) members or the major portion thereof. Each branch shall be entitled to at least one (1) vote.

Section 2. Each member-at-large in attendance at the convention shall be entitled to one (1) vote.

Section 3. Members present at conventions shall be entitled to cast the entire vote for which each branch is entitled under Section 1 of this article. Votes by proxy shall not be permitted.

Section 4. An officer of this Association shall be entitled to voice and vote by virtue of the office, provided the officer is not entitled to vote otherwise.

ARTICLE VII, OFFICERS

Section 1. The officers of the Association shall consist of President, First Vice-President, Second Vice-President, Third Vice-President, and Secretary-Treasurer. These officers shall be elected at each biennial convention of this Association held in the odd numbered calendar years and their term of office shall be two (2) years or until their successors are duly elected and installed.

Section 2. No officer, except the Secretary-Treasurer, shall be elected to serve more than two (2) consecutive full terms.

Section 3. The nominating committee at each annual state meeting shall submit the names of members who wish to serve in the offices enumerated in Section 1. When nominations are presented on the floor, the president shall also call for further nominations from the delegates present.

Section 4. Insofar as the interest of the membership will permit, the Offices of president and the three (3) vice-presidents shall be selected from the four (4) quadrants of the state. For the purpose of this geographical division, Interstate 70 shall divide the state north and south; US Highway 63 shall divide the state east and west; Kansas City shall be considered to lie in both the northwest and southwest quadrants, and Saint Louis shall be considered to lie in both the northeast and southeast quadrants. Not more than one (1) member from any local and/or branch shall be elected to an office at the same time, excluding the office Secretary-Treasurer. Should more than one candidate from any one local or district branch win in the election, the candidate elected to the highest office will be declared elected and the other not eligible.

Section 5. The president officer shall not close the nomination until every member present has had the opportunity to be heard, nor shall a qualified member, duly nominated, be excluded from the list of nominees because the member is not present at the annual state meeting when the nomination is made.

Section 6. It shall not be necessary to have any nomination seconded.

Section 7. Should any office become vacant for any reason, it shall be filled by appointment by the President with the approval of the Executive Board. Should any office remain vacant following an election, it shall be filled by appointment by the President-elect with the approval of the President-elect's Executive Board.

Section 8. Any member who shall serve as president of the Association, either in part or full term, shall be given the past president pin which is sanctioned and sold by the National Association of Postal Supervisors. The cost of the pin shall be paid by the Association.

#### ARTICLE VIII, EXECUTIVE BOARD

Section 1. The executive board shall consist of the elected officers, the immediate active past president, and the presidents of the member branches; and shall meet at least twice each year. The President shall act as chairperson.

Section 2. It shall be the duty of the executive board to carry out the orders of the Association and conduct all business of the Association during the interim of the annual state meeting. It shall have the power to recommend that assessments be levied.

Section 3. It shall have the power to authorize necessary expenditures, subject to the approval of the president and to draw warrants upon the Secretary-Treasurer thereof.

Section 4. The members of the executive board, except the presidents of the member branches, shall be allowed expenses while engaged in seminars, conventions, and other activities of this Association, subject to the approval of the President and the Secretary-Treasurer, as follows: lodging, mileage and per diem at the same rate as paid by USPS, and necessary phone calls and postage incidental to the duties of their office. The branch presidents shall receive a sum not to exceed \$1.00 per annum, as the sole reimbursement for their service on the executive board.

ARTICLE IX, PRESIDENT

Section 1. The President shall preside at all meetings of this Association and the Executive Board; call meetings when ordered to do so, according the Article V; shall appoint committees and the sergeant-at-arms; shall fill all vacancies which may occur, subject to the approval of the Executive Board; shall decide all questions of order (subject to an appeal of the convention); shall enforce the laws and rules of the Association; shall refer all complaints or inquiries of members to the National Office in any case where the president is unable to resolve the problem through local means available; to approve all expenditures, and perform such other duties as may pertain to the office.

Section 2. The President shall be allowed expenses to attend the annual state meeting of the Association.

Section 3. The President, by virtue of office, shall be the first delegate to each biennial national convention of the National Association of Postal Supervisors.

ARTICLE X, VICE PRESIDENTS

Section 1. The First Vice-President shall serve as the Legislative Chair of the State in addition shall serve in the absence of the President. The Second Vice-President and the Third Vice-President shall serve in respective order in the absence of senior officers. Each Vice-President shall be responsible for the maintenance of an active membership in their respective sections of the state. In addition, the First Vice-President shall be responsible for the public relations program, including district meetings; the Second Vice-President shall be responsible for the overall responsibility for submission of quarterly letters to the Postal Supervisors magazine, in addition to the membership responsibilities in his/her section of the state; the Third Vice-President shall have overall responsibility for the membership program; each will perform/discharge such other duties as may be assigned by the Executive Board.

Section 2. The three (3) Vice-Presidents may be allowed expenses to attend annual state meeting and other required state meetings of this Association with prior approval of the Executive Board based on funds available.

ARTICLE XI, SECRETARY-TREASURER

Section 1. The Secretary-Treasurer shall keep an accurate record of the proceeding of the meeting of the Association and the Executive Board; shall have charge of all correspondence and shall be the statistician of the Association and be the custodian of all funds of the Association, receiving all dues and assessments levied by the Association.

Section 2. The Secretary-Treasurer shall disperse funds as directed by the Association upon proper certification by the President. The Secretary-Treasurer shall also prepare for the credentials committee, at the annual state meeting, a list of local and district branches and the members-at-large.

Section 3. The Secretary-Treasurer shall be allowed expense to attend the annual state meeting of this Association and shall by virtue of office, be the second delegate to each biennial National Convention of the National Association of Postal Supervisors.

Section 4. The Secretary-Treasurer shall receive reimbursement in the amount of (\$20.00) a month payable per annum, **May of each year, in the amount of \$240.00.**

Section 5. The Secretary-Treasurer shall make all books, ledgers, check books and bank statement available for the auditing committee at each convention.

ARTICLE XII, SERGEANT-AT-ARMS

A Sergeant-at-Arms shall be appointed by President for all meetings of the Association. The Sergeant-at-Arms shall maintain order at all meetings of the Association and perform such other duties as may be assigned by the President. The Sergeant-at-Arms shall be called upon to certify that those voting are, in fact, members in good standing.

ARTICLE XIII, DUES

Section 1a. The dues of members-at-large of this Association shall be eight (\$8.00) dollars per pay period.

Section 1b. The dues of member branches of the Association shall be five dollars (\$5.00) per annum for each active member of that Branch. Branch per capita is due and payable annually on January 1<sup>st</sup>. Branches shall be responsible for the dues and assessments of their respective active members. The number of active branch members will be taken from the Headquarters dues withholding printout received in December, and a copy of the December DCO sent with the payment.

Section 2. The dues for associate members shall be Sixty (\$60) per annum, dues are due and payable annually on January 1<sup>st</sup>.

ARTICLE XIV, ELECTION OF OFFICERS

Section 1. Election of contested offices shall be by secret ballot. Ballots shall be prepared by the Secretary-Treasurer following the nominations.

Section 2. An election committee of five (5) or more Members shall be appointed by the President.

Section 3. The results of the election committee report shall be announced immediately upon presentation to the Chair.

Section 4. If there is no opposition for any office, the Secretary-Treasurer shall cast one (1) vote to elect the candidate.

ARTICLE XV, DELEGATES TO CONVENTIONS (NATIONAL)

Section 1. As each annual convention which precedes a National Convention, this Association shall elect the number of delegates to which it is entitled on the basis of one (1) delegate for each vote to represent the members not otherwise represented at such National Convention, provided, however, that the President, by virtue of office, shall be the first delegate and that the Secretary-Treasurer, by virtue of office, shall be the second delegate. Alternate delegates shall be elected to serve in the event of the inability of the delegates to serve, provided, however, that when the National Vice-President or Area Vice-President is a member of this Association, they shall, by virtue of their office, be a duly authorized delegate with one (1) vote, without expense to the Association in the event they are not an elected delegate from a local or district branch.

Section 2. It shall be understood that the first and second delegates so elected shall be allowed their necessary expenses: round trip coach plane fare or, mileage not to exceed the coach fare, actual charges for the single room rate accommodations at the convention headquarters hotel for the business days up to 6 days of the convention, per diem, and the registration fee.

Section 3. The State Executive Board shall be authorized to elect up to two (2) members-at-large, who have attended at least one (1) district meeting as delegates to the convention of this Association. This Association shall pay the registration fee of these delegates.

Section 4. All delegates are required to attend all scheduled business sessions and official State/Area caucuses of the conventions. The Executive Board will review any questionable conduct and will make the final decision of any necessary action which may include forfeiture of paid expenses and/or eligibility for future conventions.

ARTICLE XVI, AMENDMENTS

This Constitution may be amended at any convention of the Association by two-thirds (2/3) majority vote of the delegates present and voting upon proposed changes.

----- End of Constitution -----

**BY-LAWS**

ARTICLE I, QUORUM

In any convention of this Association, ten (10) members-at-large and/or three (3) member branches shall be duly represented to constitute a quorum.

ARTICLE II, ORDER OF BUSINESS

The following order of business shall be observed unless otherwise ordered by majority vote of the delegates present:

- Report of Credential Committee
- Roll Call of Officers
- Minutes of Previous Convention
- Report of Officers
- Report of Local/District Branch Presidents
- Reports of Committees
- Unfinished Business
- New Business
- Election of Officers
- Selection of Next Convention City
- Installation of Officers
- Adjournment



ARTICLE III, PARLIAMENTARY PROCEDURE

The Roberts Rules of Order, Newly Revised, shall be observed in conventions of this Association except where otherwise provided by the Constitution and By-Laws or by rules adopted by the convention session.

ARTICLE IV, COMMITTEES

Section 1. Prior to each annual convention the President shall appoint the following committees: CREDENTIALS-REGISTRATION – to prepare a roll call of members and delegates in attendance and check same with the Secretary-Treasurer; AUDITING – to inspect and audit all moneys received and expended; RESOLUTIONS – to consider and recommend with reference to resolutions presented, and to prepare and read resolutions of thanks or appreciation and also regrets and condolences; ORGANIZATION – to formulate plans to retain and increase membership in the Missouri State Branch; RECEPTION – to greet, receive and accompany honored guests; CONSTITUTION AND BY-LAWS – to consider and recommend with reference to proposed revisions and/or additions; and NOMINATING – to present a slate of candidates for office.

Section 2. The President shall notify the Chairperson of the RESOLUTIONS COMMITTEE and CONSTITUTION AND BY-LAWS COMMITTEE at least two (2) weeks in advance of the convention and furnish them with advance copies of resolutions or proposed changes to the constitution available at that time.

ARTICLE V, REGISTRATION FEE

The registration fee of the Association shall not exceed the going registration cost of the State convention. The registration fee is to help defray the expenses of the convention, including badges, banquet and/or meals, printing programs and all other expenditures except the furnishing of a public stenographer to record the minutes of the convention. The Association shall furnish an amount not to exceed one thousand dollars (\$1,000.00) to the Missouri city hosting the MINK convention to help defray the convention expenses.

ARTICLE VI, BOND

Section 1. The Secretary-Treasurer shall be bonded in such amount as may be determined by the Executive Board. A surety company approved by the Executive Board shall execute such bond and the Association shall pay for the premium.

Section 2. The bond must be kept in the custody of the President of the Association.

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