

CONSTITUTION & BY-LAWS

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

PENNSYLVANIA STATE BRANCH 941



JUNE 2011

(Copy of Constitution and By-Laws as originally adopted and subsequent amendments and revisions obtained from William Weber in June 1998. All prior amendments and revisions have been incorporated. New amendments from June 1999, 2000, 2001, 2002, 2004, 2008, 2009 and 2011 have been incorporated into this copy of the Constitution and By-Laws) Reviewed Nov, 2011.

CONSTITUTION AND BY-LAWS OF THE PENNSYLVANIA STATE BRANCH OF NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

ARTICLE I – TITLE

Section I: The Association shall be known as the Pennsylvania State Branch of the National Association of Postal Supervisors.

ARTICLE II – OBJECTIVE

Section I: The objective of this Association shall be to promote through appropriate and effective actions, the welfare of Postal field Supervisors and to cooperate with the USPS in a continuing effort to improve the service, to raise the standard of efficiency and to widen the field of opportunity to supervisory employees who make the Postal Service their life work.

ARTICLE III – MEMBERSHIP

Section I: Active Members. All supervisory and managerial personnel who are not subject to collective bargaining agreements under Chapter 12 Title 39, U.S. Code and who are employed in mail processing facilities, post offices, bulk mail centers, and district offices, excluding bulk mail center general managers, district managers, PCES executives, and postal inspectors, will be eligible for membership. Employees who perform administrative, professional, or technical duties who are in good standing with NAPS shall be permitted to retain their membership so long as such employees continue in such capacity.

Section II: Associate Members. 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. They may be appointed to serve on committees and shall have an official vote. Associate members shall pay dues at the branch level no less than an amount of one-half of the national per capita tax.

Section III: Local and district branches of the National Association of Postal Supervisors are eligible for membership in this Association upon payment of such dues as prescribed in the By-Laws.

- A) No eligible supervisor shall be denied membership in the State Association because of race, creed, religious or political affiliation or national origin.**

Section IV: A member of a local branch may be a member-at-large in the state branch, only if the local branch is not a member of the Executive Board.

ARTICLE IV – STATE CONVENTIONS

Section I: State Conventions of this Association shall be held in two (2) parts; On National Headquarters Convention years, the state will conduct a one (1) day convention on Saturday weekend during the months of June and/or July and on off years of the National Convention the state will conduct a two (2) day Convention on Friday and Saturday weekend during the months of June and/or July dates to be selected by the Convention host. The meeting place for each convention shall be such place as may be decided by the Association in Convention assembled. However, for sufficient reason(s), the Executive Board may change the place or time or both for such Convention.

Section II: Special meeting shall be called upon the written request of ten (10) branches or ten (10) members-at-large of which not more than two (2) shall be from the same office. The request for such meetings shall state the reason therefore and shall be filed with the State Secretary at least thirty (30) days prior to the date for the meeting. The Secretary shall give notice of such call and reasons to all branches and members-at-large.

Section III: The State Association shall grant financial aid to the host branch to assist in defraying the expense of the Convention.

ARTICLE V – VOTING POWER

Section I: All members of this Association, who are in good standing, shall be entitled to a seat and vote in the Convention as provided herein.

Section II: Local and district branches shall be represented by delegates who shall be entitled to vote as follows:

**One (1) vote for each five (5) members or major fraction thereof for the first 50 members;
One (1) vote for 20 members or major fraction thereof on the next 100 members;
One (1) vote for each 50 members or major fraction thereof on the next 100 members;
One (1) vote for each 100 members or major fraction thereof on the next 250 members;**

Section III: Members-at-Large in attendance at Conventions shall be entitled to one (1) vote for each office, vote to be prorated among delegates representing that office.

Section IV: The elected officers and Immediate Past President of the State Association shall be entitled to one (1) vote each. A state officer may be authorized by a local branch to also represent said local since he may be a member of that local and eligible to cast a ballot.

Section V: Voting in the election of officers shall be by secret ballot, supervised by an election committee appointed by the President. A candidate must be first nominated before (s)he can be elected by ballot. Any position for which no nomination is made will be filled according to the Constitution.

Section VI: A referendum vote ordered as a result of the State Convention on any question shall require a request from ten (10) members-at-large or five (5) branches in good standing. The referendum shall be conducted by secret ballot by mail. Members in good standing in the State Branch and each member-at-large in good standing shall be entitled to a vote.

ARTICLE VI – OFFICERS

Section I: The officers of the State Association shall consist of a President, an Executive Vice-President, a Secretary, a Treasurer, and five (5) Area Vice-Presidents. The Areas will be set up by the Executive Board and each Vice-President shall be elected by delegates of the respective areas. All officers shall be elected at the convention and serve for a period of two years. Election to the office of President shall be limited to two consecutive terms of office. Each Vice-President's areas shall be geographically located as designated by the State Executive Board.

- (a) The nomination of elective officers shall be made at the second session of the State Convention and kept open until the morning session of the second day, being closed just prior to election.**
- (b) No qualified member duly nominated shall be excluded from the list of nominees because he/she is not present at the Convention. However, prior to the start of the nomination proceedings, the delegate nominating such member, or the PA State Secretary, must have a written statement from the nominee affirming acceptance of the nomination. This statement shall be signed by the local branch officer who has been made aware of the extenuating reason(s) for non-attendance.**

Section II: The Executive Board shall consist of the elected officers of the State Association, the five (5) elected Vice Presidents and the immediate active Past President, each member receiving one vote. The Executive Board shall meet at least once each year and more frequently if conditions require; such meeting to be held at the call of the President or by petition to the President, signed by not less than three (3) members of the Executive Board. The President may invite any member of the State Association to attend an Executive Board meeting in an advisory capacity without a vote. Expenses will be allowed as prescribed in the following Article VII, Part 2 By Laws.

Section III: The officers, including appointed officers, shall be allowed compensation for expenses in attending State Conventions, Executive Board Meetings and organization duties as set forth in the By-Laws. Special committees, which require

their attendance at meetings and attendance at State Convention, shall receive like compensation.

Section IV: Delegate to the National Convention shall consist of the President. In the event that the President is unable to attend the National Convention the alternate delegate will be named in this order: the Executive Vice-President, Secretary, Treasurer, and active Past President.

Section V: Financial support to the National Convention will be given to one delegate from each branch providing that delegate is present and votes at said convention. Financial support will be given according to the following formula:

1 – 35	Members - \$140
36 - 74	Members - \$120
75 – 124	Members - \$100
125 – 224	Members - \$60
225 – 499	Members - \$40
500 and up	Members - \$20

In order to receive this financial support, individual branches must submit a request for such support, in writing, to the Executive Board.

ARTICLE VII – PRESIDENT

Section I: The President shall: preside at all meetings of the Association and call all special meetings when ordered to do so, according to Article IV; appoint all committees except Executive; act as Chairperson of the Executive Board; fill all vacancies as they occur, with the approval of the Executive Board, for the balance of the term; decide all questions of order (subject to appeal to the Constitution); enforce all laws and rules of the Association; and perform all other duties as pertains to his/her office.

ARTICLE VIII – EXECUTIVE VICE PRESIDENT

Section I: The Executive Vice President shall act in the absence of the President.

Section II: The Executive Vice President shall direct the legislative activities of the Pennsylvania State Branch in accordance with the programs adopted by the National organization of the National Association of Postal Supervisors.

Section III: The Executive Vice President shall process all resolutions.

ARTICLE IX – SECRETARY

Section I: The Secretary shall keep an accurate record of all proceedings of the meetings of the Association and have charge of all correspondence. This officer shall be the statistician and historian of the Association.

Section II: The Secretary shall be responsible for taking minutes of the proceedings of the State Convention and presenting such minutes to the Executive Board prior to the fall meeting.

ARTICLE X – TREASURER

Section I: The Treasurer shall be the custodian of all the funds of the Association and shall disburse the same as directed by the Association upon proper certification by the President. This officer shall receive the dues and assessments for the Association.

Section II: The Treasurer shall prepare and submit a quarterly financial report to the Area Vice Presidents for dissemination to the branch Presidents. The Secretary is to be provided with a duplicate of this report.

ARTICLE XI – DUES PER CAPITA TAX

Section I: Per capita tax collections from members-at-large of this association may be made by using withholding form number 1187 or by payments in a lump sum to the Treasurer. Payments by members-at-large not using withholding Form 1187 must be made to the Treasurer semi-annually on or before January 1 and July 1 of each year. New members should be accepted upon payment of per capita tax prorated, or by using withholding Form number 1187.

Section II: All per capita tax received from local branches shall be retained by the State Association only and not forwarded to the National Association.

Section III: The per capita tax for members-at-large in this Association shall be twenty-four (24) dollars per annum in addition to any per capita tax due the National Association of Postal Supervisors. Four (4) dollars of this per capita tax will be used in support of the State Auxiliary.

Section IV: The State dues of local branches shall be as follows for 6-month period:

<u>Number of Members</u>	<u>Per Capita Tax</u>	<u>Voting Ratio</u>	<u>Total Votes</u>
First 50	\$7.50	1:5	10
Next 100	\$3.50	1:20	5
Next 100	\$2.35	1:50	2
Over 250	\$2.00	1:500	0

Section V: Failure of any member to pay their per capita tax or special assessment within six (6) months after the same shall become due shall be cause for suspension from all rights and benefits of the Association. Reinstatement shall be made when dues and assessments for the prior six-month period have been paid.

Section VI: Per capita dues assessment to PA State Branch will carry a 5% penalty to the local branch if the per capita is not paid by January 31 for the January 1 through June 30 time period, and by July 31 for the July 1 through December 31 time period.

ARTICLE XII – AMENDMENTS

This Constitution shall not be suspended but may be altered or amended at any convention of the Association. Such amendment shall be presented in writing by representatives from at least three local branches or three members-at-large from three different offices. Any amendment to the Constitution must receive at least a two-thirds vote of all delegates present and voting at any convention of this Association. Such amendment shall become affective following passage and adoption by the Association during assembled convention.

PART II – BY-LAWS

ARTICLE I – MEETINGS

The meetings of this Association shall be held annually and/or set forth in Article IV of the Constitution.

ARTICLE II – QUORUM

Representatives from at least ten (10) different post offices whose branches or members-at-large are in good standing in the Pennsylvania State Branch shall constitute a quorum for the transaction of business of the Association at any Convention or special meeting.

ARTICLE III – ORDER OF BUSINESS

The regular business in any convention or special meeting of this Association shall be as follows:

- 1. Call to Order by the President**
- 2. Roll Call of Officers**
- 3. Appointment of Committees**
- 4. Officers Report**
- 5. Communications**
- 6. Unfinished Business**
- 7. New Business**
- 8. Nomination of Officers**
- 9. Election of Officers**
- 10. Installation of Officers**
- 11. Adjournment**

ARTICLE IV – PARLIAMENTARY PROCEDURE

The meetings of this Association shall be conducted in accordance with the Constitution and By-Laws. However, Robert's Rules of Order shall govern when proper procedure is not provided in the Constitution and By-Laws.

ARTICLE V – COMMITTEES AND DUTIES

Section I: The President shall appoint the following committees and such other committees as deemed necessary, for the convention:

CREDENTIALS: This committee shall register all delegates attending the convention, recording the number of votes which may be cast in the election. Final report of this committee shall be made prior to the election of officers.

RESOLUTIONS: This committee shall accept resolutions presented by the branch or member-at-large. They shall meet during the convention to study and consolidate like resolutions and report their recommendations to the convention for final action.

AUDIT: This committee shall audit and examine all financial reports. Final report of this committee's audit review shall be made to the convention prior to the election of officers.

RULES: This committee shall provide the convention with copies of the convention rules and distribute to the delegates for study. No vote to approve or reject such rules shall be taken until the Credentials Committee has made its initial report of the convention voting strength.

Section II: The Sergeant-at-Arms shall be appointed by the President at the opening of the convention. The duties shall be to maintain order and to compel the attendance of members at sessions when directed to do so by the President.

ARTICLE VI – COMPENSATION AND REMUNERATION

Section I: The Officers and others, as provided in Article VI of the Constitution, shall receive remuneration to cover expenses as follows: travel expenses, from home to place of meeting and return (equal to but not exceeding the current mileage rate for USPS employees), and actual expenses for lodging and meals when in attendance at the State Convention or special meetings.

ARTICLE VII – SCHOLARSHIP

Section I: The PA State Branch shall issue two (2) scholarships in the amount of \$500 each. The State Branch shall budget \$1000 each year for this purpose. The State Board shall accept donations in addition to the budgeted \$1000. The State may give out more than two (2) scholarships if there is a sufficient amount in the scholarship fund. The amounts of the additional scholarships in any given year may be in increments of \$500.

Section II: The scholarship committee shall be the Executive Board and shall meet at the State Convention. It shall award this scholarship prior to the start of the first semester of the college school year. All requests must be received by May 31.

Section III: The criteria for eligibility shall be as follows:

- **The student must be a member in good standing or the child or grandchild of a member in good standing.**
- **The student must be enrolled in any college year semester and provide proof of enrollment.**
- **The winning student will be selected by random drawing of all requests.**
- **The scholarship award can be received only one time by any individual. Recipients will be ineligible for future application.**