

National Association
Of
Postal Supervisors

Constitution & By-Laws

Tennessee State Branch 947
Revised April 2025



AMENDED IN CONVENTION

KNOXVILLE, TN	JUNE 1956
NASHVILLE, TN	JUNE 1959
GATLINBURG, TN	JUNE 1960
MEMPHIS, TN	JUNE 1963
CHATTANOOGA, TN	JUNE 1966
MEMPHIS, TN	JUNE 1967
NASHVILLE, TN	JUNE 1968
KINGSPORT, TN	JUNE 1969
CHATTANOOGA, TN	JUNE 1971
GATLINBURG, TN	JUNE 1974
CHATTANOOGA, TN	JUNE 1975
MEMPHIS, TN	JUNE 1976
KNOXVILLE, TN	JUNE 1977
NASHVILLE, TN	JUNE 1978
KINGSPORT, TN	JUNE 1979
MEMPHIS, TN	JUNE 1981
NASHVILLE, TN	JUNE 1987
MEMPHIS, TN	JUNE 1988
CHATTANOOGA, TN	JUNE 1989
NASHVILLE, TN	MAY 1991
MEMPHIS, TN	MAY 1992
CHATTANOOGA, TN	MAY 1993
JOHNSON CITY, TN	MAY 1994
NASHVILLE, TN	MAY 1995
MEMPHIS, TN	MAY 1996
CHATTANOOGA, TN	MAY 1997
GATLINBURG, TN	MAY 1998
NASHVILLE, TN	APRIL 1999

CHATTANOOGA, TN	APRIL 2001
GATLINBURG, TN	APRIL 2002
CHATTANOOGA, TN	APRIL 2005
SEVIERVILLE, TN	APRIL 2006
NASHVILLE, TN	APRIL 2017
CHATTANOOGA, TN	APRIL 2022
NASHVILLE, TN	APRIL 2025

ARTICLE I – TITLE

This body shall be known as the **TENNESSEE STATE BRANCH OF THE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS**.

ARTICLE II – OBJECT

Section 1. The object of the **TENNESSEE STATE BRANCH OF THE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS** shall unite the supervisors for the advancement of their interests and the improvement of the Postal Service.

ARTICLE III – MEMBERSHIP

Section 1. The membership of the Tennessee State Branch shall consist of local branches and members-at-large. There shall be three (3) classes of membership; (1) Active, (2) Associate, and (3) Honorary.

Section 2. Active Members

- (a) Included are all EAS personnel that are not subject to collective bargaining agreements.
- (b) Any eligible member not employed in an installation having a local branch may become a member-at-large of the state branch.

Section 3. Associate Members

- (a) Former active members of the association who were in good standing at the time of retirement may become associate members. Applications for

associate membership will be presented to and approved by the Executive Board and membership at the next upcoming Branch meeting.

- (b) Associate members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees in an advisory or consultative capacity. They shall be recognized to participate and speak on any and all matters being considered at any meeting or convention.
- (c) Associate members shall be eligible to hold office at the local and state levels as long as they are in good standing and current as a dues paying member.
- (d) Associate members shall pay dues at the national or branch level no less than an amount one-half the national per capita tax, which will include a subscription to *The Postal Supervisor*.

Section 4. Honorary Members

- (a) Members of this association who are in good standing at the time of retirement shall be entitled to honorary membership.
- (b) 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 4.

ARTICLE IV – OFFICERS AND COMMITTEES

Section 1. Officers of this Association shall consist of a President, Vice-President and a Secretary/Treasurer. These officers shall be elected by the duly accredited delegates at the odd numbered year convention. No more than two (2) state officers shall be from any one section (East, Middle, West) of the state. They shall hold their office for two years or until their successors are elected and qualified. Where more than one person is nominated for the same position, a majority upon written ballot shall be necessary to elect.

Section 2. There shall be an Executive Committee consisting of the President, Vice President, Secretary- Treasurer, and all Branch Presidents.

Section 3. There shall be a Finance Committee consisting of three members appointed annually by the president. No more than one (1) appointed member shall be from any one section (East, Middle, West) of the state.

Section 4. Any member not in good standing shall not be eligible to any office or membership of any committee.

ARTICLE V – DUTIES OF OFFICERS AND COMMITTEES

Section 1. President

- (a) The President shall preside at all conventions and meetings of the Executive Committee.
- (b) The President shall be a member of all committees and shall appoint all necessary committees at each convention, designating the time and place of committee meetings. This information will be provided in a printed program or schedule handed each registrant at the convention.
- (c) At the opening of each convention, the President shall appoint from the delegates in attendance a Sergeant-of Arms, a Parliamentarian, and the following committees:
 - 1. Audit not less than three (3) delegates
 - 2. Rules one (1) delegate
 - 3. Resolutions not less than three (3) delegates
 - 4. Ballot not less than three (3) delegates
- (d) The President shall fill all vacancies arising from any cause whatsoever until such vacancy is filled by election.
- (e) The President shall be a delegate as required by the Association to include the legislative training seminar as called by the National Office.

Section 2. Vice-President

- (a) The Vice President shall serve in the absence of the President.
- (b) If deemed necessary by the Executive Committee, the Vice President shall chair a revenue generation committee for the operation of the State Branch. This committee shall be made up of one (1) representative from each Branch to be appointed by the State President. As Chairperson, the Vice President will exercise discretion for any economical savings from generating revenue for the operation of the State Branch.
- (c) The Vice President shall be the Legislative Representative to keep the State Branch informed. In addition, the Vice-President will update the Executive Committee on Legislative matters no less than once per quarter. As the Legislative Representative, the Vice-President shall attend all Legislative Conferences as called by the National Office.
- (d) The Vice-President shall assist the Secretary-Treasurer in collection for membership dues.

Section 3. Secretary/Treasurer

- (a) The Secretary/Treasurer shall keep a record of all Branch and Executive Board meetings. The Secretary-Treasurer shall have responsibility and charge for all correspondence of the Branch.
- (b) The Secretary/Treasurer shall maintain and account for all property assigned to the position.
- (c) The Secretary/Treasurer shall promptly dispatch all State Bulletins and newsletters, meeting notices and other information pertinent to the membership.
- (d) The Secretary/Treasurer will disburse money only by check and shall submit a written report to the convention of all moneys received and disbursed.

- (e) The bond for the Secretary/Treasurer position shall be \$19,000.00 as determined by the Executive Board and cost of which will be paid by this Association.

Section 4. The Executive Committee will meet when called by the President or a majority of the members thereof. It shall transact all business of this Association not otherwise provided for.

Section 5. The Finance Committee shall audit all financial records of the Secretary-Treasurer and make a written report of said audit to the convention. It shall also approve the bond of the Secretary-Treasurer.

Section 6. The Host Branch and Convention Committee shall be responsible for inviting the following: Headquarters (NAPS), Southern Region Vice President, (NAPS), NAPS Area Vice-President and area State NAPS presidents, Headquarters Postal Service, respective Area Managers, TN District Manager, BMC Manager, and such other guests as the Branch and/or Executive Committee should determine. All NAPS officials, Regional level and below will receive registration forms.

ARTICLE VI – TIME AND PLACE OF CONVENTION

Each convention shall determine the place of the convention the second year hence. The Executive Committee will determine the date in cooperation with the host branch. The host branch will be rotated between the four (4) major areas of the state. The rotation will be in the following format unless a change is made by the Executive Committee:

Chattanooga, Knoxville, Nashville, Memphis

ARTICLE VII – REPRESENTATIONS AT CONVENTIONS

Section 1. Voting at conventions shall be based upon one delegate for each ten (10) members of local branches, or a major fraction thereof, and one delegate from

each office not having a local. A delegate must be a member-at-large in good standing or a member in good standing of the local branch he/she represents and must not be employed in any other office than the one he/she represents. Any branch may be represented by one or more delegates to which the branch is entitled to be prorated if necessary.

Section 2. There shall be no proxy voting.

Section 3. All members of the Tennessee State Branch of NAPS in good standing shall be eligible to serve as a delegate to the National Convention. The President, Vice President, and Secretary-Treasurer shall be delegates. Additional delegates to a National Convention shall be nominated and elected at the last State Convention preceding a National Convention. The number of delegates to be sent to a National Convention will be recommended by the Nominating Committee and decided by the Convention. The delegate shall submit a written report thereof and his/her activities therein to the next State Convention.

Section 4. Each State officer (3) in attendance at a convention shall have one vote as a delegate of the State Branch.

ARTICLE VIII – REVENUES AND THE FISCAL YEAR

Section 1. The fiscal year of this Association shall conclude with the last day of the month proceeding the month in which the State Convention is held.

Section 2. Membership dues shall be \$16.00 per annum payable semi-annually in advance. These funds will be due June 30th and December 31st of each year and will be collected by the Secretary-Treasurer having duly notified the branches of the amount due. \$2.00 per annum will be set aside to assist local branches fund state conventions as required by Article IX, Section 2.

Section 3. Membership dues for Members-at-Large (those members with no local branch affiliation) shall be **12.50** per pay period under the Postal Service payroll deduction plan to the Secretary-Treasurer of the State Branch.

Section 4. Auxiliary dues for at large members shall be \$4.00 per annum, payable by the Secretary-Treasurer to the State Auxiliary Organization annually. The State Auxiliary shall pay the National per capita from this amount.

Section 5. Special assessments not to exceed **\$3.00** in any one year may be levied by the Executive Committee if it becomes absolutely necessary to conduct the work of the Association.

Section 6. Any dues increase by the National Office will automatically increase TN Branch 947 dues by the same amount or percentage.

ARTICLE IX – EXPENSES OF OFFICERS, CONVENTIONS AND DELEGATES

Section 1. For the purpose of attending National and State Conventions, the President, Vice President, and the Secretary-Treasurer shall have their registration fees paid, as well as travel expenses. In addition, all Executive Committee members' travel expenses shall be paid for Executive Committee meetings, except executive committee meeting that is held in conjunction with a State convention. The travel expenses shall be calculated at the prevailing mileage rate or airline rate (whichever is the most economical for the branch), as the USPS pays supervisors. In addition, the lowest single lodging rate at the convention headquarters site and the per diem rate as established by the USPS for EAS. Mileage is to be computed over the nearest line of travel from home to convention city. Lodging and per diem expenses shall not exceed three days for the State and seven days for the National. The above officers will exercise discretion for any economical savings to the organization.

Section 2. The Secretary-Treasurer will mail a check in the amount that has been set aside as described in Article VIII Section 2. The check will be mailed to the Host Branch as a convention fund, for use in hosting the State Convention with the lowest registration fee possible, and that this is based on the paid-up membership as of January 1st of the year of the convention.

Section 3. Any State Officer representing At-Large Members in other parts of the State, this Branch will reimburse officer for expenses incurred to include lodging, travel and per diem. Prior to travel, representing officer will notify the other officers for approval.

ARTICLE X – REFERENDUM

Section 1. Propositions, resolutions, or amendments to this Constitution or By-Laws may be submitted to referendum by the Executive Committee or upon request of twenty percent of the local and district branches, provided the President and Secretary shall certify that their endorsements were by referendum in their respective branches.

Section 2. The Association, assembled in convention, may by majority vote refer a proposition, resolution or amendment to referendum vote.

Section 3. Matters submitted to referendum may be wholly new or previously rejected. If partially rejected, only the rejected part may be brought to a vote.

Section 4. Any matter for referendum shall be filed with the Secretary-Treasurer who will cause the same to be printed in the next issue of “The Postal Supervisor”. The Secretary-Treasurer shall furnish each local and district branch secretary individually addressed ballots of the members of the branch as shown on the roster of the said Secretary-Treasurer.

Where there is no branch roster in the office of the Secretary-Treasurer, no ballots shall be mailed to the branch. It shall be the duty of each branch secretary to solicit the return of ballots, which shall be secured with the vote marked thereon and mail them to the Secretary-Treasurer. The Secretary-Treasurer shall mail ballots directly to all members-at-large. All ballots shall be returned to the Secretary-Treasurer within forty-five (45) days from the date of the mailings. . The Secretary-Treasurer shall then proceed to count the ballots in the presence of at least two disinterested witnesses. He/she shall retain the ballots for six (6)

months. If a majority of the members voting favor the proposition, resolution or amendment, the same shall become effective on the first day of the next succeeding month; however, no referendum shall be effective unless fifty percent of the members of the Association have voted therein.

Section 5. No proposition, resolution, or amendment which has been submitted to referendum vote shall be again submitted for referendum within one (1) year. No proposition, resolution or amendment adopted by referendum vote may be repealed or amended within one (1) year except by referendum.

ARTICLE XI – AMENDMENTS

This constitution may be amended at any state convention of this Association by a two-thirds vote of the delegates present or by a majority of the entire membership on referendum. If a roll call vote is demanded, voting shall be as outlined in Article VII, Section 1 of this Constitution.

BY-LAWS

Section 1. Business of convention shall be considered on the following order:

1. Roll call of officers
2. Report of committee
3. Review and adoption of minutes
4. Report of officers
5. Report of Financial Committee
6. Reports of special committees
7. Report of standing committees
8. Unfinished business
9. New business
10. Selection of next convention city
11. Election of officers and/or delegates
12. Adjournment

Section 2. The order of business may be transposed at any time by majority vote of the delegates present.

ARTICLE II – QUORUM

Ten delegates shall constitute a quorum, provided at least four members of the Executive Committee are represented, but less than that may adjourn to meet at a future specified time.

ARTICLE III – RULES OF ORDER

Unless otherwise provided in the Constitution or By-Laws, the deliberations of this Association shall be governed by “Robert’s Rule of Order.”

ARTICLE IV – AMENDMENT

Amendments to these By-Laws may be made in the same manner as prescribed for amendments to the Constitution.