

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
TERRY G. BRADY MEMORIAL BRANCH 907
COLORADO-WYOMING

CONSTITUTION

Approved
August 1, 2019
HENDERSON, NEVADA

ARTICLE I

NAME

This association shall be known as the Terry G. Brady Memorial Branch 907 also known as the Colorado-Wyoming Bi-State Branch of the National Association of Postal Supervisors; heretofore, to be recognized in these documents as Branch.

ARTICLE II

OBJECT

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

ARTICLE III

MEMBERSHIP

Section 1. The Terry G. Brady Memorial Branch, (Colorado/Wyoming) shall have three classes of members. These classes of members shall be (1) Active, (2) Associate and (3) Honorary.

Section 2. Active Members: All supervisory and managerial 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 Area and District Offices; Post Offices; Bulk Mail Centers; and other offices. Excluded are: Area Vice-Presidents, PCES Installation Heads and Postal Inspectors.

Section 3. Associate Members. 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 the appropriate authority to serve on committees in an advisory or consultative capacity. They shall be recognized to speak on any and all matters being considered at any Bi-State meeting, committee or convention. Associate members shall be eligible to hold office in the Bi-State. Associate members may vote on all Bi-State matters. Associate members shall pay dues at the local branch, no less than

the amount of one half of the National per capita tax, which will include the Postal Supervisor publication.

Section 4. Honorary Members:

a. Members of this association who are in good standing at the time of retirement or promotion 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 3.

Section 5. Any employee eligible for membership who is employed in an office having a local or district branch shall be eligible for membership only by affiliation with the local or district branch.

Office will be defined as a uniquely independent, self-contained postal entity consisting of one or more finance numbers administratively reporting to one unique authority, i.e., Area Vice-President, District Manager, Plant Manager, Facility Manager, BMC Manager and/or Postmaster.

Section 6. Any employee who is eligible for membership employed in an office having no local branch, shall become a Member-at-Large of the Terry G. Brady Memorial Branch, Branch 907.

Section 7. For the purpose of record keeping to total membership and the mailing of the Bi-State Bulletin, each Branch belonging to the Terry G. Brady Memorial Branch 907 will provide an updated membership list, (name, branch number, address with zip plus 4) to the Secretary of Branch 907 on February 15, May 15, August 15 and November 15 of each year. A reminder of this requirement to be included in each Bi-State Bulletin.

ARTICLE IV

CONVENTIONS AND SPECIAL MEETINGS

Section 1. Conventions and meetings shall be held at the time and place designated by the Executive Committee.

Section 2. The secretary shall notify the members of at least sixty (60) days prior to the annual meeting, giving the place, date and time of the meeting as designated by the Executive Committee.

Section 3. A special meeting of this Branch shall be called upon the written request of ten (10) members filed with the Secretary thirty (30) days prior to the proposed meeting. Upon receipt of such request in due form, the Secretary shall immediately give notice to the membership that a special meeting is called.

Section 4. MAL delegates to the National Convention will be elected from MALs who have attended the previous two annual Bi-State conventions.

Section 5. The Terry G. Brady Memorial Branch 907 will pay for the travel, not to exceed cost of economy airfare as of no less than six (6) weeks prior to the convention, or GSA rate for mileage, whichever is less, hotel and registration of all Branch Presidents, or

Branch President's designee, as long as the branch is in good standing, to attend the National Convention of the National Association of Postal Supervisors.

ARTICLE V

OFFICERS

Section 1. There shall be a President, an Executive Vice-President, a Secretary/Treasurer and a Vice-President of Associate Affairs. These officers shall be elected at an annual meeting of this branch and the term of office shall be for two (2) years or until their successors are duly elected and qualified.

Section 2. Colorado and Wyoming Branch Presidents duly elected by their local branches shall by virtue of their office be Terry G. Brady Memorial Branch 907 Area Vice-Presidents

Section 3. No Branch President shall be eligible for election to any Bi-State office. Branch Presidents are eligible to be appointed, until elections are held, to President, Executive Vice-President, Vice-President of Associate Affairs, Secretary and Treasurer of the Bi-State.

Section 4. The Terry G. Brady Memorial Branch 907 Executive Committee shall consist of the elected officers, Area Vice-Presidents and the immediate Past President, if they are an Active or an Associate member in good standing. The Executive Committee shall carry out the orders of the Branch and conduct business of the Branch during the interim of the annual conventions.

Section 5. The elected officers of the Terry G. Brady Memorial Branch 907, Wyoming Area Vice-President, and the immediate Past President, who are members in good standing, shall be reimbursed for their Bi-State Convention expenses (travel, housing and registration) by the Terry G. Brady Memorial Branch 907, unless paid by their local branch. The Executive Committee shall be reimbursed by the Bi-State for those expenses incurred in representing Members-at-Large and in attending Bi-State Board meetings. No less than one teleconferencing meeting will be held between annual meetings.

Section 6. The Executive Committee shall appoint a Legislative Liaison(s) from each state to represent and keep informed the Terry G. Brady Memorial Branch 907 membership. Further, the Legislative Liaison(s) shall attend National Legislative Conferences, if funds are available.

ARTICLE VI

OFFICERS' RESPONSIBILITIES

Section 1. The primary obligation of all officers of this branch is to uphold the Constitution and Bylaws and abide by the Oath of Office. I promise, on my honor and the best of my ability, to fulfill the duties and responsibilities of the office to which I have been elected. I promise to uphold the Constitution and Bylaws of the National

Association of Postal Supervisors and Branch 907. I promise to attend all meetings of the branch and executive committee unless hindered by reasons beyond my control. I promise to protect all records, property, and funds coming into my control and the turn them over to my successor when he or she is elected. So help me God.

Section 2. President.

A. The President shall preside at all meetings of this Branch, shall be a member on all committees, shall fill by appointment, vacancies such appointments to continue until the position is duly filled by an election.

B. The President shall sign all expense vouchers and checks presented by the members covering bills and expenses of this Branch.

C. The President shall, by virtue of the office, be a delegate to the National Convention of the National Association of Postal Supervisors. The expense for travel, housing and registration is to be paid by Branch 907.

D. The President and/or designee(s), with the approval of the Executive Committee, shall by virtue of their office, attend Legislative Conference and NAPS Seminars if funds are available to pay expenses for travel, lodging and registration.

Section 3. Executive Vice-President

The Executive Vice-President shall (1) serve in the absence of the President, (2) shall establish new local branches, (3) increase membership, (4) serve as chairman of the membership committee and (5) shall assume such other duties as assigned by the President.

Section 4. Secretary/Treasurer

A. As Secretary, the Secretary/Treasurer shall keep an accurate record of all proceedings of the Branch and have charge of all correspondence.

B. As Secretary, the Secretary/Treasurer shall be responsible for editing and publishing of the Terry G. Brady Memorial Branch Bulletin twice yearly. One issue will be published three months prior to the annual meeting. Another newsletter will be published within 60 days of the annual meeting. Both newsletters will be posted on the Bi-State website. The Bi-State website is defined as a website controlled by the Branch 907 Executive Board.

Section 5. Secretary/Treasurer

A. As Treasurer, the Secretary/Treasurer shall collect and record all dues and assessments received from the members, keep a correct record of all funds received and disbursed; prepare all vouchers and checks in payment of bills and expenses of this Branch and present these to the President for proper endorsement and payment within 30 days.

B. As Treasurer, the Secretary/Treasurer will collect and retain a deposit equal to two thirds (2/3) the minimum fee in accordance with the agreement with the law firm retained by the branch for MSPB representation for any member wishing to use the law firm.

Section 6. Area Vice-Presidents

A. The Area Vice-Presidents shall be responsible for membership, grievances and other problems of the members of the Bi-State Member-at-Large in their designated areas and shall coordinate the same with the Bi-State President.

B. Bi-State Area Vice-Presidents designated areas shall be as follows:

Wyoming Area Vice-President, Branch 300: State of Wyoming
Denver Area Vice-President, Branch 65
Colorado Springs Area Vice-President, Branch 141
Pueblo Area Vice-President, Branch 155
Northern Colorado Area Vice-President, Branch 557
Denver BMC Area Vice-President, Branch 561
Rockies West Area Vice-President, Branch 584

C. Bi-State Area Vice-Presidents shall coordinate the activities of forming any new branches with the Bi-State Executive Vice-President.

Section 7. Vice-President of Associate Affairs

A. The Vice-President of Associate Affairs will be responsible for all matters pertaining to Members-at-Large Associate members including recruiting, collecting dues for MAL Associates and such other duties as assigned by the President.

ARTICLE VII

ELECTIONS

Section 1. The President, Executive Vice-President, Vice-President of Associate Affairs, Secretary/Treasurer shall be elected at uneven year annual conventions.

Section 2. At annual conventions and special meetings of this branch, each local branch in good standing shall be entitled to representation as follows: One vote for each \$25.00 or major fraction thereof paid in Bi-State per capita for the preceding year (April 1 to March 31). A member of any branch paying \$25.00 in dues shall be entitled in the absence of any other delegate member to cast a vote for his or her branch.

Section 3. Members-at-Large in good standing shall be entitled to one vote.

Section 4. A State Officer shall be entitled to voice and vote by the virtue of his/her office provided he/she is not serving as a delegate member for his/her local branch or voting as a Member-at Large.

Section 5. The Immediate Past President of the Terry G. Brady Memorial Branch, who is an active member in good standing, shall be entitled to a voice and vote provided

he/she is not serving as a delegate member for his/her local branch or voting as a Member-at-Large.

ARTICLE VIII

DUES

Section 1. Members-at-Large: Dues shall be \$10.50 per pay period payable through dues withholding (Form 1187) plan. Members who do not participate in the dues withholding plan have the option of paying in advance annually or semi-annually. These dues will include the National per capita, auxiliary support and subscription to the Postal Supervisors' Magazine.

Section 2. Each local branch affiliated with the Terry G. Brady Memorial Branch 907 shall remit \$3.00 per member monthly billed quarterly by the Treasurer. Each branch shall notify the Bi-State Treasurer of the total number of members active by month by December 15, March 15, June 15, and September 15 based on the Dues Check-Off list.

ARTICLE IX

REFERENDUM

Section 1. Should the action of this Branch, at any of its regular or special meetings, prove unsatisfactory to any member, this member may prepare and circulate a petition causing said action to be brought to a vote of the entire membership. Before the petition can be circulated, the Secretary must be notified, in writing, of such action and must be furnished a copy of the proposed questions, resolution or amendment. All petitions shall include signatures, printed name and phone number to assist the Branch Secretary in certifying that the signatures are valid.

Section 2. A referendum vote must be taken when the petition has signatures equal to twenty percent of the members in good standing as certified by the Secretary.

Section 3. The petition must be filed with the Secretary at least one week before the meeting of the Branch, subsequent to the circulation of the petition in order that the Secretary may certify that the signatures are valid and that the twenty percent mentioned in Section 2 is met.

Section 4. The petition shall be read by the Secretary at the next regular meeting following the circulation of said petition. If valid, the President shall appoint a Board of Election consisting of three members in good standing to conduct the election.

Section 5. A majority vote will be required to decide all questions other than amendments to the Constitution, which require a two-thirds affirmative vote to decide and carry.

Section 6. No questions, resolution or amendment adopted by referendum vote of these members in good standing of this Branch shall be repealed or amended within one year after its adoption except by referendum vote.

Section 7. Any meeting of this Branch may, by motion, submit any question, resolution or amendment to a vote of the entire membership. This vote would be conducted by mail.

ARTICLE X

RECALL

Section 1. Any officer of this Branch may be recalled through the medium of a recall election – which must be by referendum vote.

Section 2. Before a recall petition is circulated, the Secretary must be notified in writing of such action.

Section 3. A recall petition must be accompanied by a copy of the charges against the official.

Section 4. Upon securing a number of signatures equal to twenty percent of the members in good standing, as certified by the Secretary, a recall election must be held.

Section 5. The officer it is desired to recall shall be furnished with a copy of the charges against him (or her) at least two weeks before the election. It shall require two-thirds of the votes cast to recall an officer.

ARTICLE XI

AMENDMENTS

This Constitution may be amended at any meeting of the Association by a two-thirds vote of those present at any annual convention or special meeting called for this purpose. Notice of all proposed amendments, as well as a copy of all proposed amendments, should be submitted at least 10 days prior to the annual meeting or special meeting to the President of the Bi-State. Any member or branch wishing to present amendments that misses the 10 day requirement will provide enough copies for all delegates present to be handed out at the annual convention or special meeting. Any amendments to be handed out at the meeting must be handed out to all delegates present before the resolution committee presents their initial recommendations to the body.

BYLAWS

ARTICLE I

QUORUM

Ten Members-at-Large or ten members representing a minimum of three (3) branches shall constitute a quorum at annual conventions and special meetings of the branch.

ARTICLE II

ORDER OF BUSINESS

The following Order of Business shall be observed, unless varied by majority vote at any regular or special meeting:

- a. Roll Call
- b. Report of Officers
- c. Report of Committee
- d. Unfinished Business
- e. New Business
- f. Election of Officers
- g. Adjournment

ARTICLE III

PARLIAMENTARY PROCEDURE

The proceedings of this Terry G. Brady Memorial Branch shall be governed by Robert's Rules of Order.

ARTICLE IV

COMMITTEES

Section I. The following committees shall be appointed by the President at least ten (10) days prior to the annual meeting:

| | |
|------------------------|--|
| Resolution Committee: | Not less than three (3) members |
| Credentials Committee: | Not less than three (3) members |
| Membership Committee: | The Executive Vice-President as chairman and two (2) members |
| Auditing Committee: | Not less than three (3) members |
| Ballot Committee: | Not less than three (3) members |
| Parliamentarian: | One (1) member |
| Sergeant-at-Arms | Not less than two (2) members |

Section 2. The Executive Committee shall submit a proposed budget to the General Membership in the Bi-State Bulletin published following the annual convention. Budget items should include:

Award/Fees
Conventions: Legislative, Bi-State, National, Training
Board Meetings
Donations and Gifts
Supplies
Postage
Lawyer/Legal Fees

Legal Fund
Printing
NAPS Representation
MAL – Bi-State
MAL – Convention Fund

Section 3. Any change in the proposed budget after publication will require approval of the Bi-State Executive Committee and the publication of proposed changes will be in the next issue of the Bi-State Bulletin.

Section 4. All resolutions and other information pertinent to the committees will be given to the Committee Chairperson at the time of the appointment.

Section 5. All committees will meet prior to the first business session of the annual meeting.

Section 6. The duty of the Sergeant-at-Arms shall be to maintain order and compel the attendance of members at the session when directed to do so by the President and to attend the door of the meeting room.

ARTICLE V

BONDS

The President, Executive Vice-President and Treasurer shall be bonded in such sums as may be determined by the Executive Committee. Such bonds shall be executed by a regular Surety Company and the premium shall be paid by the Branch.

ARTICLE VI

LEGAL FUND

Section 1. The Legal Fund is to be used for representation by the Bi-State's retained law firm. To be eligible for funds, you must be a member in good standing of NAPS for 3 continuous months.

Section 2. Contributions to said fund is to be \$.15 per member per month to be taken from present dues allocated for the Terry G. Brady Memorial Branch. When fund reaches \$10,000.00, no more deductions are to be made unless fund is utilized.

Section 3. Funds shall be authorized by the Executive Board for adverse action, i.e. a suspension of more than 14 days, removal or reduction in grade or pay. The Terry G. Brady Memorial Branch Legal Fund will pay the legal expense not to exceed \$1,500.00.

ARTICLE VII

REQUEST FOR LEGAL REPRESENTATION

Members in good standing must submit a written request to the Bi-State President for representation from the Bi-State law firm. This request must be accompanied by a copy of the adverse action letter, a certified check in the amount of the fee currently required

by the law firm minus \$1,500.00. This check will be held in trust by the Bi-State Treasurer until the case is settled. The Bi-State will pay the law firm their fee due only if said firm is not successful in obtaining its fees through a favorable judgment on behalf of the affected supervisor. If the actual fee is less than the amount quoted, the supervisor will be reimbursed so that amount in excess of two-thirds (2/3) of the final fee

ARTICLE VIII

NATIONAL DISCIPLINARY DEFENSE FUND

Section 1. The Disciplinary Defense Fund (DDF) was established by the NAPS membership, for the membership, to provide representation for NAPS members in appealing adverse actions and debt collection actions taken against them.

NAPS is a professional organization of supervisors and managers (as opposed to a union). Under this classification, NAPS is not obliged to defend each and every member, regardless of the charges they may face. The integrity of NAPS, both national and local, and the interests of the Postal Service must be considered when receiving a request for DDF advocacy.

Section 2. To be eligible for representation through the DDF, a supervisor must meet the following criteria:

- A. The supervisor must have signed an application for NAPS membership thirty (30) days from the effective date of promotion from the craft, or
- B. The supervisor must have been a NAPS member no fewer than ninety (90) days prior to the change being issued, and
- C. Any additional criteria outlined in the "Disciplinary Defense Fund: Procedures and Guidelines for Branch Presidents" in the Officer Training Manual.

Section 3. The DDF shall be administered by the NAPS National Executive Board.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended by majority vote at any meeting under the same voting procedure as provided for amendments to the Constitution.