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3 **CONSTITUTION AND BY-LAWS**
4 **OF THE**
5 **GEORGIA ASSOCIATION OF POSTAL SUPERVISORS**
6

7 Article I

8 **Name**

9 This body shall be known as the Georgia Association of Postal Supervisors.
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11 Article II

12 **Object**

13 The objective of the Georgia Association of Postal Supervisors shall be to
14 promote, through appropriate and effective action, the welfare of its members, and to
15 cooperate with the USPS and other agencies of the federal government in a continuing
16 effort to improve the service, to raise the standard of efficiency, and to widen the field of
17 opportunity for its members who make the Postal Service or the federal government their
18 life work.

19 Article III

20 **Membership**

21 Section 1. NAPS shall have three classes of members. These classes of
22 members shall be (1) active, (2) associate, (3) honorary.

23 Section 2. Active Members

24 (a) Included are all supervisory and managerial personnel who are not subject to
25 collective bargaining agreements under Chapter 12 of Title 39, US Code, and who are
26 employed in processing and distribution centers and facilities, including but not limited to
27 Headquarters, area and district offices; post offices; NDC's; and other installation
28 personnel.

29 (b) NAPS is not the representative of personnel employed as PCES installation
30 heads and postal inspectors, or other like positions in the USPS Headquarters or field
31 facility.

32 Section 3. Associate Members

33 (a) Former active members of this Association who were in good standing at the
34 time of retirement may be associate members.

35 (b) Associate members shall be entitled to all the same benefits granted to
36 regular members.

37 (c) Associate members shall be eligible to hold office at the local, state and
38 national levels and shall pay the full share and same dues and assessments as regular
39 active members of their branches.

40 (d) Associate members may vote on all matters at the state level if the local
41 and/or state bylaws provide for the same. At national conventions, associate member
42 delegates may vote on all matters. Other associate members may vote only on matters
43 of the definition and nature of associate membership and the dues structure related
44 thereto.

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46 Section 4. Honorary Members

1 (a) Members of this Association who are in good standing at the time of
2 retirement or promotion shall be entitled to honorary membership.

3 (b) Honorary members shall not be required to pay dues, except
4 for attending meetings. They shall not be eligible for any of the benefits described in
5 Section 3.

6 Section 5. Any employees eligible for active membership who are employed in an
7 installation have a local branch, or in an installation affiliated with a state branch, shall be
8 eligible for NAPS membership only by affiliation with said local or state branch.

9 Any employees eligible for active membership who are employed in an
10 installation that is not affiliated with a local branch shall become member of the state
11 branch. Where there is no state branch, the applicants will become members of a local
12 branch within the state.

13 Section 6. The secretary of each local, upon the addition of new members,
14 shall immediately furnish the National Secretary/Treasurer with the yellow copies of
15 Forms 1187 for members on dues withholding, and/or the names, addresses and social
16 security numbers of direct pay and associate members. Branches shall notify the
17 National Secretary/Treasurer of those direct pay and associate members that they wish
18 to have removed from their roll for whatever reason.

19 Section 7. NAPS will not discriminate, for any reason, against any eligible
20 employee seeking membership in NAPS, or any of its chartered branches, or in any
21 action taken by the Association or its members.

22 Article IV

23 Meetings

24 Section 1. Conventions of this Association shall be held annually not prior to the
25 second week in June and not later than the second week in July. Odd years, Bi-State
26 with Florida rotating bi-annually. The Convention and the Board shall consider all
27 invitations in selecting the host city for the annual convention which shall be two years in
28 advance. State sponsor all future Bi-State conventions with a branch serving as host city
29 for all future Bi-State conventions beginning with the 2005 convention.

30 Section 2. The Executive Board may authorize the convention host(s)
31 branch(es) to levy a registration fee for delegates and visitors, commensurate with
32 expenses, not to exceed \$200.00 per person.

33 Section 3. The said registration fee is to be utilized to assist in defraying
34 convention expenses. If needed, Georgia Association of Postal Supervisor will advance
35 the host branch (\$3.30) three dollars and thirty cents for each member in a current paid
36 status. If this money is advanced, the host branch shall furnish the Secretary-Treasurer
37 of the Georgia Association of Postal Supervisors a written report within 90 days,
38 detailing receipts and disbursements of the convention. Any unused funds derived from
39 the GAPS advance shall be deposited with the State branch.

40 Section 4. The host city shall not solicit merchandise from the general public for
41 funds, gifts, prizes, services or any thing of that nature in connection with the convention
42 of this association except as provided by current Postal Regulations.

43 Section 5. All delegates must submit registration fees at least 30 days prior to
44 the first business session of the convention or the host branch may have the option of
45 imposing a late fee to the individual registrant of up to \$100.00.

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48 Article V

49 Voting

1 Section 1. Each member in good standing of the Georgia Association of Postal
2 Supervisors shall be entitled to one vote at any State meeting or convention whether
3 regular or called, regardless of whether the member is from a local branch or is a
4 member-at-large, provided that such member is a registered delegate. Representation
5 shall not be by proxy. All votes must be cast in person.

6 Section 2. Members who are six months or more in arrears with dues shall have
7 no voice or vote in convention, neither shall they be eligible for office or membership on
8 any committee.

9 Section 3. Representation at the National Convention shall be determined in
10 accordance to Article VI (Representation) of the Constitution and By-Laws of the
11 National Association of Postal Supervisors. Candidates for the honor of serving as
12 delegates to the National Convention must possess more than a casual knowledge of
13 the objectives of the National Association. The incoming President, Executive Vice-
14 President and Secretary and one (1) member at Large shall be automatically elected as
15 delegates to the National Convention during their term of office. The member at large
16 must have been a delegate to and attended the most recent State convention.

17 Section 4. Delegates to the National Convention may be allowed expenses to
18 the Convention in the amount certified by the Executive Board.

19 Article VI
20 **Election Criteria**

21 Section 1. The officers of this association shall consist of a President,
22 Executive Vice-President, Secretary-Treasurer and eight Area Vice-Presidents. The
23 immediate Past President shall serve as a member of the Executive Board. These
24 twelve officers will compose the Executive Board.

25 Section 2. "The President, Executive Vice-President and
26 Secretary-Treasurer shall be elected on a statewide basis, one vote per registered
27 delegate present. Officers shall hold office for a two (2) year term or until successors are
28 duly elected or appointed. This will commence with the 1994 Convention. Area vice-
29 presidents shall be eligible for office only if member is in good standing in a branch
30 within the area, and shall be elected only by the votes of the duly accredited delegates in
31 attendance from the area served. A majority vote upon ballots shall be
32 necessary to elect. All candidates for elected office must meet the requirements of
33 Article III, Section 1. Officers shall hold office for their term or until successors are duly
34 elected or appointed."

35 Section 3. A nominating committee will be appointed by the President each year
36 which will be composed of five (5) members. These five (5) will be appointed as follows:
37 Three (3) members from three different locales, one (1) Member-at-Large and the
38 Immediate Past President, if active. The Immediate Past President will serve as
39 chairman of the nominating committee.

40 Section 4. The finance committee shall consist of three (3) members to be
41 appointed by the President.

42 Article VII
43 **Officer Roles**

44 Section 1. The President shall preside at all conventions and Executive Board
45 Meetings. He/She shall fill all vacancies by appointment until such vacancies are filled by
46 election. If in the event the President is unable to fulfill his/her full term, the Executive
47 Board shall elect a President from among the remaining state officers. This President will
48 serve the remaining unexpired term.

49 Section 2. The Executive Vice-President shall preside at all meetings in the
50 absence of the President, shall assist in the organizational work of the Association, be in
51 charge of membership of the State, shall be chairman of the Executive Board under the

1 direction of the President, serve as Legislative Assistant and perform other duties as
2 assigned by the President. In the absence of the President and the Executive Vice-
3 President, the presiding officer shall be elected from the Executive Board by its
4 members.

5 Section 3. Area Vice-Presidents shall assist in the organizational work, serving
6 as contact representatives of the Association.

7 The Area Vice-President may be the installing officer to any branch election in his
8 or her area. If a branch requests someone other than the Area Vice-President, cost shall
9 be borne by the requesting branch.

10 Section 4. The Secretary-Treasurer shall keep a record of all proceedings and
11 all other business of the association. He/She shall keep a record of the membership of
12 each local branch and the name and address of each member-at-large. He/she shall
13 receive and deposit all funds for the Association from all sources. The President and
14 Secretary-Treasurer shall be the official custodians of all funds of the Association. The
15 Secretary-Treasurer shall disburse all funds by check. All disbursements shall be
16 approved by the President and so endorsed. The Secretary shall preserve all stubs and
17 warrants that they may be reviewed by the Auditing Committee.

18 The Secretary-Treasurer shall submit a written report and financial statement to
19 each annual convention or at any time upon relinquishing office. The Secretary-
20 Treasurer shall be allowed fifty dollars (\$50.00) per month for the performance of his/her
21 Association duties and shall be allowed his/her expenses to attend Executive Board
22 Meetings called by the President these not to exceed three hundred and twenty-five
23 (\$325.00) dollars per annum. The Secretary shall report to the National Secretary
24 immediately the name of every member, upon notification by the Area Vice-president,
25 who has paid dues, and remit such funds at least monthly to the National Secretary.

26 Section 5. The immediate Past President shall serve as a member of the
27 Executive Board until replaced by the next immediate Past President. He/she shall
28 perform such duties as may be assigned by the President.

29 Section 6. Travel expenses of officers: Officers to the Association, limited to the
30 Executive Board, shall be reimbursed for travel at the rate commensurate with the
31 USPS, plus other expenses incurred in performance of official duties, limited as follows:
32 President, Executive Vice President, Secretary-Treasurer **are to be reimbursed for**
33 **travel to the National & State Conventions, the Legislative Training Seminar and**
34 **Southeast Area Training. Officers' other expenses are limited to the following**
35 **amounts:** Executive Vice President ~ \$325.00; Area Vice President ~ \$300.00;
36 Immediate Past President ~ \$225.00. Secretary-Treasurer as provided in Article VII,
37 Section IV

38 Section 7. A state officer shall not be permanently removed from their duly
39 sworn-in position due to an adverse action before the final adjudication. The state
40 president shall appoint a temporary replacement upon notification of the adverse action.
41 Should the officer receiving the adverse action be the president, the vice president shall
42 assume all duties of the president. When the final adjudication results in a return to EAS
43 position before a regular election, the officer shall be returned to their official duties.

44 Section 8. Reports of officers shall be properly prepared and in the hands of the
45 Secretary-Treasurer one week prior to the annual convention.

46 Article VIII

47 *Dues-Assessments-Fiscal Year*

48 Section 1. Dues of this Association for each member-at-large shall be forty-eight
49 dollars (\$48.00) per annum plus the National dues. Members shall have the option of
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1 paying National and State dues by signing Form 1187 authorizing dues to be withheld
2 from their paychecks monthly, or by paying in advance for National and State
3 dues on July 1, or half on January and July 1. The National per Capita dues shall be
4 remitted at least monthly. The Association shall transmit to the Auxiliary \$4.00 per year
5 for each member-at-large.

6 Section 2. Dues to this association for members of local branches shall be \$20.00
7 per year. The Secretary of each local branch will submit payment for all members of that
8 branch to the State Secretary-Treasurer. Associate members shall pay dues equal to an
9 amount half of what an active state member pays. Dues to be collected half in October
10 and half in March. Dues will be calculated on the number of members according to the
11 DCO statement dated from the previous December.

12 Section 3. Special assessments of not more than two (\$2.00) dollars per year,
13 per member may be levied by the Executive Board when it becomes necessary to carry
14 on the work of the Association.

15 Section 4. All vouchers and bills from executive board shall be submitted to
16 secretary/treasurer 60 days prior to start of convention.

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18 Article IX

19 *Recall*

20 Section 1. A written petition for recall of any Officer of this Association may be
21 filed with the Executive Board by (1) Three (3) or more members of the Executive Board
22 or (2) Five (5) or more Officers in this Association who have proof sufficient to show that
23 the Officer acted dishonorably or in a manner detrimental to the interest of the members.

24 The Officer who is charged will be provided a copy of the charges and given
25 fifteen (15) days to respond in writing. If after consideration of the charges and reply, if
26 any, the Executive Board determines that the charges have basis in fact, they shall
27 proceed with a recall election.

28 A copy of the charges and reply, if any, shall be included with each ballot.

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30 Article X

31 *Amendments*

32 Section 1. This constitution shall not be amended except by a two-thirds vote of
33 registered delegates present at any convention of this Association.

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35 The place and date amended shall be recorded on page 1.
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1 **Georgia Association of Postal Supervisors**
2 **BY-LAWS**

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4 **Article I**
5 ***Opening Session***

6 Twenty-five (25) percent of the registered delegates present
7 at the opening session shall constitute a quorum providing at least (3)
8 state branches and/or the NDC are represented. Less
9 than that number may meet at a future specified time or place.

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11 **Article II**
12 ***Order of Business***

13 The following order of business shall be followed unless varied
14 by vote:

- 15 1. Roll Call of Officers & Committees
- 16 2. Rules of Convention
- 17 3. Reading of Minutes of last Convention
- 18 4. Report of the Committee on Credentials
- 19 5. Roll Call of Delegates
- 20 6. Report of Officers
- 21 7. Report of Finance Committee
- 22 8. Report of Special Committee
- 23 9. Unfinished Business
- 24 10. Report of Standing Committees
- 25 11. New Business
- 26 12. Invitation and recommendation for place of next convention
- 27 13. Election of Officers
- 28 14. Installation of Officers
- 29 15. Adjournment

30 **Article III**
31 ***Parliamentary Procedure***

32 Robert's Rules of Order shall govern the proceedings in the
33 convention of this Association except where otherwise provided by
34 the Constitution and by-laws or rules adopted by the Convention
35 in session.

36 **Article IV**
37 ***Amendments***

38 Amendments to the by-laws may be made in the same
39 manner as provided for amendments to the Constitution.
40 This printing contains amendments through the 2018 GAPS State Convention
41 **held at Courtyard Marriott, Warner Robins, GA 30188..**

42 **NOTES**
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