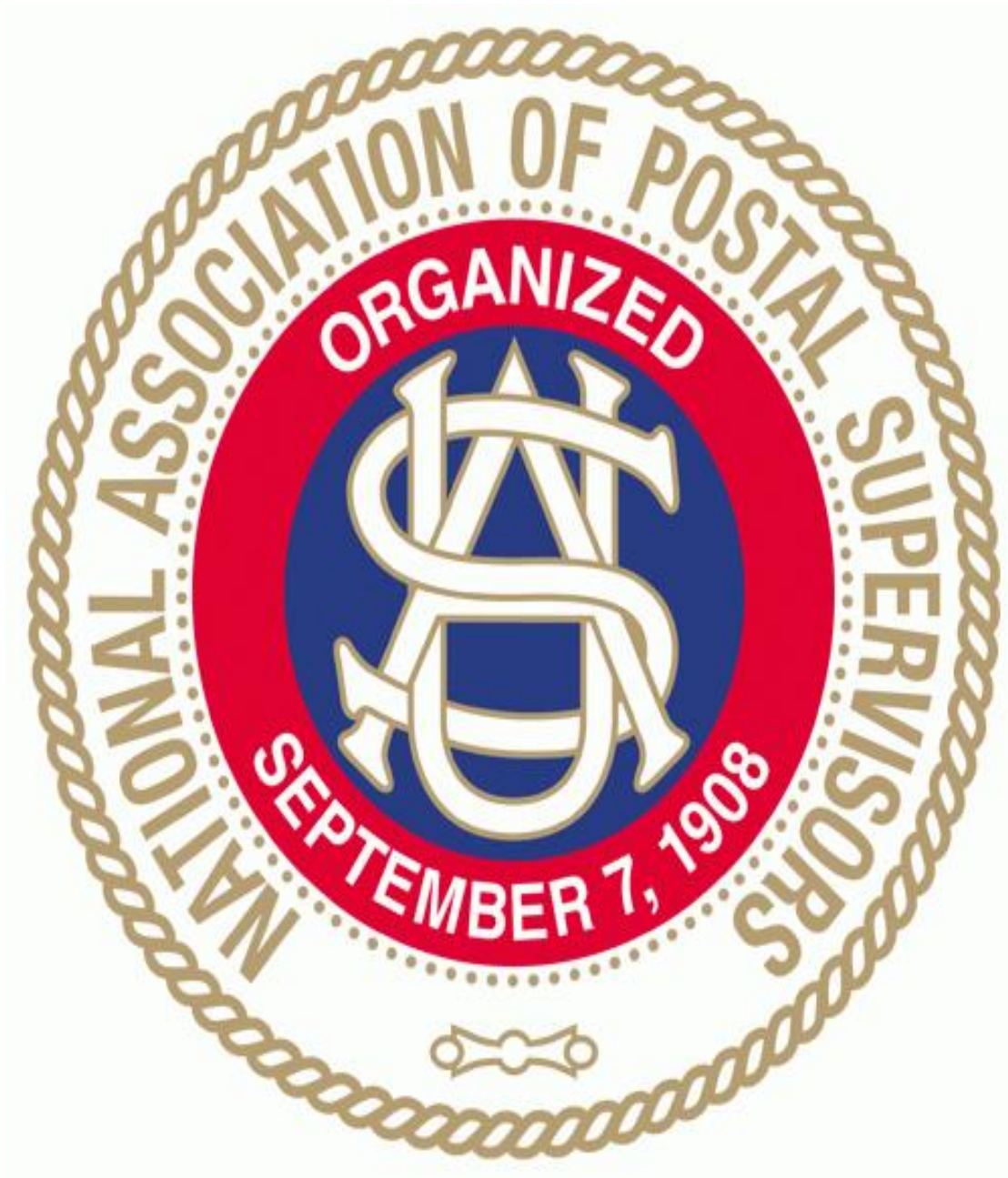


**National Association of Postal Supervisors  
Illinois State Branch 916**



ILLINOIS STATE CONSTITUTION AND BY-LAWS

AS AMENDED-APRIL, 2023

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## **ARTICLE I - NAME**

The name of the Association shall be, NATIONAL ASSOCIATION OF POSTAL SUPERVISORS, ILLINOIS STATE BRANCH 916, organized on June 1, 1920.

## **ARTICLE II - PURPOSE**

The object of this branch shall be to cooperate with our National Organization in its efforts to improve the Postal Service; to protect Illinois members and enhance Postal supervisory positions through the establishment of uniform and equitable compensation in keeping with position and economic circumstances; to promote and support beneficial legislation and all other acts or objectives advancing the good and welfare of our membership.

## **ARTICLE III - MEMBERSHIP**

### **SECTION 1. CLASSES OF MEMBERSHIP**

The National Association of Postal Supervisors shall have three (3) classes of members. These classes shall be (1) Active (2) Associate and (3) Honorary.

### **SECTION 2. ACTIVE MEMBERS**

- (a) All supervisory and managerial personnel and postmasters 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, Customer Service Facilities and Administrative Facilities including but not limited to, Headquarters, Area and District Offices, Post Offices, Network Distribution Centers; and other installation personnel are eligible to be active members.
- (b) NAPS is not the representative of personnel employed as PCES installation heads, postal inspectors or other PCES positions in the USPS field facilities or at USPS Headquarters.

- (c) Any employee eligible for membership who is employed in an Illinois installation having a local or state branch shall be eligible for membership in ILLINOIS only by affiliation with said local or state branches.

### **SECTION 3. ASSOCIATE MEMBERS**

- (a) Former active members of this Association who were in good standing at the time of retirement may be associate members.
- (b) Associate members shall be entitled to all the same benefits granted to active members at the local and state levels.

### **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 the meetings, shall not be eligible for any of the benefits described in Section 3.

### **SECTION 5. AFFILIATION**

Any employee eligible for active membership who is employed in postal installation, affiliated with an Illinois local branch or the Illinois NAPS State Branch 916 shall be eligible for NAPS membership only by affiliation with said Illinois local or state branch.

Any employee eligible for active membership who is employed in an Illinois postal installation that is not affiliated with an Illinois local branch shall become a member of the Illinois State Branch 916.

## **SECTION 6. NON-DISCRIMINATION**

NAPS will not discriminate, for any reason, against any eligible employee seeking membership in NAPS, or any of its chartered state Branches or in any action taken by the Association or its members.

## **ARTICLE IV - OFFICERS**

### **SECTION 1. ELIGIBILITY FOR OFFICE**

A member who is in good standing with the IL State Branch 916 or a local branch within the state may hold a state officer position as long as they are an affiliated member of a particular area for which they have been nominated. Members not affiliated with an Illinois branch may not be nominated or elected to an IL State Officer position.

### **SECTION 2. TITLES OF OFFICERS**

The officers of this branch shall be the President, Vice-President, Secretary-Treasurer, Legislative Representative, and eleven (11) Area Vice-Presidents. They shall be Northeast Areas 1, 2, 3 and 4, Northwest Area, Central Area, Central-West Area, Central-East Area, Western Area, Southeast Area and Southern Area. Each shall be elected by the delegates from their respective area.

### **SECTION 3. COMPENSATION AND TERM OF OFFICE**

Officers, except the Secretary-Treasurer, shall serve without compensation. They shall be elected to terms of two years and shall hold office until their successors have been duly elected and appointed. They must be dues paying members in the State or a Local branch as provided for in Article III Section 2 and 3.

## **ARTICLE V - ELECTION OF OFFICERS**

### **SECTION 1. TIME AND PLACE**

The election of officers shall take place at the Biennial Convention of the State Branch and a majority of the votes cast shall be required for the election of the candidate. If no candidate receives a majority vote on the first ballot, voting will continue until one candidate receives a majority vote.

## **SECTION 2. BALLOTING**

In the event only one (1) candidate is nominated for any one office, the vote by ballot may be dispensed by the affirmative action of the convention. For offices for which there is more than one candidate, each nominee shall have an opportunity to address the entire convention for a period not to exceed five (5) minutes. This shall take place immediately after the nominations are completed.

## **SECTION 3. VOTING ELIGIBILITY**

The President, Vice-President, Secretary-Treasurer, and Legislative Representative shall be elected by the State at Large. Area Vice-Presidents shall be elected by delegates from the respective area. If no candidate is available from an area, a representative Area Vice-President may then be elected by the State at large as long as the Branch from that area is in good standing in the State of Illinois. In the event a branch is organized which overlaps two or more areas as designated in Section 5 of this Article, said branch shall be represented by the area in which a majority of members comprising this branch are employed and this branch will be considered as being in that area.

## **SECTION 4. VACANCIES**

Vacancies other than that of the President occurring between conventions shall be filled by an interim appointment by the President, subject to the approval of the Executive Committee. The appointee will serve until the next convention.

## **SECTION 5. AREAS DEFINED**

The Northwest Area will consist of zip codes: 610, 611 and 612.

The Northeast Area one (1) will consist of zip codes: 600-603, excluding Chicago NDC and including 60402.

The Northeast Area two (2) will consist of zip codes: 604-605, 609 excluding 60402.

The Northeast Area three (3) will consist of zip codes: 606-608.

The Northeast Area four (4) will consist of: Chicago NDC, Branch 493 and Bedford Park.

The Central-West Area will consist of zip codes: 613, 614, 615 and 616.

The Central-East Area will consist of zip codes: 617, 618 and 619.

The Western Area will consist of zip codes: 620 and 623.

The Central Area will consist of zip codes: 625, 626 and 627.

The South-East Area will consist of zip codes: 624 and 628.

The Southern Area will consist of zip codes: 622 and 629.

## **ARTICLE VI - DUTIES OF OFFICERS**

### **SECTION 1. PRESIDENT**

The President shall have general supervision over the business and affairs of the Branch, and shall be the Executive Officer thereof. He/she shall oblige properly conducted meetings, the observance of order and decorum and the rules of assembly. He/she shall be the Chairperson of the Executive Board and “Ex-officio” member of all committees. He/she shall approve and sign such vouchers of expenditures as he/she deem justified, which have been authorized by himself/herself and the Executive Board. He/she shall transmit the signed vouchers to the Secretary-Treasurer for incorporation in the financial report. The President is authorized to appoint committees, which in his/her judgment he/she finds necessary for the welfare of the Branch.

### **SECTION 2. VICE-PRESIDENT**

The Vice-President shall assume the Office of the President in case of vacancy and shall discharge the duties of the Office of the President in the absence of, disability of, or when called upon by the President. He/she shall assist in membership drives and perform such other duties assigned by the President. He/she shall be the Vice-Chairman of the Executive Board.

### **SECTION 3. AREA VICE-PRESIDENT**

Area Vice-Presidents shall represent the areas from which they were elected and

shall solicit and maintain the membership of their area at the highest possible level. They shall cooperate and assist each other in State, Area and Local Branch activities designed to promote membership, welfare, and perform whatever other duties assigned by the President. It shall be the duty of each Area Vice-President to keep the Secretary-Treasurer informed of any and all changes occurring in his/her area which affect Branch records.

#### **SECTION 4. SECRETARY-TREASURER**

The Secretary-Treasurer shall attend and keep the minutes of all meetings of the Branch and Executive Board and such other Committee meetings as he/she may be directed by the President. He/she shall keep necessary membership files, prepare and distribute Convention credentials and instructions therefore at least thirty (30) days preceding Conventions and maintain contact with the President and Convention Committee to facilitate Committee appointments, arrangements, etc.

The Secretary-Treasurer shall be the custodian of all records and monies of this Branch. Dues and monies shall be kept in a depository as designated by the President or the Executive Board. He/she shall remit proper per capita payments on members at large to the National Secretary-Treasurer as they accrue, keep books on separate accounts and shall submit a complete and adequately detailed financial statement at the Biennial Convention with a copy for use by the Auditing committee. He/she shall send an updated copy of the State Constitution and Bylaws to all State Officers and Branches by January 1 of each odd calendar year, and shall have copies available at the next State Convention.

All Secretary/Treasurer reports shall be maintained on rewritable CD's or flash drives and three (3) copies are to be produced-one to the Secretary/Treasurer, one to the State President and one to the State Vice-President, to be turned over to their successors, after they vacate the office.

#### **SECTION 5. LEGISLATIVE REPRESENTATIVE**

The Legislative Representative shall work with the Area Vice-Presidents, the State President and National Legislative Representative for the advancement of legislation pertinent to NAPS.



## **SECTION 6. OFFICER' S REPORTS**

All officers shall be required to submit written reports relating their activities since the previous State Convention to the Secretary-Treasurer, thirty days prior to the upcoming Convention. These reports shall be published by the Secretary-Treasurer and made available at the State Convention.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice-President, Secretary-Treasurer, Legislative Representative, and ten (10) Area Vice-Presidents.

## **ARTICLE VIII - EXECUTIVE BOARD OF DIRECTORS**

### **SECTION 1. PERMANENT MEMBERSHIP**

The Executive Board shall be composed of the President, Vice-President, Secretary-Treasurer, Legislative Representative, and ten (10) Area Vice-Presidents and such Directors as authorized by Section 3 of this Article. The immediate past President shall be a member of the Board and shall serve for not more than a one (1) year term.

### **SECTION 2. OFFICERS OF THE EXECUTIVE BOARD**

The President shall be the Chairperson and the order of precedence in case of absence shall be in order named above, except that the Secretary shall serve as Secretary of the Board.

### **SECTION 3. OTHER MEMBERS**

Local branches with membership of fifteen (15) or more members for whom State per capita has been paid, may be represented by the Branch President or designee for a two (2) year term.

#### **SECTION 4. DUTIES AND RESPONSIBILITIES**

The Executive Board shall have sole power and control over all State Branch business and affairs during the period between conventions, except that it shall be obligated to carry out the mandates of the delegates as directed at the convention. The Executive Board shall appoint a Business Record Retention Committee at the fall Executive meeting to review and purge the records from the past years. It shall convene upon order of the President or upon request by a majority of its members.

#### **SECTION 5. BOARD MEETINGS**

Board Meetings of this Organization shall be held twice per year (February and October) and more frequently if conditions require. Such meetings shall be held at the call of the President. Eight (8) Executive Board members must be present to constitute a quorum.

#### **SECTION 6. EXPENSES**

As provided in Section 6 of this Article, members of the Executive Board shall be allowed expense items for attending Executive Board meetings and conducting State Branch business as determined by the Board to be adequate and in keeping with the financial status and welfare of the State Branch Executive Board. Members shall submit claims for expense items within thirty (30) days after receipt of a bill except in emergency situations which precludes meeting this deadline. The Executive Board member may seek an extension from the State President or State Secretary-Treasurer. All claims for expenses will be itemized stating total amounts for each meal, mileage (if claimed), commercial carrier, hotel/motel, telephone and postage charges. Those charges for which receipts are easily obtained, (I.e. airfares, hotel/motel, telephone and postage charges will be documented with either the original or a copy of the original receipt to provide both the Secretary-Treasurer and the Convention Audit Committee with reasonable documentation for NAPS State funds expended.

## **ARTICLE IX - CONVENTION REPRESENTATION**

### **A. STATE CONVENTION**

#### **SECTION 1. ELIGIBILITY**

Active members, associate members and members at large affiliated with an IL branch, present and in good standing, shall be entitled to be seated, participate and vote in accordance with section 2 of this article at all conventions.

#### **SECTION 2. VOTING PRIVILEGES**

Each Local Branch shall be entitled to one vote for each five members and majority fraction thereof on which State per capita has been paid with a limit of ten (10) votes. Any Branch may be represented by one or more Delegates. The vote to which a Branch is entitled is to be prorated if necessary. Only branches that have paid their state dues as stipulated in Article XIII, Section 4 may seat delegates with voting privileges.

#### **SECTION 3. EXECUTIVE BOARD OF DIRECTORS VOTING**

Each member of the Executive Board of Directors attending the State Convention shall be entitled to vote in accordance with section 2 of this article, either as a delegate or as a member of the Executive Board of Directors.

### **B. NATIONAL CONVENTION**

#### **SECTION 1. ELECTION OF DELEGATES**

Delegates to the National Convention of NAPS shall be elected at the State Convention immediately preceding the National Convention and these Delegates shall vote all votes the Illinois State Branch is entitled to, except those noted in Section 2 of this Article.

## **SECTION 2. MEMBERS-AT-LARGE DELEGATES**

Any member at large (*up to a maximum of the first six (6) making application to the State Secretary-Treasurer*) attending the State Convention at which Delegates to the National Convention are elected who is attending the following National Convention at his/her own expense shall be given credentials as a Delegate and be allowed one (1) vote in the National Convention. Members at large (*up to a maximum of six (6)*) who take advantage of this plan, shall be allowed the amount of registration fee from the Treasury before the date of the National Convention.

## **ARTICLE X - STATE CONVENTIONS**

### **SECTION 1. FREQUENCY AND LOCATION**

Conventions shall be held biennially, during the last two (2) weeks of April or the first three (3) weeks of May, beginning at the close of the 2019 Convention. The Convention site is to be announced two years in advance. The date and place shall be announced at the convention based on a rotating basis of the qualifying Branches with 20 or more paying members in good standing, starting with the lowest Branch number. For the purpose of identifying a starting point for this process of rotation, Branches 20 and 493 will be eliminated from the lottery drawing, and those Branches qualifying shall be placed in a drawing. The Branch number that is drawn shall be the first in order to host the next Convention. In the event that the host Branch is unable to fulfill the commitment, the Executive Board shall have the authority to appoint the next qualifying Branch in order.

### **SECTION 2. CONVENTION QUORUM**

Twenty (20) voting Delegates shall constitute a quorum, provided that such Delegates represent five (5) separate and distinct Post Offices or Local Branches.

### **SECTION 3. LOAN TO HOST BRANCH**

The Host Branch for the State Convention will be allowed a maximum of \$500.00 loan.

#### **SECTION 4. CONVENTION ASSISTANCE**

The Secretary-Treasurer may be an “Ex-officio” member of all State Convention Committees for the purpose of assisting in arrangements and advising such committees on expenditures, convention reports, accounting and other matters pertinent to accepted procedures if requested by the Host City.

#### **SECTION 5. COMMITTEES**

The following committees shall be appointed in ample time to function properly and during the State Convention.

1. Auditing
2. Budget
3. Constitution and Bylaws
4. Credentials
5. Greetings
6. Resolutions
7. Rules

#### **ARTICLE XI - COMMITTEE REPORTS**

State Convention committees shall prepare and submit to the Secretary-Treasurer a full report to be submitted to the Executive Board and subsequent convention, itemizing both revenues and expenditures as soon after the convention as possible, but no later than thirty (30) days subsequent to an adjustment.

#### **ARTICLE XII - SERGEANT OF ARMS**

Two Sergeants of Arms shall be appointed by the President at the opening of the Biennial Convention. It shall be the duty of these officers to maintain order, escort guests and visitors to their place in the convention hall and assist with seating of delegates.

## **ARTICLE XIII - DUES AND ASSESSMENTS**

### **SECTION 1. ANNUAL DUES**

Dues for the members at large shall be \$182.00 per annum, effective January 1, 2008. Whenever the State or National per capita tax is raised, the dues of this Organization shall be automatically increased by the same amount.

- (a) The State shall pay the National per capita for members from these dues.
- (b) The State per capita shall be paid from these dues.
- (c) The Auxiliary support of \$4.00 per member shall be paid from these dues.

### **SECTION 2. ASSOCIATE MEMBERS**

Associate members shall pay dues at the Branch level no less than the amount of one half of the National per capita tax, which will include the “POSTAL SUPERVISOR.”

### **SECTION 3. AMOUNT OF DUES**

Dues from the Local Branch with membership not exceeding 200 members shall be fixed at the rate of \$16.25 per member per annum. This change shall be effective January 01, 2020.

Where membership of the Local Branch exceeds 200, a flat rate of 200 (x) times the current per capita rate per annum shall cover the annual per capita regardless the number of members in the branch.

### **SECTION 4. PAYING OF DUES**

All dues and per capita shall become due semi-annually on the first day of January and July each calendar year. The amount due shall be based on the membership totals in the last Dues Check-Off Report received by the local branch prior to the due date. A copy of said report must be presented to the Secretary-Treasurer for verification. Non-payment of all dues within sixty (60) days of these stated dates constitutes a Branch not being in good standing. (Good standing means being included in all IL State functions and activities, having voting privileges while

attending IL State functions, and being able to receive representation by IL State officers.)

## **SECTION 5. DELINQUENCY OF DUES**

All dues owed to the state and not received within sixty (60) days of dates listed in Section 4 of this Article will incur a penalty of 1.5% of the total amount due, compounded monthly to a maximum of 18% per year, until the obligation is paid in full. Failure to meet this obligation removes the offending branch or member from good standing status with the State Branch and any rights contained therein.

## **ARTICLE XIV – REIMBURSEMENT OF INCIDENTAL ASSOCIATION BUSINESS EXPENSES**

### **SECTION 1. SECRETARY-TREASURER**

The Secretary-Treasurer shall receive eight hundred dollars (\$800.00) per annum for reimbursement of incidental association business expenses for the use of their personal resources to perform association business.

### **SECTION 2. PERSONAL VEHICLE REIMBURSEMENT**

Officers of this Branch who are required to use their personal vehicle for official travel for the Association, shall be paid for this travel at the rate currently paid by the USPS.

## **ARTICLE XV - ORDER OF BUSINESS**

1. Roll Call
2. Report of Rules Committee
3. Report of Credentials Committee
4. Minutes of Previous Convention
5. Report of Officers
6. Report of Other Business
7. Unfinished Business
8. New Business
9. Election of Officers
10. Election of Convention Delegates

11. Selection of Convention City
12. Installation of Officers
13. Adjournment

#### **ARTICLE XVI - PARLIMENTARY AUTHORITY**

“Revised” Robert’s Rules of Order shall be used as the authority on all questions of procedures and laws not covered in the combined Constitution and Bylaws. Questions of interpretation or misunderstanding of the Articles or Sections of this instrument shall be decided by majority vote of the Delegates assembled in Convention.

#### **ARTICLE XVII - AMENDMENTS**

The provisions of this combined Constitution and Bylaws may be amended at any Convention session following the first session of a regularly convened Biennial Convention, two-thirds vote of the registered delegates provided that the proposed amendments are read at a preceding session and announcement is made specifying the session or sessions during which the proposed changes will be considered and voted upon. Any time there are any changes to the State Constitution, the next printing of the document shall show all the changes in bold print so that they may be readily identified.

A reasonable number of copies (50 or more) must be provided by the submitting Branch to the convention body prior to any action is taken on such amendment(s).