

National Association of Postal Supervisors

Constitution & Bylaws

Ohio State Branch 938
Revised July 29, 2023



CONSTITUTION

ARTICLE I NAME

This branch shall be known as the Ohio State Branch 938 of the National Association of Postal Supervisors.

ARTICLE II OBJECT

The object of this branch shall be to cooperate with, and work in conjunction with the National Association of Postal Supervisors; to provide a means of united action among local branches affiliated herewith and the members-at-large; promote fraternal goodwill between postal supervisors in the State of Ohio; to seek ways and means for the exchange of ideas with an aim to be better postal managers.

ARTICLE III MEMBERSHIP

Section 1..... Active Members

Included are all supervisory/managerial and postmaster 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 installations. Excluded are PCES installation heads; postal inspectors; and other like positions.

Section 2..... Associate Members

Former active members of this association who were in good standing at the time of retirement may be associate members. Associate Members in good standing shall be allowed and recognized to hold all and any office in this organization, as long as they were elected to that position by members of their branches and/or delegates of a state convention, as is the requirement of all active members, including postmasters. If an Associate Member is elected to a NAPS Executive Board position, the associate member will be assessed the same dues as an active member of that specific branch.

Section 3..... Honorary Members

Retired members of this branch shall be entitled to honorary membership. Honorary Members shall have no voice or right to vote, shall not be required to pay dues and shall not be eligible for election to office.

Section 4..... Eligibility

Local branches, postmasters, and members-at-large of the National Association of Postal Supervisors are eligible for membership in this branch upon payment of such dues as prescribed in Article VIII, Section 1 of the Constitution and Bylaws.

Individual members of local branches not affiliated with the State Branch may become members provided that they are in good standing with their local branches and the National Association of Postal Supervisors, and that they pay to the State Secretary/Treasurer all State Branch dues and assessments normally collected through the local branch.

ARTICLE IV MEETINGS

Section 1..... Timeline

State conventions of the branch shall be held bi-annually in the intervening year when there is no National Convention. The place and appropriate date shall be decided by the delegates assembled at the convention. If there is no application from a branch desiring the convention, the Executive Committee shall select a branch.

Section 2..... Executive Board Meetings

The Executive Board Members shall meet at least quarterly to discuss known National and State Association business and discuss proposals for recommendations to the National Executive Board. These meetings shall be held at a location to be determined at the immediate prior Executive Board meeting.

Section 3..... Local Branch Presidents Meetings

The Local Branch Presidents of Branches associated with the State Branch shall meet at least annually to discuss issues of concern to the respective local branches, discuss issues of concern to the State Branch and discuss any recommendations to the National Executive Board. The

meeting held approximately six months prior to the National Convention shall be dedicated to proposals to be presented to the body at the National Convention. These meetings shall be held at a location to be determined at the immediate prior Local Branch Presidents meeting. Mileage and meal expenses shall be borne by the State Branch.

Section 4..... Calling

A meeting shall be called upon written request of ten (10) members, not more than two (2) of which shall be from the same office, and the request for same stating the reasons therefore shall be filed with the Secretary thirty (30) days or more prior to the date of the meeting. The Secretary shall give notice of such call and the purpose therefore to all members and branches ten (10) days before the date set for the meeting.

ARTICLE V REPRESENTATION

All local branch members and Members-at-Large of the branch who are in good standing shall be entitled to be seated as a delegate. Votes shall be based on the full amount of Per-Capita Tax paid by each branch for the preceding biennial period, June 1 to May 31, between conventions. Each branch shall be entitled to one vote for the amount of Per-Capita Tax paid for each ten (10) members, or major fraction thereof, during the preceding biennial period. A branch whose total payment has been less than the amount necessary to cover ten (10) members shall be entitled to one (1) vote. Members-at-Large not having a local branch shall be entitled to one (1) vote after certification of membership by the State Secretary.

ARTICLE VI OFFICERS

There shall be a President, Vice President, and Secretary/Treasurer elected to hold office for a period of two (2) years, or until their successors are duly appointed. These officers and the immediate Past President shall serve as the full Executive Committee. The President shall act as Chairperson of the Executive Committee.

ARTICLE VII DUTIES OF THE OFFICERS

Section 1..... President

The President shall preside at all meetings of this branch. He/She shall call special meetings when ordered to do so, according to Article IV, Section 2 of the Constitution and Bylaws. He/She shall appoint committees. The President shall fill all vacancies which may occur, subject to the approval of the Executive Committee. He/She shall decide all questions of order (subject to appeal to the convention). Shall sign all vouchers drawn on the Secretary/Treasurer and shall perform such other duties as pertain to his/her office. He/She shall be Ex-Officio member of all committees and attend the National Convention as a delegate with a report to be submitted at the succeeding State Convention. At a date as close as feasible to the National Convention, the President will be permitted to canvas Members-at-Large for non-binding opinions on the most important legislation, and on candidates for Area and National offices, and on sites for the next convention that they have knowledge of at the time. He/She shall be correspondent for articles to the Postal Supervisor, or at his/her discretion, may solicit members of the Executive Committee as guest correspondent.

Section 2..... Vice President

The Vice President shall act in the absence of the President and shall act as Director of the Organization Committee. He/She shall be responsible for canvassing Members-at-Large as directed by the President.

Section 3..... Secretary/Treasurer

The Secretary/Treasurer shall keep minutes of the convention (unless a recorder is appointed by appropriate authority to serve), at special meetings, and meetings of the Executive Committee. He/She shall file all papers, issue a call for dues and Per-Capita Tax, keep correct membership record of this branch, and all funds and revenues levied by this branch, and receive receipts for same. The Secretary/Treasurer shall be custodian of all funds of this branch and shall disburse same as directed by the Executive Committee upon proper certification of the Secretary. He/She shall be the editor of the Buckeye News.

Section 4..... Intentionally Blank

ARTICLE VIII DUES AND ASSESSMENTS

Section 1..... Dues

All Members-at-Large of this branch shall pay annual dues of forty-seven dollars (\$47.00) plus the current National Per-Capita dues. Three dollars (\$3.00) of this amount will be for auxiliary support. The dues shall be payable in advance, semiannually on January 1st and July 1st.

The current National Per-Capita dues include one year subscription to the Postal Supervisor magazine. In addition, all members-at-large are assessed one dollar (\$1.00) per member per annum. Such assessment is for the purpose of helping defray the expenses of our State Convention. Funds and all expenses necessary to the convention, including registration fee, mileage, and per diem of the Executive Committee shall be charged to this fund.

Section 2..... Assessments

All branches shall be responsible to the State Secretary/Treasurer for Per Capita dues of ten dollars (\$10.00) per annum on each member in good standing in the National Association of Postal Supervisors. In addition, all branches will be assessed one dollar (\$1.00) per member per annum. Such assessments shall be for the purpose of helping defray the expenses of the State Convention. **(Revised July 29, 2023)**

Section 3..... Delinquent Dues and Assessments

Branches and Members-at-Large will be notified of any delinquent dues and assessments on January 31st and July 31st or no later than the two (2) weeks prior to the State Convention. Notification will be by certified letter or an appropriate form of trackable communication to the Branch President and/or Member-at-Large. **(Revised July 29, 2023)**

Section 4..... Suspension

Branches and Members-at-Large in arrears for dues and assessments for more than six (6) months shall stand suspended from membership until such arrearage is paid or alternative option for such arrearage is made with unanimous consent by the State Executive Board. **(Revised July 29, 2023)**

ARTICLE IX AMENDMENTS

The Constitution may be amended at any State Convention of the Association by a two-thirds vote of the delegates present at the time the vote is taken.

BYLAWS

ARTICLE I QUORUM

In a convention of the Ohio State Branch, fifteen (15) members shall constitute a quorum.

ARTICLE II BOND

The Secretary/Treasurer shall be bonded in such sum as may be determined by Executive Committee, which bond shall be executed by a surety company approved by the Executive Committee, the premium to be paid by Ohio State Branch.

ARTICLE III HONORARIUM

The Honorarium of the Secretary/Treasurer shall be four hundred dollars (\$400.00) per annum.

ARTICLE IV ORDER OF BUSINESS

- Opening
- Roll Call
- Reading of the Minutes of Previous Meeting
- Reading of Bills and Communications
- Report of Officers
- Report of Committees
- Unfinished Business
- Nomination of Officers and Convention Cities
- Election of Officers and Convention City
- Good of the Branch
- Adjournment

ARTICLE V MILEAGE and PER DIEM

Section 1..... Officers Rate

The President, Vice President, Secretary/Treasurer and members of the Executive Committee shall be paid out of the funds of this branch at the rate of the current rate being paid by the Postal Service per mile for travel and lodging not to exceed the lowest prevailing single room convention/event rate, and meals not to exceed the present prevailing Postal Service per diem provided these members submit itemized statements of all expenses claimed while on Ohio State Branch business.

Section 2..... State Business

Known expenses for State Business may be drawn from the State Treasury in advance of the event/activity. Itemized statement and voucher must be completed, and excess funds returned upon completion of State Business, not to exceed one (1) month from the close of the convention/event.

Section 3..... National Convention Expense

All necessary expenses of the President to attend the National Convention and the lodging expenses of the Vice President shall be paid by the Ohio State Branch.

ARTICLE VI PAST PRESIDENT PIN

The Ohio State Branch shall present a Past President Pin to the retiring President, in addition an additional honorarium shall be at the discretion of the current State Board. The expense shall be unanimously agreed upon by the State Board.

ARTICLE VII PARLIAMENTARY PROCEDURE

Robert's Rules of Order Newly Revised shall govern the proceedings of this Branch except where otherwise provided for by the Constitution and Bylaws or rules adopted by the Convention in session.

ARTICLE VIII GAVEL

The Ohio State Branch shall present a standard wooden gavel to the newly elected President. This presentation shall be made at the State Convention.

ARTICLE IX RETIREMENT/PROMOTION

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ARTICLE X AMENDMENTS

The Bylaws may be amended by a majority vote at any State Convention under the same voting procedures as provided for amendments to the Constitution.