

**NATIONAL ASSOCIATION OF POSTAL SUPERVISORS
SOUTH DAKOTA BRANCH #946**

CONSTITUTION AND BY-LAWS

Revised April, 2019

CONSTITUTION

ARTICLE I NAME

The name of this Branch shall be the “**South Dakota Branch #946**” of the National Association of Postal Supervisors.

ARTICLE II OBJECT

The object of this Branch shall be to cooperate with our National and State Organizations in their effort to improve the Postal Service; to protect our 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 objects advancing the good and welfare of our membership.

ARTICLE III MEMBERSHIP

Section 1.

The National Association of Postal Supervisors Branch 946 shall have three classes of members. These classes shall be (1) Active, (2) Associate, (3) Honorary.

Section 2. Active Members

(a) Included are 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 Headquarters, are and district offices; post offices; bulk mail centers; and, other installation personnel in the State of South Dakota.

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

ARTICLE III MEMBERSHIP (Cont.)

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 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 speak on any and all matters being considered at any NAPS local, state or national meeting, committee or convention.
- (c) Associate members shall be eligible to hold office at the local and state levels provided no active member is willing to accept the position.
- (d) Associate members may vote on all matters at the local and state level. At national conventions associate member delegates may vote on all matters.
- (e) Associate members shall pay dues at the branch level no less than an amount one-half the national per capita tax, which will include a subscription to *The Postal Supervisor* magazine.

Section 4. Honorary members

- (a) Members of the 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.

ARTICLE IV ORGANIZATION

Not Applicable

ARTICLE V MEETINGS

Section 1.

State conventions of this Branch shall be held once each year. Each convention shall decide the time and place for holding the next meeting from among the invitations received. If however, there is no applicant for the next convention, the selection of the convention city shall be left to be decided by the Executive Committee.

ARTICLE V MEETINGS (Cont.)

Section 2.

A special meeting or convention shall be called upon request of twenty percent (20%) of the membership or called upon by an officer with the Executive Board's approval. The request for such a meeting shall be filed with the Secretary-Treasurer of the State Branch at least thirty day (30) prior to the date of the proposed meeting. The Secretary-Treasurer shall give notice of the call for the meeting to all members not later than ten (10) days after such call has been made.

Section 3.

Reasonable out of pocket expenses associated with planning the annual convention, special meetings, training, and/or representing members, shall be reimbursed to the individuals incurring the expense. Except in emergency situations, expenses shall be approved by the Executive Board in advance.

ARTICLE VI REPRESENTATION

Section 1.

Each member in attendance at the convention who has paid his or her dues shall be entitled to vote.

Section 2.

Proxy votes shall not be permitted in any election of the South Dakota Branch of Postal Supervisors.

ARTICLE VII ELECTIONS

Section 1.

The officers of this State Branch shall be President, East River Vice-President, West River Vice-President, and Secretary/Treasurer. These officers shall hold office until their successors are duly elected and installed. Each term of office shall be for a period of two years.

The Legislative Representative is appointed/removed by the State President with the Executive Board's approval. The Legislative Rep's duties are to keep the branch members aware of all political actions that must be taken in the welfare of the Postal Service and NAPS Organization. He/She is also responsible for letter writing and phone calling campaigns and all other activities in conjunction with the State Legislative Rep's direction. The Legislative Representative shall assume such other duties and responsibilities as assigned by the President.

Section 2.

To be eligible for any office in this branch, a candidate must be a paid-up member of the Branch.

ARTICLE VIII EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the State President, State East River Vice-President, State West River Vice-President and State Secretary/Treasurer.

Section 2.

It shall have the power to levy assessments upon the membership. It shall have the power to authorize necessary expenditures, and to draw vouchers for them upon the treasury.

Section 3.

Executive Board members will be the only representatives for the membership in disciplinary actions, with proper written agreement from such member. The Executive Board may assign a case to a qualified representative, trained in disciplinary action with the Executive Board's approval. Expenses incurred for such representation will be reimbursed as stated in Article V, Section 3. With the Executive Board's approval, if annual leave and/or travel cost are incurred to fully represent a member, reimbursement at the regular daily rate of pay and current postal per diem rates will apply.

ARTICLE IX PRESIDENT

Section 1.

The President shall preside at all meetings, appoint committees and fill vacancies that may occur (subject to approval of the Executive Board). He/She shall enforce the laws and rules of the Association and shall approve/disapprove all vouchers drawn on the treasury. The President shall also represent the membership or assign representation to other qualified officers.

Section 2.

The President shall receive \$250.00 annually for reimbursement of incidental branch business expenses incurred while fulfilling the duties of President.

Section 3.

In the event of a permanent vacancy in the office of President, the Vice- President shall become President. If for any reason the Vice-President shall not be able to assume the duties of President, the Secretary/Treasurer shall become President.

Section 4.

At the close of the term, the President shall turn over all books, papers and other property of this branch to his/her successor.

ARTICLE X VICE-PRESIDENT

Section 1.

Either Vice-President shall serve in the absence of the President.

Section 2.

The Vice-Presidents shall not receive compensation, except for those circumstances stated in Article VIII, Section 3.

Section 3.

The Vice-Presidents shall be the advocate of membership within the Association in addition to the representation of members.

Section 4.

The Vice-Presidents shall assume such other duties and responsibilities as assigned by the President.

Section 5.

At the close of the term, the Vice-Presidents shall turn over all books, papers and other property of this branch to his/her successor.

ARTICLE XI SECRETARY/TREASURER

Section 1.

The Secretary/Treasurer shall keep an accurate record of all meetings of the Association, shall have charge of all correspondence with the membership, shall be the custodian of all funds (reviewing all expenditures), and will furnish the audit committee a financial report at each convention.

Section 2.

The Secretary/Treasurer shall receive \$500.00 annually for reimbursement of incidental branch business expenses incurred while fulfilling the duties of Secretary/Treasurer.

Section 3.

The Secretary/Treasurer shall represent the members of this branch. The Secretary/Treasurer shall assume such other duties and responsibilities as assigned by the President.

Section 4.

At the close of the term, the Secretary/Treasurer shall turn over all books, papers and other property of this branch to his/her successor.

ARTICLE XII OFFICER DUTIES

Section 1.

All members of the Executive Board (President, Vice Presidents, Secretary/Treasurer) and Legislative Representative may attend each National Convention to represent the state of South Dakota and will also submit and support any resolutions passed at the state convention. If voted on by the membership at a state convention to send additional members to the National Convention, there will be a random drawing of qualified names. A member must meet all four of the following criteria to be eligible for the drawing:

1. Is in attendance at the state convention where voted on
2. Has attended at least 3 of the past 5 state conventions
3. Is an active participant at the conventions, or has helped the membership of this branch, as determined by the Executive Board
4. Name has not been drawn for the past two National Conventions, unless there are no other qualifying members.

Section 2.

Those attending the National Convention may receive air fare, hotel cost, and the current postal travel procedures and per diem rates, in advance of travel. They may also be reimbursed for all reasonable expenses incurred. The Secretary/Treasurer will submit the registration fee in advance. There will not be any compensation for annual leave used to attend a National/State conventions or Legislative Conferences.

Section 3.

In a National Convention year (even years), the Legislative Representative or designee may attend the Legislative Conference. The Executive Board may vote to send an additional member to the Legislative Conference.

In the odd years, the Legislative Representative may attend the Legislative Conference. The Executive Board may vote to send an additional member to the legislative conference.

ARTICLE XIII DUES

Section 1.

The dues of this Branch will be \$8.00 per pay period via form 1187 for active members. Dues for associate members will be \$4.00 per pay period via check or money order payable to the branch at the beginning of each year. A notice will be sent to each associate member.

Section 2.

The dues amount of this Branch will not change without the majority vote at the State Convention.

ARTICLE XIV BRANCH DISSOLUTION

Section 1.

Upon dissolution of NAPS South Dakota Branch #946, all assets shall be distributed within the guidelines of Internal Revenue Code Section 501.

Section 2.

No part of the net earnings or assets of the branch shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons, except that the branch shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose in Article II.

ARTICLE XIV BRANCH DISSOLUTION (Cont.)

Section 3.

The assets of the branch, at the time of dissolution, will be transferred to a local or state NAPS branch designated by the branch executive board.

BYLAWS

ARTICLE I QUORUM

At any convention, 5% of the membership shall constitute a quorum.

ARTICLE II ORDER OF BUSINESS

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

- Call the meeting to order
- Roll call of Officers
- Minutes of previous meeting
- Report of Officers
- Report of Committees
- Unfinished business
- New business
- Election of Officers and next Convention Site
- Adjournment

ARTICLE III PARLIAMENTARY PROCEDURES

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

ARTICLE IV COMMITTEES

The President shall appoint the following committees, or others, as deemed necessary at the convention: Credentials, Resolutions, Audit, Rules, Constitution and Bylaws, Elections.

ARTICLE V THROUGH VIII

Not Applicable

ARTICLE IX DISCIPLINARY DEFENSE FUND (DDF)

Section 1.

NAPS is not obligated 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 charge being issued, and
- (c) any additional criteria outlined in the "Disciplinary Defense Fund: Procedures and Guidelines for Branch Presidents" in the Officers Training Manual.

Section 3.

The DDF shall be administered by the National Executive Board.

ARTICLE X AMENDMENTS

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