

**National Association of Postal Supervisors
Branch 33
Long - Isaac - Keyes
Columbus Ohio**

**Constitution
& Bylaws**

Revised January 2024

Constitution

ARTICLE I

NAME

This Association shall be known as Branch 33 – Long – Isaac – Keyes of the National Association of Postal Supervisors.

ARTICLE II

OBJECT

The object of this Association shall be to unite our members in the Columbus Processing and Distribution Center processing area not affiliated with a local branch into one association for their social and economic advancement, and to aid in the perfection of the Postal Service.

ARTICLE III

MEMBERSHIP

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

Section 2. Active Members

(a) 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, Headquarters; area and district offices; post offices; bulk mail centers; and other installations.

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

Section 3. Associate Members

Former active members of this Association who were in good standing at the time of retirement or promotion may be Associate Members.

Associate Members may attend meetings and convention. 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 meeting or committee. Associate Members may vote on all matters at the local level.

Associate Members shall be eligible to hold office.

Associate Members shall pay dues at the branch level one-half of the amount paid by Active Members, which will include a subscription to “The Postal Supervisor” magazine. Associate Members may voluntarily pay full dues and will then be given the same amount of monies received by Active Members to attend conventions.

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. The Secretary of Branch 33 – Long – Isaac – Keyes shall furnish both State and National Associations with the names of members. Each Month he/she shall notify the State and National Associations of any new members also those suspended, dropped, expelled, deceased or resigned.

ARTICLE IV

Meetings

Section 1. Meetings shall be held the second Monday of every other month – January, March, May, July, September and November.

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Section 2. Special meetings may be called or regular meetings may be changed by the Executive Board or by written demand of seven (7) members. Notice of such meetings may be given each member by the Secretary at least ten (10) day prior to said meeting.

Section 3. Attendance at branch meetings shall be encouraged at all times. Election to an office of the Branch shall require attendance to at least 8 of 12 of the Branch meetings held during the 24 months preceding such election. (Elections are held at the January meeting of odd years.) Qualification to be a Delegate to a National Convention shall require attendance to at least 8 out of 12 of the Branch meetings preceding January of the Convention year. Attendance credits shall be given for any Branch meeting that is without a quorum. **Persons newly eligible to become a NAPS member during the 24-month period shall be allowed to pro-rate the Delegate qualification from two weeks after the date of eligibility as follows:**

NAPS ELEGIBILITY	MEETING	ATTENDANCE REQUIRED	FUNDING
Before 1 st meeting	Jan – Year 1	8 of 12 meetings	100%
After 1 st meeting	Jan – Year 1	8 of 11 remaining meetings	100%
After 2 nd meeting	Mar – Year 1	8 of 10 remaining meetings	100%
After 3 rd meeting	May – Year 1	8 of 9 remaining meetings	100%
After 4 th meeting	July – Year 1	8 of 8 remaining meetings	100%
After 5 th meeting	Sept – Year 1	7 of 7 remaining meetings	88%
After 6 th meeting	Nov – Year 1	6 of 6 remaining meetings	75%
After 7 th and all subsequent meetings	Jan – Year 2	Not qualified	0%

ARTICLE V REPRESENTATION

Section 1. Branch 33 – Long – Isaac – Keyes, NAPS, shall be entitled to the number of votes at a National Convention as provided for in Article VI, Section 1, of the Constitution of the National Association of Postal Supervisors. The Branch shall be represented at a National Convention by the number of Delegates as set forth in Section 2, Article VI; and attending Delegates shall be entitled to cast the votes of Branch 33 – Long – Isaac – Keyes, such votes to be prorated if necessary.

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Section 2. All duly elected officers and the immediate past President shall be named Delegates to the National Convention, subject to their agreement to serve as Delegates. The number of additional Delegates and Alternates will be determined after the election of officers at the January meeting, subject to amount of money available. These will be nominated and elected at the March meeting. The number of Delegates, which the Branch determines, shall be those receiving the highest number of votes in sequence; with an equal number receiving the next highest number of votes being declared Alternates. Ties shall be broken by the Tellers Committee. Should a vacancy occur in the Delegates list before convention time because of resignation, retirement, etc., replacement shall be made by moving up the list in sequence of total votes received.

Section 3. Each delegation to the National Convention shall have a Chair. The Chair shall be the highest ranking officer of Branch 33 – Long – Isaac – Keyes attending as a Delegate. If no officer is in attendance at a convention, the Chair shall be the Delegate who received the greatest number of votes in the election of delegates of those attending.

Section 4. All monies in the Convention Fund on the first day of July prior to the National Convention shall be distributed equally among all elected Delegates in Attendance at the national Convention (up to their expenses). If the fund is not great enough to pay the above amount, then the amount shall be \$50.00 per day for each convention session, normally six (6) days, plus registration fee and transportation expenses by the most economical means (air or car), air to be the cost of round trip ticket and car to be the going Government rate to and from the convention city, and the General Fund may be used to supplement funds by a majority vote of those attending the meeting. Associate Members who have attended the required number of meetings (8) to qualify to be Delegates will be given funds equal to 50% of those given to Active Members if they wish to attend National Conventions. Associate Members who have voluntarily paid full dues for the two years prior to the National Convention will receive the same amount of convention monies as Active Members. (All Delegates will be required to attend all business or committee sessions unless excused by the local Chair. Failure to attend these sessions will be subject to a decision of the Executive board.)

Section 5. The Convention Fund may also be used to send officers and/or delegates to any State Conventions.

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ARTICLE VI

OFFICERS

Section 1. There shall be a President, Vice-President, Secretary and Treasurer. These officers shall be nominated, elected and installed at the January meeting every odd year. Their terms shall be for two years or until their successors are duly elected and qualified.

Section 2. The above elected officers, in addition to the immediate past President, shall constitute the Executive Board of Branch 33 – Long – Isaac – Keyes, NAPS.

Section 3. The candidate receiving a majority of votes of those present and voting shall be declared elected. If there are more than two candidates for any office and none receive a majority vote of the first ballot, then a run-off ballot shall be held between the two candidates receiving the greatest number of votes.

Section 4. All officers shall maintain and protect records pertaining to their own office. They will also store and protect records turned over to them by their predecessor. Records may be destroyed after they are seven years old.

Section 5. If the President leaves office before the term is up, the Vice-President will become the President. If any other officers before their terms are over (including the Vice-President vacancy in the situation above), the President shall select a replacement and submit the nominee's name to the Executive Board for approval.

ARTICLE VII

PRESIDENT

The President shall preside at all meetings of this Association; shall appoint committees; shall fill all vacancies which may occur; shall decide all questions of order; shall enforce the laws and rules of the Association; may sign all vouchers drawn on the treasury (excluding vouchers to the President); and shall perform such other duties as pertain to this office. The President shall have a Signature Federal Credit Union debit card in his/her name.

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ARTICLE VIII

VICE-PRESIDENT

The Vice-President shall serve in the absence of the President and shall preform such other duties as may be assigned him/her by the President. The Vice-President may sign all vouchers drawn on the treasury (excluding vouchers to the Vice-President). The Vice-President shall have a Signature Federal Credit Union debit card in his/her name.

ARTICLE IX

SECRETARY

Section 1. The Secretary shall keep an accurate record of the proceedings of all regular and special meetings of this association.

Section 2. He/she shall receive the dues and assessments levied by the Association and issue a receipt there for, paying same over to the Treasurer, taking a receipt for same.

Section 3. He/she shall prepare credentials for Delegate and Alternates to the State and National Conventions.

Section 4. He/she shall notify all members of all nominating and election meetings ten days prior to such meetings.

Section 5. The Secretary may sign all vouchers drawn on the treasury (excluding vouchers to the Secretary).

Section 6. The Secretary shall have Signature Federal Credit Union debit card in his/her name.

ARTICLE X

TREASURER

The Treasurer shall be the Custodian of all funds of the Association and shall disburse them only as directed by the Association upon proper certification by the President, properly attested to by

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the Secretary. The Treasurer may sign all vouchers drawn on the treasury (excluding vouchers to the Treasurer). The Treasurer shall have Signature Federal Credit Union debit card in his/her name.

The Treasurer and the Budget Committee shall present a proposed budget annually to the body at the September meeting. The proposed budget may be discussed and changed. The resulting proposed budget will then be published in the next newsletter. The final budget will be voted on at the November meeting. Each line item in the final approved budget may be exceeded by 5% without going back to the body for additional funding.

ARTICLE XI

SERGEANT-AT-ARMS

There shall be a Sergeant-at-Arms elected at the same time as the officers. The duties of this person shall be to maintain order at any regular or special meeting. This person is also in charge of obtaining the meeting place of the Branch.

ARTICLE XII

DUES AND ASSESSMENTS

Effective January 1, 2024, the dues shall be five hundred twenty dollars (\$520.00) per year, payable annually. When authorized payroll deductions are made, such deductions shall be twenty dollars (\$20.00), twenty-six (26) times per year according to Government regulations on deductions. An amount of \$10.00 per member, per month, to be set aside as a Convention Fund, with the remainder of the members' dues being set aside as General Fund.

Members in arrears for dues and assessments for a six (6) month period shall be notified. If, after an elapsed period of two weeks, delinquent dues are not received, a second notice will be sent advising the member that his/her suspension will be voted upon at the next regular meeting.

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ARTICLE XIII

GIFT OFFERINGS AND DONATIONS

This Association shall provide a reasonable expenditure for floral or fruit offerings in the event of extended illness or hospitalization of any member. In the event of the death of any member or his/her spouse, or children living within the member's household, or the parent of a member, regardless of the residence of the parent, a donation to a nonprofit organization is also permitted if requested by the family.

ARTICLE XIV

AMENDMENTS

This Constitution may be amended at any regular meeting of this Association by a two-thirds vote of those present, or by a referendum vote of two-thirds of the membership. Notice of all proposed amendments must be given each member at least ten days previous to the meeting called for this purpose.

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ARTICLE I

QUORUM

Seven (7) members shall constitute a quorum at all meetings of the Association.

ARTICLE II

ORDER OF BUSINESS

The following order of business shall be observed, unless varied by a majority.

Roll Call of Officers
Minutes of the previous meeting
Receipts and disbursements
Unfinished Business
New Business
Reports of Committees
Good of the Order
Adjournment

ARTICLE III

PARLIAMENTARY PROCEDURE

The proceedings of the Association shall be governed by “Robert’s Rules of Order Newly Revised.” The President shall appoint a parliamentarian after each election of officers.

ARTICLE IV

COMMITTEES

The President shall appoint the Committees necessary for the proper function of this Association.

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ARTICLE V

ACCOUNTABILITY OF FUNDS

The Secretary and Treasurer may be bonded by such sums as the Association may require, and the premium shall be paid by the Association.

ARTICLE VI

HONORARIUMS

An Honorarium equal to four (4) times the amount of annual dues per member shall be paid to the President and Secretary at the end of each year (November meeting). An Honorarium equal to two (2) times the amount of annual dues per member shall be paid to the Vice-President and Treasurer at the end of the year (November meeting).

ARTICLE VII

AMENDMENTS

These Bylaws may be amended under the same provisions as the Constitution.