

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

BRANCH 146, MIAMI

BY-LAWS

ARTICLE I – MEETINGS

Meetings of this Association shall be held as prescribed by Article VII of the Constitution.

ARTICLE II – ORDER OF BUSINESS

Unless changed by a majority vote of those present, the following order of business shall be observed.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silent Reflection
4. Roll Call of Officers
5. Reading of Minutes of last meeting
6. Election of Officers (in even numbered years)
7. Introduction of Guest to Speak
8. Reading of Eligible Delegates and Election of Delegates if required.
9. Application and Election to Membership
10. Committee Reports of:
 - Officers
 - Secretary
 - Treasurer
 - Social & Recreation Committee
 - Constitution & By-Laws Committee
 - Election Committee
 - Legislative Director
 - Special Committee(s)
11. Unfinished Business
12. New Business
13. Good of the Association and the Postal Service
14. Installation of Officers (in even election years)
15. Adjournment

ARTICLE III – COMMITTEES

All committees other than the Executive Committee shall serve until discharged by the President or by the majority of the members who are present, or at the conclusion of the incumbent President's regular term of office.

Section 1. The President shall appoint a Parliamentarian to serve each year.

Section 2. The President shall appoint a Legislative Director to serve each year.

ARTICLE IV – VOTING IN BIENNIAL ELECTION OF OFFICERS

Section 1. An official ballot shall be sent to all members in good standing by the Nominating Committee at least 20 days prior to the regular February Meeting. The ballots shall be prepared in accordance with the National Constitution, Article XV, Section c.

Section 2. Members voting at the Regular Election meeting

- A) The Secretary shall provide the tellers with a list of all qualified voters.
- B) Tellers shall check off all voters at the time that the ballot is cast.

Section 3. Members voting by absentee ballot

- A) Absentee ballot to be returned to Chairman of the Election Committee, prior to the time of election.
- B) Absentee ballot to be sealed in a plain envelope.
- C) Absentee ballot envelope to be enclosed in another sealed envelope-showing identity of voter.
- D) At the time of the election, the Chairman of the Election Committee shall turn all ballot envelopes over to the Election Tellers. The Tellers will check identity of voter, check off on membership list, remove ballot envelope, and place in ballot box.

ARTICLE V – DELEGATES

Section 1. Nomination of delegates to the Annual Convention of the Florida State Branch of Postal Supervisors may be made by a Nomination Committee, appointed by the President. Such nominations shall be in writing for submissions at the January meeting, Election to be held at the February meeting. Additional nominations of eligible members for election may be made from the floor at the January meeting. No further nominations may be made at the February meeting. This procedure would only be followed if there were not insufficient funds to send all of those qualified and able to attend.

Any elected delegate who leaves Branch 146 prior to dates of the State and National Conventions, due to transfer to another District in the Postal Service, shall not represent Branch 146 as a delegate. Additionally, if any advance funds have been issued to the

delegates(s), all monies must be returned to Branch 146 within thirty (30) calendar days following transfer.

All delegates to State and National Conventions or any meeting for which they receive monetary compensation shall be required to attend all meetings/sessions. Failure to attend could result in that day's hotel and periderm being withheld.

Section 2. Nomination of delegates to the Biennial Convention of the National Association of Postal Supervisors may be made by a Nomination Committee, appointed by the President. Such nominations shall be in writing for submissions at the January meeting and election to be held at the February meeting. Additional nomination of eligible members for elections may be made from the floor at the January meeting. No further nominations may be made at the February meeting. This procedure would only be followed if there were insufficient funds to send all of those qualified and able to attend.

Section 3. All delegates to State and National Conventions or any meetings for which they receive monetary compensation shall be required to attend all meetings/sessions. Failure to attend could result in that day's hotel and periderm being withheld.

ARTICLE VI – QUALIFICATIONS FOR ELECTION

Section 1. Any member in good standing, who has attended a majority of the regular meeting of this Branch for one (1) year preceding the January meeting, shall be eligible for election to office or as a delegate. The attendance book shall be checked for this qualification. The Executive Vice President shall prepare an attendance record for the use of the Nomination Committee in its selection of nominees. The Executive Vice President shall turn this record over to the Chairman of the Nomination Committee by January 1st

Section 2. Any member who has submitted no more than one (1) reasonable excuse for absence to the Secretary within seven (7) days of a missed meeting and attended three (3) meetings, thus making a majority, said member will be eligible for election to office or as a delegate. A reasonable excuse will be as follows:

- a) Illness
- b) Illness of immediate family member
- c) Death of immediate family member
- d) Tour of Duty
- e) Postal Training
- f) Detail assignment to another District, Area, or Headquarters Office

Section 3. Any member whose absence falls under By-Laws Article VI, Section 2d, for more than one (1) meeting per year and submitted a request for an excused absence as set forth in

Section 2 has the right to petition the Nomination Committee by contacting, in writing, the Chairman no later than January 1st and requesting his/her name to be made eligible to run for office or as a delegate.

Section 4. Any member who has failed to submit any and all required letters set forth in Article VI, Sections 2 and 3 will not be considered for office or as a delegate. The Chairman of the Nomination Committee will review with the Committee any and all said requests and rule as to their disposition. All rulings will be final.

Section 5. All Active Associate members must meet all qualifications of regular members and be current in dues payment at the time of election to serve as an officer or a delegate to any and all conventions.

ARTICLE VII – AMMENDMENT TO BYLAWS

Section 1. Amendments to these Bylaws maybe made in the same manner as the Constitution, as outlined in Article IX of the Constitution.

ARTICLE VIII – RULES

Robert Rules of Order Newly Revised shall govern the proceedings of this Association except where otherwise provided by the Constitution and By-Laws.

These By-Laws shall always be construed and understood in their most plain and obvious meaning. Should any doubt arise as to their true intent, it shall be referred to a committee of three (3) members in good standing, “of which one should be the Parliamentarian”, whose decision shall be final.

ARTICLE IX – STANDING RULES

The National Association of Postal Supervisors, Branch 146 will establish a set of Standing Rules to guide them in matters that may require modification from time to time and do not need to be in the Constitution or Bylaws.

Revised/Reviewed	January	1977
September	1988	
November	1991	
October	1995	
February	2003	
October	2015	
November	2023	