

CONSTITUTION

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS MIAMI BRANCH 146

ARTICLE I – NAME

This Branch shall be known as Miami Branch 146 of the National Association of Postal Supervisors.

ARTICLE II – OBJECT

The object of this Branch shall be to cooperate with the United States Postal Service; to improve the Postal Service and welfare of its employees; to raise the standard of efficiency; to install modern, economical and uniform business methods; to widen the field of opportunities for worthy employees who make the business of the Postal Service their life's work; and to bring its members into closer touch and cooperation for the betterment of the Service and the welfare of each member.

ARTICLE III – MEMBERSHIP

Section 1. All managerial employees of the U.S. Postal Service are eligible for membership in the National Association of Postal Supervisors regardless of whatever description the U.S.P.S. decides to give management employees. Those ineligible for membership are Postal Inspectors.

Section 2. NAPS Branch 146 shall have three classes of Membership as described in the National Constitution. The local Constitution and By-Laws shall not conflict with that of the National Constitution and By-Laws of the Association:

Section 2a. Active Members

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, Customer Service, and other facilities, including but not limited to Headquarters; Area and District Offices; Post Offices; Bulk Mail Centers, etc.

Section 2b. Associated Members

1. Former Active members of this Association who were in good standing at the time of retirement may be Associate Members.
2. Associate Members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees. They shall be recognized to speak on any and all matters being considered at any NAPS local, state or national meeting, committee or convention.

3. Associate Members shall be eligible to hold office at the local state and national levels.
4. Associate Members may vote on all matters.
5. Associate Members shall pay dues at the National or Branch level no less than an amount one half the National Per Capita Tax; which will include a subscription to The Postal Supervisor.

Section 2c. Honorary Members

1. Members of this Association who are in good standing at the time of retirement or promotion shall be entitled to honorary membership.
2. 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 2a., and Section 2b. above.

Section 3. Candidates for membership must be proposed in writing on application blanks endorsed by two (2) members in good standing and such application must be accompanied by PS Form 1187. Upon election to membership by a majority vote of Branch 146, present and voting, the candidate shall then be entitled to the rights and privileges of membership and shall be subject to regular Branch dues and assessments.

Section 4. Henceforth, no eligible EAS employee shall be denied membership because of race, gender, national origin, color, sexual orientation, ethnicity, religion, disability, age, political affiliation, or national origin.

ARTICLE IV DUES

Section 1. The dues of this Branch shall be \$312.00 per year or \$12.00 per pay period.

Section 2. Active Associate Membership dues will be \$156.00 per year, to be paid \$78.00 in January and \$78.00 in May for Member to be eligible to be a delegate to state and national meetings and/or conventions.

Section 3. The dues of this Branch shall be dispersed as follows: A prorated amount shall be allocated per month, sufficient to pay National and State Per Capita Taxes. Monies in the Per Capita Tax Fund shall not be used for any other purpose.

Section 4. Any member whose dues become delinquent more than 30 days, and who has been elected as a delegate to a convention, committee, or any other position shall be removed from that position and their payment(s) to that point forfeited. Any member delinquent in payment of dues for a period of three (3) months shall be notified in writing by the Secretary, that at the end of the fourth month if the member is still delinquent, the member will be dropped from the rolls.

Section 5. Henceforth any member who is separated from the rolls of this organization for any reason may, upon written request, be reinstated by a majority vote at any regular meeting, or at any meeting called for the purpose of reinstatement and by paying all delinquent Per Capita Tax, both State and National, paid by the

Branch and the current month's dues, provided that the applicant meets the requirements for membership as stated in Article III, Section 1.

Section 6. To be eligible for representation, a Supervisor must have been a Member for ninety (90) days prior to the charge or must have signed an application for NAPS membership thirty (30) days from the effective date of promotion from craft. No assistance will be given from action occurring prior to membership either as a newly promoted supervisor or a reinstatement.

ARTICLE V OFFICERS

Section 1. There shall be a President, an Executive Vice President, North Area Vice President; South Area Vice President; Associate Office Vice President, 3 Plant Vice Presidents, Secretary, Treasurer, Scribe, and Two (2) Sergeants-At-Arms.

These Officers shall be elected at the regular meeting of the Branch, held in February of even numbered years. They shall be installed at an installation meeting, to be determined by the newly elected officers.

The 3 Plant Vice Presidents will assist the with local Miami case workload overflow. The North Area Vice President will assist the Associate Office Vice President with the case workload by assuming the responsibility of representation for the Miami Beach post offices.

The President, Executive Vice President, Associate Office Vice President, North Area Vice President, South Area Vice President, 3 Plant Vice Presidents shall automatically be delegates to the State & National Conventions, and shall be reimbursed, annually, dues paid during their tenure of office.

Section 2. The President shall appoint a Nomination Committee at least ten (10) days prior to the regular meeting in January of even numbered years. This committee is to place in nomination, such names of members, in good standing, as may be deemed competent to serve in the respective offices of the Branch. The President shall appoint tellers in Biennial Election of Officers.

Section 3. Names of Eligible Delegates shall be read at the January meeting for election at the February meeting. The eligibility criteria, is to have attended four (4) meetings of the seven (7), in the previous year. After the names are read questions of attendance and qualification may be raised. No further corrections will be accepted at the February meeting.

Section 4. Election of officers to this Branch and delegates to the State and National Conventions shall be conducted at the February meeting. A majority vote of qualified members, present and voting shall decide all elections. This means that one half plus one of those voting will constitute a majority. Members are considered to be qualified to vote, if they are "in good standing." (Example, dues paid and not in debt to the organization). There shall be voting by mail only in cases when there are two (2) or more than two (2) candidates for the same office in an election year.

- Section 5.** The officers shall serve for a term of two (2) years, if elected at the regular Biennial election or until their successors have been duly elected and qualified.
- Section 6.** In the event of the permanent vacancy in the office of the President, the Executive Vice President shall become President for the remainder of that term of office.
- Section 7.** Other permanent vacancies shall be filled by an election, to be held at the next meeting after which the vacancy is announced, and until so filled, the President may appoint a member to Office Pro-Tem.
- Section 8.** Any elected Officer who is absent from three (3) meetings, without valid reason, may by resolution, be removed from office provided that he/she has had at least one (1) months' notice to appear and show why he/she should not be thus dealt with.
- Section 9a.** A majority vote of "qualified members, present and voting or voting by mail" shall decide all elections. This means at least one half plus one of those voting either in person or by mail. All information on voting, counting and or ballot preparation must be clearly understood prior to balloting.
- Section 9b.** In accordance with National Constitution, candidates receiving a majority shall be elected. If there are more than two candidates for any office, and a candidate does not obtain a majority vote, a runoff election shall be held between the candidates receiving the greatest number of votes.

ARTICLE VI DUTIES OF OFFICERS

- Section 1.** The President shall preside at meetings of the Branch; shall decide questions of order and shall cast a deciding vote in the case of a tie. The President shall be responsible for coordinating the activities of the Vice Presidents in the representation of appeals of Letters of Warning and Adverse Actions(s)
- The President shall appoint committees as needed, as well as such other committees as may be ordered by the Branch, including Parliamentarian and Legislative Director.
- The President shall automatically be a delegate to the State and National Conventions. The President shall be reimbursed annually, dues paid during tenure of office. The President shall be one of the signers for checks written by the Treasurer. The checks shall require two (2) signatures, which shall be two of the following: President, Executive Vice President, Treasurer, or Secretary.
- Section 2.** The Executive Vice President shall perform the duties of the President, in any absence. The EXECUTIVE VICE PRESIDENT shall preside at the meetings of the Branch at the President's request and shall be Chairperson of the Membership/Attendance Committee. The Executive Vice President shall automatically be delegate to the State and National Conventions. The Executive

Vice President shall be reimbursed, annually; dues paid during tenure of office, and shall be one of the four (4) eligible signers of the Branch's checks.

Section 3. The Associate Office Vice President, the North Area Vice President, the South Area Vice President, 3 Plant Vice Presidents will have the same authority as the Executive Vice President. It shall be the duty of all Vice Presidents to represent members in good standing, when so requested, in appealing Letters of Warning and Adverse Actions. Representation is to include investigation of all charges and preparation and presentation of appeals at all levels, both verbally and in writing.

The Executive Vice President, Associate Office Vice President, the North Area Vice President, the South Area Vice President, The 3 Plant Vice Presidents shall automatically be delegates to the State and National conventions.

The Associate Office Vice President, the North Area Vice President, the South Area Vice President, 3 Plant Vice Presidents shall be reimbursed, annually, dues paid during tenure of office.

Section 4. The Legislative Director shall head the Legislative Committee and be an automatic delegate for the Legislative Conference with reimbursement of actual expenses. The Legislative Director will automatically be a delegate to the State Convention.

Section 5. The Secretary shall keep accurate records of the proceedings of all meetings of the Branch; shall conduct all correspondence pertinent to this office or as directed by the President. The Secretary shall maintain a current copy of the Constitution and By-Laws; shall have a copy available for information at all regular meetings. The Secretary shall provide each new member with a copy of the Constitution and Bylaws upon their membership acceptance. The Secretary shall automatically be a delegate to the State and National conventions. The Secretary shall be reimbursed, annually, dues paid during tenure of office.

Section 6. The Treasurer shall collect all dues and assessments and issue receipts for same; shall be the custodian of all funds of the Branch and shall disburse same, upon the signature or authorization of the President. The Treasurer will be a signer on the checking account. The Treasurer shall forward to the National and State Secretaries such payments as may be due, on a timely basis. The Treasurer shall automatically be a delegate to the State and National conventions. The Treasurer shall be reimbursed, annually, dues paid during tenure of office.

The Treasurer shall keep current membership records based on dues payments and shall supply a copy of such records to Nominating Committee and Executive Vice President, at the close of the November meeting to be used to determine eligibility for office/delegate as well as eligibility to receive a ballot. The Treasurer may be bonded in such an amount, as the Executive Board shall determine is necessary. A committee will be appointed and an audit of the Branch's financial records will be conducted annually.

- Section 7.** The Scribe shall furnish articles of Branch interest to the State and National publications and shall furnish such other bulletins to the local Branch as the President may direct. The Scribe shall be Chairperson of the Publicity Committee, and the Sick and Welfare Committee.
- Section 8.** The Sergeants-At-Arms shall have shared responsibility to keep order in the meeting and assure disruptive actions are dealt with promptly, as well as monitor attendance. They may also be asked to obtain the meeting hall and refreshments. They will guard the door during elections and voting and perform such other duties as assigned.
- Section 9.** The Parliamentarian will guide the Branch, be a delegate to State and National Conventions, and provide such information as may be necessary to keep the rules in compliance with the State, National Constitution and Bylaws.
- Section 10.** The Executive Board shall consist of the President, Executive Vice President, Secretary, Treasurer, 3 Plant Vice-Presidents, North Area Vice President, South Area Vice President, and Associate Office Vice-President. The President shall be the chairperson.
- Section 11.** It shall be the duty of the Executive Board to conduct the business and affairs of the Branch; to exercise all the powers, duties, and functions of the Branch during the intervals between meetings of the membership; to receive and act upon complaints and suggestions for improvement; and to control the physical assets of the Branch and to maintain a permanent record of such assets.

ARTICLE VII – MEETINGS

- Section 1.** There shall be an Election Meeting of the Branch on the second Thursday of February, in the even numbered years. If no quorum is present the presiding officer shall adjourn the meeting to be rescheduled on another day. The place and hour of such meeting shall be mailed to each member of the Branch. In the even no place and hour are designated by the presiding officer, it shall be at the hour of 7:00PM, the third Thursday of March of even numbered years, at the usual meeting place, if available.
- Section 2.** Regular meetings of the Branch shall be held in the months of January, February (election meeting), April, May, September, October, and November. The Executive Board shall have the authority to call meetings in the other months or change the date and/or hour of the regular meeting when warranted, with a five (10) day notice to the membership. Notice of meetings shall also be posted on the branch website.
- Section 3.** Special meetings of the Branch may be called by the President or by a majority of the members of the Executive Board or upon written request of fifteen (15) members in good standing. Such a meeting shall be called to consider special subject(s) or written notice thereof shall be carried in the notice. No business shall be transacted at a special meeting, other than that for which it is called. Notice of the meeting shall also be posted on the branch website.

ARTICLE VIII – QUORUM

A quorum of fifteen (15) members shall be required to conduct the business of all meetings, whether they be elected, regular or called.

ARTICLE IX – AMENDMENTS

Amendments to this Constitution shall require a two-thirds (2/3) majority vote of members present; further provided that due notice was given in writing at the previous meeting. The current Newsletter will contain the proposed changes.

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.

ARTICLE X **Roberts Rules of Order Newly Revised** shall govern the proceedings except where provided otherwise in the Constitution or Bylaws. The Constitution and Bylaws 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.

Revised 1976

Revised 1988

Revised 1995

Revised 1981

Revised 2003

Revised 09/10/15

Revised 1984

Revised 1991