

**CONSTITUTION  
AND BYLAWS  
of the  
National Association of Postal Supervisors  
HOUSTON, TEXAS BRANCH NO. 122**

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**Revised – JANUARY 2026**

**National Association of Postal Supervisors Branch 122**

*Chartered at Houston, Texas*

*February 12, 1920*

## Branch 122 Presidents

1920 ~ A. T. Goodrich	1965 - 1967 ~ Kurt A. Au arber
1921 - 1923 ~ Harry Lacey	1968 - 1969 ~ Roy C. Cox
1924 - 1925 ~ Unknown	1969 - 1971 ~ Hollie M. Stanley
1925 - 1928 ~ M. D. Carlisle	1971 - 1972 ~ Bert Bennick
1929 - 1930 ~ F. W. Pletcher	1972 - 1974 ~ R. J. Fliehler
1931 - 1932 ~ R. R. Royall	1975 - 1976 ~ R. Lancon
1933 - 1934 ~ George H. Feser	1977 - 1978 ~ Joe Mooring
1935 - 1937 ~ D. H. Kennedy	1979 - 1980 ~ Ike Bosley
1938 - 1939 ~ J. F. Alber	1981 - 1982 ~ John Carter
1940 - 1941 ~ Dwight E. Bevis	1983 - 1985 ~ Dan Carter
1942 - 1943 ~ Walter M. Hale	1986 - 1987 ~ J. T. McElroy
1944 - 1945 ~ J. Guy Sherrill	1988 - 1989 ~ Lindsey Brown, Jr.
1946 - 1947 ~ Jack C. Selman	1989 - 1993 ~ C. E. "Butch" Herron
1948 ~ W. F. DuBard	1993 - 1995 ~ Alpha "Faye" Herron
1949 - 1950 ~ Noel B. Feely	1995 - 2000 ~ Lindsey Brown, Jr.
1951 - 1952 ~ Cleason H. Freeman	2000 - 2005 ~ Earnest C. Hill
1953 - 1954 ~ Arthur E. Price	2005 - 2009 ~ Charleen Jones
1955 - 1956 ~ T. Robert Puzey	2009 - 2014 ~ Courtney McKelvey
1957 - 1958 ~ Steve L. Foy	2014 - 2015 ~ Richard Ridley
1959 - 1960 ~ Allen Dupree	2015 - 2019 ~ Pam Davis
1961 - 1962 ~ Anton Bily, Jr.	2019 - 2025 ~ Richard Carmona
1963 - 1964 ~ Ed J. Ryan	2026 ~ Melanie Soders

## **PREAMBLE**

Acknowledging the Constitution of the NATIONAL ASSOCIATION OF POSTAL SUPERVISORS as binding upon and governing all of its branches, this constitution and bylaws is adopted in conformity therewith for the government of the local, branch thereof established in the Houston, Texas, Post Office.

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## **CONSTITUTION**

### **ARTICLE I, NAME.**

The organization shall be known as HOUSTON, TEXAS BRANCH NO. 122 NATIONAL ASSOCIATION OF POSTAL SUPERVISORS.

### **ARTICLE II, OBJECT.**

The object of this Association shall be to promote, through appropriate and effective action, the welfare of its members and to advise and cooperate with the United States Postal Service in a continuing effort to improve the service, to raise the standard of efficiency and to widen the field of opportunity for its members who make the post office their life work.

### **ARTICLE III, MEMBERSHIP.**

- *Section 1.* All classified employees of the USPS that are eligible for active membership in the National Association of Postal Supervisors shall be eligible for active membership in this Branch in accordance with all provisions in Article III, Membership of the National Constitution.
- *Section 2.* Members who are not in good standing in Branch 122, N.A.P.S., at the time of their retirement shall NOT be eligible to receive a bronze honorary membership card or a gift from Branch 122, N.A.P.S., except that these requirements may be waived by a majority vote of the membership present at any regular or called meeting. All members in good standing at the

time of their retirement shall be honored with a bronze honorary membership card and gift. All members in good standing at the time of their death shall also be honored with a bronze honorary membership card and gift, to be presented to their next of kin.

- *Section 3.* The amount authorized to be paid for gifts for retired or deceased members shall not exceed \$100.00, plus State and Local tax, if any. This amount is exclusive of the bronze honorary membership card.
- *Section 4.* Members in good standing at the time of their retirement shall be considered Associate Members. Associate Members shall have all the rights and privileges as Regular Members, including holding office, serving as Delegates to State and National Conventions, Legislative Seminars, training sessions and any other function and receiving the same financial compensation as "Regular" Members as long as they qualify for such functions in the same manner as Regular Members.
- *Section 5.* Dues for Associate Members shall be the same as for Regular Members.

#### **ARTICLE IV, MEETINGS.**

- *Section 1.* Regular meetings of Houston, Texas Branch No. 122, N.A.P.S., shall be held during the second week of each month of the calendar year. Any regular meeting may be cancelled, postponed, or re-scheduled by the president. Special meetings

may be called at any time by the president or upon written request of seven members. All members shall be notified by the secretary of the time and place of all meetings by the posting of appropriate notice at the General Post Office and all stations. Those attending a regularly called meeting where a quorum is not present shall be given credit as having attended a regular meeting.

- *Section 2.* Any member on official N.A.P.S. business that falls on a regularly scheduled meeting or special-called meeting and is unable to attend that meeting shall be given credit as having attended a regular meeting. That member is personally responsible for notifying the Secretary that he/she will be unable to attend due to being out on official N.A.P.S. business.
- *Section 3.* Any member on travel (beyond a fifty {50} mile radius) for official postal business that falls on a regularly scheduled meeting or special called meeting and is unable to attend that meeting shall be given credit as having attended a regular meeting. That member is personally responsible for notifying the Secretary that he/she will be unable to attend due to being on official postal business. Proof (i.e., official notification of travel letter and/or copy of airline tickets) will be required to substantiate the member's inability to make it to the meeting by the time said meeting is called to order. To be eligible to receive credit for attending a meeting, a member must have attended a majority of meetings held in the twelve (12) month period preceding the subject meeting.

## **ARTICLE V, OFFICERS.**

The elective officers of this organization shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Administrative Assistant, and six (6) Area trustees. These officers shall be elected every two (2) years. A seventh Trustee shall be the immediate past President, who shall serve until there is a successor, and these elected officers and the immediate past President shall constitute the Executive Board.

The appointive officers shall be a Chaplain, Sergeant-at-Arms, and Parliamentarian. The number of appointive officers shall be at the discretion of the President.

There shall be no business or financial interest on the part of any member of the Executive Board or its agents which conflicts with their duty to the Association or its members.

## **ARTICLE VI, DUTIES OF OFFICERS.**

- *Section 1.* The President shall preside at all meetings of Houston, Texas Branch No. 122, N.A.P.S., and appoint all committees, call special meetings of said Branch No. 122, N.A.P.S., as hereinbefore and hereafter provided for, and perform such other duties as are usual to such an office.
- *Section 2.* The First Vice-President shall perform the duties of the President in his/her absence and shall contact all employees eligible for membership and delinquent members.

- *Section 3.* The Second Vice-President shall assist the other Vice President in contacting eligible employees for membership and delinquent members. He/She shall also perform such other duties as may be assigned by the President.
- *Section 4.* The Secretary shall keep an accurate record of all matters of Branch 122, N.A.P.S., and conduct all correspondence.
- *Section 5.* The Treasurer shall receive all money paid unto the local branch, keep an accurate account thereof, and submit a financial statement to the branch at the first regular meeting following the close of each calendar quarter. He/She shall make all disbursements, subject to the approval of the membership, at any regular or called meeting, except that expenditures for flowers, the entertainment of visiting postal officers and National Officers of N.A.P.S. as provided in Section 10 and 11 of this article, and payment of State and National Dues shall not require the approval of the membership. Checks and withdrawals drawn on Branch 122, N.A.P.S. must be signed by a combination of dual signatures of the President, First Vice-President, Secretary, Treasurer, or Administrative Assistant.
- *Section 6.* The Administrative Assistant shall assume the duties of either the Secretary or the Treasurer in their absence and perform such other duties as may be assigned by the President.

- *Section 7.* It shall be the duties of the six (6) elected Trustees to promote the Organization, assist the President, and to represent the membership in their respective areas. The duly elected Trustees shall serve as a liaison between the Organization and the Area they represent. It shall be the duty of the incoming and outgoing Trustees to jointly conduct a financial audit of the books of Branch 122, N.A.P.S., immediately following the installation of officers.
- *Section 8.* The Chaplain shall attend all meetings when possible and offer the opening and closing prayer. It shall also be his/her duty to send "get well" cards to the sick, arrange for floral offerings, offer condolences, visit the sick, etc., as the occasion demands.
- *Section 9.* It shall be the duty of the Sergeant-at-Arms to see to it that the flag of our country is in the place of honor at all meetings, lead the group in the Pledge of Allegiance, see that all members present sign the attendance register, and perform such other duties as may be assigned by the President.
- *Section 10.* The President is authorized an allowance not to exceed \$50.00 for any one (1) occasion for the entertainment of visiting officials of the National Association of Postal Supervisors and visiting supervisors of other Post Offices.
- *Section 11.* The Treasurer is authorized to send flowers only in case of death of a member or a member's immediate family, and retired members and their spouse. Immediate family shall be construed to be spouse, mother, father, children, brother, sister, and grandparents. The cost of such flowers shall not

exceed \$75.00. All taxes and surcharges shall be in addition to the above amount or honor the family's request.

- *Section 12.* Neither the Branch Secretary nor the Branch Treasurer will have a petty cash fund. All bills to be paid by the Treasurer must be approved by a majority vote of the membership at a regular meeting.

## **ARTICLE VII, ELECTION OF OFFICERS.**

- *Section 1.* The nomination of officers shall be held at the September meeting. All candidates desirous of nomination shall be present at said meeting or shall notify the branch Secretary in writing prior to the September meeting. The election of officers shall be held at the October meeting of Houston, Texas Branch 122, N.A.P.S. If all positions are uncontested, then the officers and trustees may/shall be elected by unanimous voice vote after closing of nominations at the September meeting. Officers shall hold office for two (2) years (commencing in the year 1991) or until their successors are duly elected and installed. All officers duly elected shall be installed during November.
- *Section 2.* Election shall be by referendum ballot and the member receiving a simple majority of votes cast shall be declared elected. All referendums will be by printed ballot, mailed to the members at least fifteen (15) days before the regular meeting day, at which the ballots are to be tabulated. A self-addressed envelope to the "Ballot Committee" will be enclosed with each ballot. \*\*Exception: If all positions are

uncontested, a mail out of printed ballots is not necessary. Any candidate may have a representative of their choice at the count of votes.

- *Section 3.* In the event of a vacancy, other than that of the President, occurring between elections shall be filled by an interim appointment by the President, subject to the approval of the Executive Board, to serve until the next election period.
- *Section 4.* Each of the six (6) Trustees to be elected and the seventh Trustee (the immediate past President), shall be from the area they represent, as follows: All seven trustees are to represent in all areas for the Houston District. The trustees will represent Customer Service and other areas as deemed necessary by the president. Trustees may or may not have specific assigned areas of responsibility.

## **ARTICLE VIII, DUES AND ASSESSMENTS.**

- *Section 1.* The dues of this Branch shall be \$12.50 per pay period, apportioned in accordance with the State and National constitutions.
- *Section 2.* Members shall have the option of paying dues by signing Form 1187 authorizing dues to be withheld from their paychecks each pay period. Cash dues may be paid at the beginning of each semi-annual period for the entire period if so desired.

## **ARTICLE IX, SUSPENSIONS AND REINSTATEMENTS.**

- *Section 1.* Any member in arrears for dues and assessments for more than six (6) months may be suspended. Reinstatement shall be made when dues and assessments for the prior six (6) months period have been paid, together with either dues for the current six (6) months period or a Form 1187 authorizing withholding of such dues.
- *Section 2.* Any member may be suspended for cause and may be reinstated (subject to Section 1 above) by a majority vote of the membership present at any regular meeting.

## **ARTICLE X, REPRESENTATION.**

- *Section 1.* At all National and State Conventions, this branch may be represented by one or more delegates, the vote to be prorated if necessary and sitting members shall, in the absence of one or more delegates, be entitled to cast the vote for the branch.

## **ARTICLE XI, ELECTION OF DELEGATES.**

- *Section 1.* Delegates to State and National Conventions shall be elected not less than sixty (60) days prior to such conventions.
- *Section 2.* The President of Branch 122, N.A.P.S., shall automatically be a delegate to all State and National Conventions, or, in the event the President is prevented from

attending, then the First Vice-President shall be so considered, his/her expenses to be paid on the basis as voted by the Branch in a regular meeting.

- *Section 3.* There will be absolutely NO method of gambling used in making delegate selections for the State or National conventions and the Legislative Training Seminar, ie., pulling names from a hat/box, pulling straws, casting lots, etc., -if procedures outlined in Sections 1 and 2, Article XII of the Constitution & By Laws cannot be followed based on the financial condition of the Branch, the President then shall appoint the delegates who will receive additional expenses. Such appointments for the State and National Conventions will be made from elected (Executive Board) and appointed officers of the Branch; Selections for the Legislative Training Seminar will be made from the Legislative representatives and members of the Executive Board and appointed officers. ANY AND ALL PAID DELEGATES CAN ONLY BE APPOINTED IF THEY SATISFY THE ATTENDANCE ELIGIBILITY REQUIREMENTS.

## **ARTICLE XII, EXPENSE OF DELEGATES.**

- *Section 1.* All members or associate members attending State and National Conventions and Legislative Conferences shall have their registration fee paid and the number of delegates to receive additional expense shall be determined by a majority vote of the members present at the time of determining the number of and nominating such delegates. To be eligible to receive additional expenses to the State Convention, a

member or associate member must have attended a majority of meetings held in the twelve (12) month period preceding the election of delegates. To be eligible to receive additional expenses to the National Convention, a member or associate member must have attended a majority of meetings held in the eighteen (18) month period preceding the election of delegates. Failure to attend all convention business sessions, unless excused by the President of Branch 122, or his/her designee, shall forfeit that member's associate member's additional expenses. Committee meetings shall be considered as convention business sessions. Expense of delegates attending State and National Conventions shall be set by a majority of the members present and voting at the time delegates are nominated, with due consideration being given to the financial condition of the branch. No hotel or mileage expenses will be allowed any delegate while attending a State or National Convention held in Houston, Texas.

- *Section 2.* To be eligible to receive additional expenses to the N.A.P.S. Legislative Conference, a member/associate member must have attended a majority of meetings held in the twelve (12) month period preceding the election of delegates. The number of delegates to receive additional expenses shall be determined by a majority vote of the members present at the time of determining the number of and nominating such delegates. Delegates will be elected in the January meeting. Any member/associate member who attends a N.A.P.S. Legislative Conference at their own expense, shall have their registration fee paid/reimbursed by the Branch.

### **ARTICLE XIII, VOTE.**

- *Section 1.* A vote on any motion shall be by voice vote.
- *Section 2.* A roll call on any motion shall be at the request of the chair.

### **ARTICLE XIV, AMENDMENTS.**

- *Section 1.* This constitution shall not be changed or amended without one (1) month's notice, in writing, presented at a regular meeting.
- *Section 2.* All amendments shall be by referendum ballot. A majority vote of the members voting shall be necessary to change or amend.
- *Section 3.* Any other proposition may be submitted to a referendum by a majority vote of the members present at a regular meeting.

### **ARTICLE XV, REFERENDUM.**

- *Section 1.* The Secretary shall prepare a mimeographed or printed ballot outlining the amendment or proposal and mail it direct to the members at least two (2) weeks before action thereon. The return date of such ballots shall not be later than the next regular meeting.

- *Section 2.* The President shall appoint a committee of three or more members to canvass the ballots and report the results at the next regular meeting. The final call for ballots by the President shall be the first order of business.
- *Section 3.* All referendum votes shall be by secret ballot.

This constitution supersedes and replaces any and all previous constitutions of Branch 122 of the National Association of Postal Supervisors.

## **BYLAWS**

### **SECTION 1 - QUORUM**

At any regular meeting, ten (10) or more members present and in good standing shall constitute a quorum.

### **SECTION II - ORDER OF BUSINESS**

1. Roll call of member
2. Reading of minutes of previous meeting
3. Reports
4. Unfinished business
5. New business
6. Election of Officers
7. Other business

## 8. Adjournment

### **SECTION III - RULES**

"Roberts' Rules of Order" shall govern the proceedings of all regular and called meetings of this branch where it does not conflict with the Constitution and Bylaws of this organization.

The President shall appoint a Parliamentarian, Sergeant-at-Arms, and Chaplain at the first regular meeting following his election.

They shall serve for two (2) years.

### **SECTION IV - BYLAWS COMMITTEES**

The following committees shall be appointed by the President at the first regular meeting following the election of officers:

1. Service Relations Committee (five members)
2. Resolutions Committee (three members)
3. Ways and Means Committee (three members)

Other committees, considered necessary for the proper and orderly conduct of the organization, may be appointed.

### **SECTION V - RESOLUTIONS**

1. Resolutions to be submitted to the State Convention shall be prepared with original and four (4) copies and mailed to the State Secretary at least two (2) days prior to date of convention.
2. This shall not be interpreted to prevent any delegate from presenting a resolution from the floor, provided the presentation is made in his/her own name and not in the name of Houston, Texas Branch 122, N.A.P.S.

## **SECTION VI - CORRESPONDENCE**

No letter or communication shall be sent purporting to convey the consensus of opinion of the Houston, Texas Branch 122, N.A.P.S. before prior approval of the membership at a regular or called meeting is obtained. This shall not be interpreted to restrict the freedom of speech of any member, provided it is made as his/her personal opinion. Any letter conveying the opinion of the membership shall have the date such approval is given in the body of such letter or communication

## **SECTION VII - AMENDMENTS**

These Bylaws may be amended at any regular meeting of local Branch 122, N.A.P.S. A majority vote of the members present at time of action shall be necessary to change or amend.



