

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS  
BY-LAWS (Revised 1-12-2016)

ARTICLE I  
NAME

Section 1 This Association shall be known as Boston Branch #43 of the National Association of Postal Supervisors.

ARTICLE II  
MISSION STATEMENT

Section 1 The object of this Association shall be to promote thru appropriate and effective action, the welfare of Postal Supervisors and to cooperate with the United States Postal Service in a continuing effort to improve the Service, raise the standard of efficiency and widen the field of opportunity for supervisory employees who make the Postal Service their life work.

ARTICLE III  
MEMBERSHIP

Section 1 All classified employees in Postal installations and motor vehicle facilities who exercise supervisory, administrative, professional or technical duties and supervisory employees of the Postal Service maintenance services shall be eligible for active regular membership. Retirees of the aforesaid shall also be eligible for membership and shall be known as Associate members. Once a person becomes a Supervisor and they do not join NAPS within 14 days they shall not be entitled to representation until 90 days after the date they do join.

ARTICLE IV  
DUES AND ASSESSMENTS

Section 1 The dues for regular members shall be \$10.00 per pay period.

Section 2 Dues for Associate members shall be as set by national, payable per annum in January.

Section 3 Any other change in dues or the levying of assessments for specific purposes shall require a two-thirds vote of the members present and voting at a regular Branch meeting.

Section 4 Members who are three (3) months in arrears on dues or assessments shall be notified of their arrears by the Treasurer. If all arrears are not paid within 30 days after receipt of the notice, their membership shall be terminated.

Section 5 Members in an involuntary non-pay status will be carried as full members and their per capita tax to the National shall be paid by the Branch. Anyone in other than an involuntary non-pay status will be carried as a full member and their per capita tax to National shall be paid by the Branch for a period not to exceed one year unless voted and approved by the Executive Board

ARTICLE V  
REINSTATEMENTS

Section 1 Members may be reinstated only after approval of the Executive Board or two-thirds vote of members present and voting at any regular meeting.

Section 2 Reinstated members must make payment of the amount of their arrears from the time their membership was terminated.

ARTICLE VI  
MEETINGS/FUNCTIONS

- Section 1 Regular meetings of the Branch will be held on the second Tuesday of January, March, September and November. The March meeting shall be known as the annual meeting.
- Section 2 Whenever a meeting date falls on or near a holiday or other unusual circumstances arise, the President may, with the approval of the Executive Board, change the date of the meeting. All members of the Branch must be notified of the change at least 1 week prior to the proposed meeting date.
- Section 3 Additional meetings may be called at any time by the President with the approval of the Executive Board.
- Section 4 Special meetings may be called by the President at any time or must be called by the President upon the written request of 10 members in good standing who shall specify in such request the purpose of the meeting and no other business shall be transacted except that stated in the request, unless by unanimous consent of the members present and voting.
- Section 5 All members shall be notified at least 48 hours in advance of all special meetings. The purpose of the meeting shall be stated in the call of said meeting.
- Section 6 8 members shall constitute a quorum.
- Section 7 Roberts Rules shall govern.
- Section 8 No one shall be recognized by the Chair at any meeting unless that person is a regular or associate member in good standing.
- Section 9 Only members of Branch #43 in good standing may attend any Branch meeting except by a majority vote of the Executive Board.
- Section 10 Any Executive Board member who has a work schedule conflict will be marked present by the Sergeant-At-Arms, or the Recording Secretary, in the absence of the Sergeant-At-Arms, if they present written confirmation prior to the meeting they would miss and the letter is read as correspondence.
- Section 11 Function will be held in November. In November previous year retirees and one guest as well as scholarship recipients and their parents/guardians shall attend the function as guests of the Branch.

ARTICLE VII  
OFFICERS

- Section 1 The officers of the Branch shall be President, 1<sup>st</sup> Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Sergeant-At-Arms.

ARTICLE VIII  
ELECTION OF OFFICERS

- Section 1 The officers shall be elected at the March meeting of odd-numbered years. Their term shall be for a period of two (2) years or until their successors are duly elected and installed. The officers shall be installed at the March meeting of odd-numbered years.
- Section 2 There shall also be appointed at the March meeting members to serve with the officers as an Executive Board of the Branch. All facilities and tours shall be represented. When practical, representatives may be assigned to a specific facility and tour or they may be designated as at large representatives. The Executive Board will determine their designations when appropriate. Their term shall be for the same period as the Officers of the Branch. Elected members shall be installed at the March meeting.
- Section 3 The immediate Past President, by virtue of his/her former office, shall automatically become a member of the Executive Board, providing he/she meets the qualifications of Article III Section 1.

- Section 4 In the event of a vacancy occurring among the Officers of the Executive Board, it shall be filled by the Executive Board at their first meeting following the occurrence of such vacancy. Said individual must meet the criteria set forth in Article 8 section 5 numbers 5.1 and 5.2 in order to be considered eligible.
- Section 5 To be eligible to be a candidate for office in the Branch, a member must:
1. Be a regular or associate member in good standing with his/her dues paid up to and including the day of the March election.
  2. Have attended at least three (3) complete meetings in the previous calendar year.
  3. File with the ballot committee before February 1<sup>st</sup> immediately preceding the election. Nomination papers must bear the signature of at least 10 members in good standing.
- Section 6 Delegates to all conventions shall be confirmed at the regular January meeting in the year of the Convention. To be eligible to be a delegate a member must:
1. Be a regular or associate member in good standing with his/her dues paid up to and including the day of the January election.
  2. Have attended at least 3 complete meetings in the previous calendar year (the year prior to the convention) or 2 meetings and the November Brunch.
  3. File with the Ballot Committee by the close of the November meeting in the calendar year prior to the convention year. Nomination papers must bear the signature of at least 10 members in good standing. One week after the November meeting the Ballot Committee shall meet to determine the eligibility of the candidates for all conventions.
  4. Members of the Executive Board, whether elected or assigned, who have held their position for at least 10 months and meet all the criteria, shall have the first right of refusal after the eligible Branch officers, to attend state and national conventions.
  5. During the November meeting a dollar amount will be set by the Executive Board for all upcoming conventions. Once the amount has been established, funds will be dispersed utilizing the following criteria.
    1. All officers shall have travel, lodging, registration fees and per diem paid in full. The remaining funds will be then dispersed utilizing the following criteria:
      2. Executive Board members attending the convention shall have travel, lodging, and registration fees.
      3. Remaining monies will be split equally between the remaining members attending the convention not to exceed the amount received by the Executive Board members for travel, lodging, registration fees  
Should monies remain they will be dispersed as follows:
        4. Split equally amongst Executive Board members attending convention towards per diem not to exceed authorized per diem.  
Should monies remain they will be dispersed as follows:
          5. Split equally amongst remaining members qualified to attend convention towards per diem not to exceed authorized per diem.
          6. At no time shall any member receive funds exceeding the total cost of travel, registration, per diem and lodging as set by the Executive Board.
  6. Any delegate whose expenses can be paid by any affiliate of Branch #43 shall not have his/her expenses paid by the Branch.
  7.
    1. All elections of the Branch shall be conducted under the Australian Ballot System.
    2. All current Executive Board members will have their Branch positions listed with their names when they are placed on any ballot.
  8. At least 3 weeks before the election date, each member in good standing will be sent ballot material. This ballot material will consist of a ballot and 2 envelopes, one blank, the other addressed to the ballot committee
  9. In the event of no opposition for an office, the secretary shall cast 1 ballot to elect the unopposed candidate/s to office.
  10. A ballot, in order to be valid, must be properly marked and enclosed in the blank envelope and this envelope sealed and enclosed in the envelope addressed to the ballot committee. The outer envelope must be signed by the member.

ARTICLE IX  
PRESIDENT

Section 1 The President of the Branch shall preside at all meetings of the Branch and shall appoint all committees. The salary shall be \$600 per annum, payable quarterly.

ARTICLE X  
VICE-PRESIDENTS

Section 1 The 1<sup>st</sup> Vice-President shall preside over all meetings of the Executive Board and in the absence of the President, exercise all the duties and functions of that office. He/she shall also be the Chair of the Membership Committee. The salary shall be \$600 per annum, payable quarterly. The first Vice-President shall be the coordinator for all Branch activities which include the November function recognizing previous year retirees and scholarship recipients as well as safekeeping of the banner.

ARTICLE XI  
SECRETARIES

Section 1 The Recording Secretary shall keep the minutes of the Branch meetings and shall perform all other duties pertaining to that office. He/she shall be responsible for the safety of the attendance logbook between meetings and shall keep the records of the Branch. The salary shall be \$600 per annum, payable quarterly.

**Section 2** The Corresponding Secretary shall take care of all correspondence of the Branch and the Executive Board including the issuance of a newsletter. He/she shall maintain a file of all correspondence, orders and all other pertinent papers not considered a record. He/she shall also maintain an up-to-date file of names and *addresses of all members*. Copies of all newsletters and correspondence shall be maintained in the Branch office, or its equivalent, and a copy be provided to the Branch historian. All Branch initiated correspondence must be maintained in electric file format. The salary shall be \$600 per annum, payable quarterly.

ARTICLE XII  
TREASURER

Section 1 The Treasurer shall receive and record all moneys of the Branch and shall deposit same in the name of the Branch in such depositories as shall be designated by the Executive Board, and shall disburse these funds for expenditures authorized by the Branch or the Executive Board. The Treasurer shall record all dues from members. He/she shall administer the Retirement Fund and as administrator, shall be responsible for the maintenance of the Fund, keeping all records. The Treasurer will be required to maintain electronic in addition to hard copies of all records. The salary shall be \$600 per annum, payable quarterly.

Section 2 At no time will he/she disburse funds in excess of the amount voted by the Executive Board or by the membership.

Section 3 The Treasurer shall be bonded in the sum of \$100,000 to cover any funds of the Branch that may at any time be in his/her possession. The premium expense for this bond to be paid by the Branch.

Section 4 The Treasurer is authorized to expend up to \$500 for special or emergency expenses with the concurrence of the president.

ARTICLE XIII  
SERGEANT-AT-ARMS

Section 1 The Sergeant-At-Arms shall preserve order at meetings, shall recall the members at the order of the president or presiding officer after any suspension of the order of business. He/she shall, at the order of the president or presiding officer, escort to and from the rostrum any or all visitors or dignitaries present at the meeting or

function. He/she shall instruct all members in attendance to sign the attendance log book. The salary shall be \$600, payable quarterly.

#### ARTICLE XIV THE EXECUTIVE BOARD

- Section 1 Regular meetings of the Executive Board shall be held at an appointed time prior to all regular meetings. Special meetings will be held as deemed necessary by the majority of the Executive Board.
- Section 2 The Executive Board shall pass upon all applications for membership, reinstatements and shall review all reports of the Treasurer.
- Section 3 Decisions upon all matters, by the Executive Board, shall be final unless reversed by a two-thirds vote of the members present and voting at a regular meeting.
- Section 4 The Executive Board shall approve all expenditures in excess of \$500.

#### ARTICLE XV AMENDMENTS

- Section 1 The by-laws, except the order of business, shall not be suspended.
- Section 2 Amendments shall be submitted in writing at a regular meeting of the Branch signed by at least three (3) members in good standing. Notice of the proposed amendments shall be posted in the call of the next meeting, at which time they shall be acted on by the membership.
- Section 3 A two-thirds vote of the members present and voting, who are in good standing, shall be necessary to amend.

#### ARTICLE XVI ORDER OF BUSINESS

- Section 1 The following Order of Business shall be observed unless changed by a majority vote of members present:

- Roll Call of the Executive Board
- Reading of the Minutes
- Reading of Communications
- Recognition of New Members
- Treasurer's Report
- Committee Reports
- President's Report
- Unfinished Business
- New Business
- Appointment of Committees
- Election of Officers
- Election of Representatives
- Good of the Branch
- Adjournment

#### ARTICLE XVII AUDITING COMMITTEE

- Section 1 At the January meeting the President shall appoint an Auditing Committee of three (3) members whose duty it shall be to audit the books of the Treasurer and submit their report at the next regular meeting.

#### ARTICLE XVIII BRANCH HISTORIAN

Section 1 The Branch historian will be responsible for maintaining all documents submitted by members in good standing. He/she will also maintain display cases and submit articles for review for newsletters and the web site.

ARTICLE XIX  
RETIRED MEMBERS GIFT

Section 1 Any member of Branch #43 who “retires” from the Postal Service and has been a member in good standing for five (5) years, immediately preceding his/her retirement, shall receive a gift of \$50 from Branch #43 and said gift will be given to Fall function attendees or those retirees who send the Branch a written response that they were unable to attend.

ARTICLE XX  
DISSOLUTION

Section 1 In the event this association is dissolved all remaining assets, after all debts have been paid, shall go to the Postal Relief Fund or its successor.