
CONSTITUTION AND BYLAWS

A. MILLIE CALLAWAY, BRANCH 135

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

Revised: June 2004

PREAMBLE

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The Constitution of the National Association of Postal Supervisors shall be binding upon all of its branches. The Constitution and Bylaws is adopted in conformity therewith for the government of the local branch thereof established in the Washington, DC Post Office.

ARTICLE I

NAME

The organization shall be known as the A. Millie Callaway Branch, Branch 135, National Association of Postal Supervisors.

ARTICLE II

OBJECT

The object of Branch 135 shall be to cooperate with the National Association of Postal Supervisors to promote through appropriate effective action, the welfare of its members and to cooperate with the United States Postal Service and other agencies of the Federal Government in a continuing effort to improve service, to raise the standard of efficiency, and to widen the field of opportunity for its members who make the Postal Service their life work.

ARTICLE III

MEMBERSHIP

Section 1. ACTIVE MEMBERS

All supervisory and managerial personnel who are not subject to the collective bargaining agreement under Chapter 12 of Title 399, US Code and who are employed in the Washington, DC Post Office are eligible to become a member of Branch 135 by submitting application for membership at a regular meeting and being elected by a majority of the members present.

Section 2. ASSOCIATE MEMBERS

Former active members of this Association who were in good standing at the time of retirement may be associate members.

Associate members shall be entitled to all the same benefits granted to regular

members, except that they may not be eligible to hold any office at the national level.

Associate members shall pay annual dues of \$44.00, half of the Per Capita Tax, which will include the Postal Supervisor magazine.

Section 3. HONORARY MEMBERS

Members of this Branch in good standing at the time of retirement or promotion shall be entitled to honorary membership. Honorary members shall not be required to pay dues and except for standing meetings, shall not be eligible for any of the benefits in Section (two) 2.

Section 4. DISCRIMINATION

No employee shall be denied membership of Branch 135 because of race, creed, age, sex, handicap, religious or political affiliations, or national origin.

ARTICLE IV

MEETINGS

Section 1.

Meetings of the Branch shall be held each month excluding the months of August and December. Other meetings may be held at such times and places as may be determined by the Executive Committee or upon the written request of thirty (30) or more members.

Section 2.

At any regular or special meeting, five (5) percent of the membership recorded on the most recent Per Capita Tax Report or ten (10) members, whichever is lower when present and in good standing, shall constitute a quorum.

Section 3.

Meetings of the Executive Committee shall be held at any time upon the call of the President or at the request of three (3) members of the Executive Committee.

Section 4.

Roberts Rules of Order, revised, shall be observed at all times.

ARTICLE V

ELECTIONS

Section 1.

Beginning in November 1992, nominations for officers of this Branch, and delegates to conventions, shall be made at the regular November meeting. The term of office shall be two (2) years.

Section 2.

Any regular member in good standing, who has attended at least ten (10) meetings during the proceeding two (2) calendar years, will be eligible to hold office in this Branch.

Section 3.

Any member in good standing, who has attended at least ten (10) regular meetings during the two (2) calendar years immediately proceeding a national convention, is eligible to be a delegate to said convention, and may be nominated for election by a member in good standing.

Section 4.

Any member in good standing, who has attended at least five (5) regular meetings during the previous calendar year, will be eligible to be a delegate to State conventions and may be nominated for election by a member in good standing.

Section 5.

Elections of officers and delegates to conventions shall be held in the manner herein after prescribed.

Section 6.

The President of this Branch shall, subject to the approval of the Executive Committee, appoint for each election, three (3) members in good standing, who are not candidates for office, to act as an Election Committee. The committee shall mail to each member, within thirty (30) days following the date of the November meeting, a printed ballot bearing the names of all nominees. Ballots cast for other than the listed nominees printed on the ballot shall not be valid.

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Section 7.

All ballots shall be enclosed in a plain envelope and that envelope placed inside a sealed self addressed envelope. This envelope must contain the name and mailing address of the member voting. The name on each envelope must be checked against a list of names of members in good standing which shall be furnished to the chairman of the Election Committee by the Financial Secretary on or before the day of the election.

Section 8.

The ballots must be returned to an address designated by the Election Committee within thirty (30) days of the mailing.

Section 9.

Results of the election of officers shall be included in the call of the February meeting and may be posted on bulletin boards available to the Branch, provided regulations permit.

Section 10.

Installation of officers shall be in March.

ARTICLE VI

The President shall be the first delegate, and Chairman of the delegation, to the convention to which Branch 135 sends a delegate. In the event the President cannot attend, the next ranking officer shall succeed him/her as chairperson of the delegation. Nominees receiving the highest number of votes shall be elected delegates. Alternates shall be those receiving the next highest number of votes.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall consist of all elected officers, all committee chairpersons, and past presidents who are active or associate members.

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Section 2.

It shall be the duty of this Committee to advise and assist the President and to make recommendations. The Committee shall be subordinate to the Branch and subject to the wishes of the members.

ARTICLE VIII

OFFICERS

The officers of the organization shall be: President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, Sergeant At Arms, Legislative Representative, Tour I Representative, Tour II Representative, Tour III Representative, Representative for Administrative Officers, and Sick and Welfare Representative.

ARTICLE IX

DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the Branch and the Executive Committee, appoint all committees, call special meetings of the Branch under authorization as herein provided, and perform such other duties as are usual to such office.

Section 2. First Vice President

The First Vice President shall preside at all meetings in the absence of the President and shall perform such other duties as may be assigned by the President. The First Vice President will assume the office of the President if that office becomes vacant during his/her term of office.

Section 3. Second Vice President

The Second Vice President shall preside at all meetings in the absence of the President and First Vice President and shall perform such other duties as may be assigned by the President. The Second Vice President shall succeed the First Vice President in case that office becomes vacant during his/her term of office.

Section 4. Recording Secretary

The Recording Secretary shall keep an accurate record of all meetings of the Branch and Executive Committee and shall have charge of all correspondence, report news of the activities of Branch 135 to magazines and newspapers, and send notices of all meetings.

Section 5. Financial Secretary

The Financial Secretary shall receive all monies paid to the Branch, keep an accurate account thereof, turn it over to the treasurer, compile the Per Capita Tax Report, prepare and distribute dues notices, and drop from the active rolls members whose dues are six (6) months in arrears.

Section 6. Treasurer

The Treasurer shall be custodian of all funds of the Branch and shall make all disbursements upon warrants drawn by the Financial Secretary and certified by the President.

Section 7. Sergeant At Arms

The Sergeant At Arms shall maintain order at all regular meetings and special meetings, and shall assist the presiding officer when called upon.

Section 8. Legislative Representative

The Legislative Representative shall represent Branch 135 at the direction of the President at Legislative Conferences called by the national office and/or Maryland/DC State Branch. The Legislative Representative shall prepare drafts of correspondence to be sent to the members of Congress pertaining to legislation favorable to NAPS.

Section 9. Tour Representative

Tour Representatives I, II, and III shall represent all members of Branch 135 on their respective tours in matters of grievance and/or adverse action.

Section 10. Station Representative

Station Representatives shall represent all members of Branch 135 assigned to stations in matters of grievance and/or adverse action.

Section 11. Administrative Office Representative

Administrative Office Representatives shall represent all members of Branch 135 assigned to administrative offices in matters of grievance and/or adverse action.

Section 12. Sick and Welfare Representative

The Sick and Welfare Representative shall visit or contact members of Branch 135 who are sick or hospitalized. The Representative is authorized to send cards and fruit baskets, in the name of the Branch, to the hospitalized member.

ARTICLE X

FINANCES

Section 1. Dues

The annual dues shall be \$ 260.00 a year or \$10.00 per pay-period. Any member six (6) months in arrears shall be suspended. A member suspended for non-payment of dues may be reinstated upon formal application and payment of six (6) months dues.

Section 2. [Revenue Accounting]

All dues and other revenues shall be applied to the expenses [account] of the Branch and shall be expended only upon authorized appropriations at regular meetings, or at special meetings called for the purpose of making such appropriations, or upon authorizations of the Executive Committee, should an appropriation be necessary before convening a meeting of the Branch.

Section 3. Benevolent Fund

Effective May 1995, the Legal Fund was renamed as the Benevolent Fund and it's purpose was changed.

Sub-Section 1. Purpose

The Benevolent Fund will be used to assist Branch members who have serious financial needs that have been created by acts of GOD or personal disasters. Disbursements from the Fund require approval first from the Executive Committee and second, approval by a majority vote of the members in attendance at a regular meeting when the request is presented.

Sub-Section 2. Funding

To perpetuate this fund, 3% of the monies received via the dues check off system will be deposited in a separate account for the Benevolent Fund.

Sub-Section 3. Eligibility

To be eligible for assistance, the applicant must have been a member of the association for at least one (1) year and must have been in good financial standing at the time of the incident.

Sub-Section 4. Application

A written application for funds must be submitted to the Executive Committee by the member requesting assistance or by another member on their behalf.

Sub-Section 5. Approval

The Executive Committee will review the request and make a recommendation to the general body. The decision of the general body will be final.

ARTICLE XI

ORDER OF BUSINESS

1. Roll Call of Officers
2. Reading of the Minutes
3. Communications and Bills
4. Applications for Membership
5. Reports of Committees
6. Unfinished Business
7. Election of Officers
8. New Business
9. Good and Welfare of Organization
10. Adjournment

ARTICLE XII

The Constitution and Bylaws may be changed or amended by a notice in writing stating the proposed changes when signed by thirty (30) members in good standing and presented at a meeting or by members of a committee appointed by the President. Each member shall be advised of the proposed changes by mail at least two (2) weeks prior to the action thereon. A vote of (2/3) of members present at the time of action shall be necessary to change or amend.

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