

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**NATIONAL ASSOCIATION OF POSTAL SUPERVISORS**  
**BRANCH 60**  
**SPOKANE WASHINGTON**



**AS AMMENDED:**

June 15, 1954  
March 18, 1958  
October 16, 1962  
April 21, 1964  
October 26, 1965  
November 23, 1965  
May 26, 1981  
May 28, 1986  
October 26, 1993  
July 24, 2001  
September 28, 2004  
August 1, 2006

# CONSTITUTION

## ARTICLE I

### NAME:

The name of this Association shall be SPOKANE BRANCH 60, NATIONAL ASSOCIATION OF POSTAL SUPERVISORS; hereby **known** as the Branch.

## ARTICLE II

### OBJECTIVE

The objective of the Branch shall be to promote, through appropriate and 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 the Service, to raise the standard of efficiency, and to widen the field of opportunity for the membership who make the Postal Service or the federal government their life's work.

## ARTICLE III

### MEMBERSHIP

Branch 60 shall have three classes of members. These classes of members shall be:

(1) Active, (2) Associate, and (3) Honorary.

#### SECTION I: Active Members

All supervisory and management personnel who are employed by the U.S. Postal Service under the jurisdiction of the Spokane District Office are eligible for membership except:'

- a) Supervisors and managers at installations which have an existing NAPS branch;
- b) Employees subject to Collective Bargaining Agreements under Chapter 12, Title 39, U.S. Code;
- c) Postal Inspectors.

#### SECTION II: Associate members

Former Active members of Branch 60 who were in good standing at the time of their retirement may be Associate members upon retirement from the U.S. Postal Service.

Associate members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees in an advisory or consultative capacity. They shall be recognized to speak on any and all matters being considered at any NAPS local, State or National meeting, committee, or convention. They have no official vote in any matters other than the definition and nature of Associate membership and due structure related thereto.

Associate members shall be eligible to hold office at the local or State levels provided no Active members is willing to accept the position and the local and State By-Laws provide for same.

Associate members shall pay dues at the Branch level no less than one half of the National per-capita tax (\$50.00, effective 8/2006) plus 50 cents, which will include a subscription to the "Postal Supervisor" and the local branch newsletter.

### SECTION III: Honorary Members

Members of Branch 60, who were in good standing at the time of retirement or promotion, shall be entitled to honorary membership. Honorary members may attend meetings but will not be required to pay dues, and shall not be eligible for any benefits described in Section II above.

## ARTICLE IV

### MEETINGS

Meetings of the Branch shall be held on the third Tuesday of each month except August and December, unless otherwise scheduled by the Executive Board. In order to qualify for paid (or reimbursed) travel to NAPS functions (i.e. State and National Conventions, Training Session and workshops, etc) members must have attended at least 5 (five) meetings in the last 12 months preceding the travel event.

A special meeting shall be called by the President upon written request of five members, or by the Executive Board.

## ARTICLE V

### OFFICERS

The officers of the Branch shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Legislative Liaison, Newsletter Editor and Sergeant-at-Arms. These officers shall be elected by secret ballot at the regular meeting in October. The term of office shall be two (2) years. In the event of an unexpected vacancy, the Executive Board shall appoint a member in good standing to fill the remaining term of office. Not in good standing is defined as a member whose dues are in arrears.

Associate members shall be eligible to hold office provided no Active member is willing to accept the position.

Any member not in good standing shall not be eligible for office.

## **ARTICLE VI**

### **EXECUTIVE BOARD**

The Executive Board shall be composed of the elected officers of the Branch. Presidential appointments shall attend Executive Board meetings and have voting privileges.

The President shall fill the following positions by appointment, with concurrence of the Executive Board: Associate Supervisor Program (ASP) representative.

The President shall appoint committees as follows: Resolution Committee, Constitution and By-Laws Committee, Nominating/Election Committee, and such other committees as may be considered necessary, unless otherwise provided for.

## **ARTICLE VII**

### **DUTIES OF THE PRESIDENT AND VICE PRESIDENTS**

The President shall preside at all meetings of the Branch and of the Executive Board, appoint all committees not otherwise provided for, carry out the dictates of the Branch, and perform such other duties as may pertain to his/her office.

There will be two Vice Presidents; one from the Customer Service function and one from the Mail Processing function. The First Vice President will be from the functional area with the majority of the Branch members. The Second Vice President will be from the remaining functional area. The First Vice President shall fulfill the duties of the President when the President is absent. In the event both the President and First Vice President are not available, the Second Vice President will fulfill the duties of the President.

## **ARTICLE VIII**

### **DUTIE OF THE SECRETARY**

The Secretary shall keep an accurate record of the proceedings of all meetings of the Branch and the Executive Board, and shall have charge of all correspondents.

## **ARTICLE IX**

### **DUTIES OF THE TREASURER**

The Treasurer shall collect and be custodian of all funds of the Branch and shall disburse only as directed by the Branch, except National and State per-capita taxes which shall be paid when due without action by the Branch.

## **ARTICLE X**

### **DUTIES OF THE LEGISLATIVE LIAISON**

The Legislative Liaison will coordinate all Branch Legislative matters with the National office and any other office or individuals that may enhance the Branch's legislative efforts. Additionally, the legislative liaison should provide periodic legislative-themed written articles for publication in the Branch newsletter in an effort to advise members of the current and/or relative legislative matters that may impact postal supervisors.

## **ARTICLE XI**

### **DUTIES OF THE NEWSLETTER EDITOR**

The NAPS newsletter will serve as the official publication of NAPS Branch 60, Spokane Washington. The Editor will publish a monthly issue (except in July and December) and its content will be intended to inform, educate and entertain members of Branch 60. Any member in good standing may submit an article for publication, but the decision to edit and/or publish said articles remains with the editor.

## **ARTICLE XII**

### **DUTIES OF THE SERGEANT-at-ARMS**

The Sergeant-at-Arms shall maintain order at all meetings of the Branch and shall perform such additional duties as may be assigned by the president.

## **ARTICLE XIII**

### **DUES AND ASSESSMENTS**

The dues shall be \$11.00 per pay period (effective 12/2003), payable in advance (total due in January) or by payroll deduction. Any member shall be declared delinquent when dues and/or assessments are six months in arrears, and shall be dropped from membership at the expiration of this period. Restoration of membership may be considered upon a new application for membership. The amount of back dues to be paid shall be all per-capita taxes actually paid by the Branch on dropped members. He/She shall also be required to pay dues for the month accepted plus one month's dues in advance, or by payroll deduction.

## **ARTICLE XIV**

### **REFERENDUM VOTE**

Any adopted motion may be subjected to a referendum ballot of all members in good standing by the following methods: (1) A majority vote at a Branch meeting calling for a ballot on the subject motion, or (2) by Executive Board action.

## **ARTICLE XV**

### **AMENDMENTS**

This Constitution and By-Laws may be amended upon presentation of an amendment, in writing, by any member in good standing, to be read at any regular meeting and to be voted on at the next regular meeting. An amendment requires two-thirds vote of those present and voting to be effective.

## **ARTICLE XVI**

### **RULES OF ORDER**

Robert's Rules of Order, most recently published version, and shall prevail unless otherwise provided by this Constitution.

# **BY-LAWS**

## **ARTICLE I**

### **QUORUM**

At any meeting of the Branch, seven (7) members, including one officer shall constitute a quorum.

## **ARTICLE II**

### **ORDER OF BUSINESS**

The following order of business shall be observed unless varied by vote:

1. Roll Call of Officers
2. Reading of the Minutes of the previous meeting
3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Good of the Organization
8. Adjournment.