

**CONSTITUTION AND BYLAWS
OF
IDAHO STATE BRANCH
NUMBER 915**



**NATIONAL ASSOCIATION OF
POSTAL SUPERVISORS**

**AMENDED
5-24-05**

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE 1

Name

The name of this association shall be IDAHO STATE BRANCH NUMBER 915, NATIONAL ASSOCIATION OF POSTAL SUPERVISORS.

ARTICLE 2

Objective

The objective of this association shall be to promote, through appropriate and effective action, the welfare of it's 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 it's members who make the Postal Service their life work.

ARTICLE 3

Members

The IDAHO STATE BRANCH NUMBER 915 of Postal Supervisors shall have three classes of members. These classes of members shall be (1) Active, (2) Associate, and (3) Honorary. The current National Constitution of the National Association of Postal Supervisors shall determine the qualifications for each class member.

ARTICLE 4

Meetings

Meetings of this Branch shall be held every other month or as otherwise called or scheduled by the executive board. Two meetings per year may be held outside of the Boise metro area and or as called by the executive board. A special meeting shall be called by the President upon written request of five members, or by the Executive Board.

ARTICLE 5

Officers

The Officers of this Branch shall be the President, (Western and Eastern) Vice Presidents, a Secretary/Treasurer, and the Legislative Representative. The term of office shall be two (2) years. In the event of an unexpected vacancy, the Executive Board shall appoint member in good standing to fill the remaining term of the office.

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 6

Executive Board

An Executive Board shall be composed of the elected officers of the Branch who will have equal voting power.

ARTICLE 7

Duties of the President and Vice Presidents

The President shall preside at all the 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. The Vice President in that area shall fulfill these duties when the President is absent. The Vice President in that area shall be the primary Member Advocate for adverse actions, debt collection and other member actions unless the president assigns otherwise.

ARTICLE 8

Duties of the Secretary/Treasurer

The Secretary/ Treasurer shall keep an accurate record of the proceedings of all meetings of the Branch and the Executive Board, and shall have charge of all correspondence. The Secretary/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 this Branch. The funds will be placed in a local bank and all five officers as directed by the Branch will have signature cards on file for disbursement purposes and a signature of two officers will be required to distribute the funds. The Secretary /Treasurer shall cause to produce a newsletter twice per year at the direction of the President.

ARTICLE 9

Dues and Assessments

The dues shall be \$8.50 per pay period, payable in advance 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 to membership may be considered upon a new application for membership. The amount of back dues to be paid shall be all per capita tax actually paid by the Branch on dropped members. He/She shall also be required to pay dues for the month accepted plus one (1) months dues in advance, or by payroll deduction.

ARTICLE 10

Referendum Vote

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

ARTICLE 11

Elections of Officers

Every even number years the Branch members will hold elections for new officers. In November prior to the even number year, members in good standing will be given the opportunity to self nominate or be nominated by another member. The nominations and elections will be done by ballot. In December of the even number year the elections will be held and the new Officers will take over the business of the Branch in January of the even number year. The President shall appoint an election Committee.

ARTICLE 12

Rules of Order

Robert's Rules of Order Newly Revised shall prevail unless otherwise provided by this constitution.

ARTICLE 13

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 upon at the next regular meeting. An amendment requires a two-thirds vote of those present for voting to be effective.

BY-LAWS

ARTICLE 1

At any meeting of this Branch, Five (5) members, including one officer shall constitute a quorum.

ARTICLE 2

Order of Business

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

- 1. Roll call of Officers**
- 2. Reading of minutes of previous meeting**
- 3. Reports of Officers**
- 4. Reports of Committees**
- 5. Unfinished business**
- 6. New business**
- 7. Good of the Organization**
- 8. Adjournment**

ARTICLE 3

Committees

The following committees shall serve at the Presidents. In January of the even number years and following elections, the Branch financial books will be audited by the past Secretary/Treasurer and the newly elected Secretary/Treasurer or in the case of no change in this position another designated Officer of the Branch.

- 1 Membership Committee**
- 2 Party Committee**
- 3 Constitutional Committee**
- 4 State and National Resolutions Committee**
- 5 Budget committee (shall be headed by the Secretary/Treasurer)**
- 6 Adverse Action Committee (will be headed by the Vice President)**
- 7 Other Committees deemed necessary by the Executive Board**

ARTICLE 4

FUNDING OF MEMBERS ON BRANCH BUSINESS

The President or designated representative shall be fully funded for travel to NAPS National and State Conventions. Funding will include actual travel and hotel expenses and registration fees. Per Diem will be set by the Executive Board. All travel expenses must be supported by receipts submitted to the Secretary/Treasurer. The Legislative Advocate will be allocated funds to attend the LTS in the same manner as the President. Funds not used will be returned to the Branch.

Additional travel funds to other NAPS functions will be allocated by the Budget Committee or Executive Board as deemed necessary. The one exception will be the current Adverse Action Training, which takes place in an off National Convention year. The new year's budget shall be completed in January of each year. In order to qualify for any travel expenses a member must have attended a minimum of three meetings during the past year. With the exception of the President and Legislative Rep of their designative representatives all money available of budgeted for an event will be divided equally among those members who choose to attend.