

# **CONSTITUTION AND BYLAWS**

## **WASHINGTON STATE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS BRANCH 954 Last Revision – April 25, 2004**

### **ARTICLE I – NAME**

The name of this Association shall be the Washington State National Association of Postal Supervisors.

### **ARTICLE II – OBJECT**

The object of this Association shall be to cooperate with the U. S. Postal Service to improve the Postal Service and the welfare of its employees to raise the standard of efficiency; to establish uniform and equitable compensation; to develop modern and economical business methods and to widen the field of opportunity for worthy employees who conduct the business of the Postal Service.

### **ARTICLE III – MEMBERSHIP**

The Washington State National Association of Postal Supervisors membership shall consist of the members of the Local branches and members at large of NAPS in Washington State.

### **ARTICLE IV – ORGANIZATION**

A charter to institute a local branch of this Association may be granted to any office or combination of offices on application, titled with the Secretary/Treasurer, signed by ten or more eligible supervisors of the office or offices seeking a charter.

#### **Section 1**

Conventions of this Association shall be annually at such time and place decided by this Association in Convention assembled or by the Executive Board of this Association whenever that authority is delegated by the Convention. Conventions shall have designated “smoking” and “no smoking” areas.

#### **Section 2**

The Executive Committee will meet twice per year, once in the Fall and once in the Spring. Two months prior to the Northwest Area Convention, the Spring meeting will be held.

**Constitution and Bylaws, (continued)**

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### **ARTICLE V – MEETINGS**

#### **Section 1**

A special meeting may be called by the President.

### **ARTICLE VI – REPRESENTATION**

#### **Section 1**

Each branch in good standing and each office where no branch is organized shall be entitled to representation in Convention of the Association as follows: one vote for each five members or major fraction there of up to twenty members and one vote for each ten additional members or fraction there of; provided further, that each office or branch will have at least one vote. Each state officer will be entitled to one vote.

#### **Section 2**

Sitting delegates of a branch and each office where no branch is organized, shall be entitled to cast one vote of that branch or office.

#### **Section 3**

The Executive Committee will be made up of the State President and the State Secretary/Treasurer and the President of the local branches. The branch presidents will be funded locally to attend meetings.

#### **Section 4**

Branches are at liberty to fix their own dues, fees, and assessments.

#### **Section 5**

Secretaries of branches shall furnish the State Secretary/Treasurer with the name, roster, title and home address of all the members of that branch.

### **ARTICLE VII – OFFICERS**

#### **Section 1**

The elected officers of this Association shall be: President and Secretary/Treasurer. They may not be from the same branch

**Constitution and Bylaws, (continued)**

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### Section 2

These officers shall be elected at an Annual Convention, their term is for two years. Interim appointments to a vacant position will be made by the Executive Committee.

### Section 3

Any member who is not in good standing shall not be eligible for office. The two state officers shall be funded to attend the Executive Meetings and the Northwest Area Convention.

## **ARTICLE VIII – COMMITTEES**

### Section 1

The Executive Board shall consist of the elective officers of this association and shall be empowered to transact the necessary business of this Association between conventions and shall carry out the dictates of the Convention. It shall draw up a set of standing rules of the operation of the State Convention.

### Section 2

The following committees shall be appointed by the President of each convention: Resolutions, Auditing, Credentials, Constitution and By-Laws, Budget and such other committees as may be considered necessary.

### Section 3

The Executive Board shall appoint a State Legislative Representative. The duties shall be to coordinate State Legislative activities.

## **ARTICLE IX – DUTIES OF THE PRESIDENT**

The President shall preside at all meetings of this Association and the Executive Board. He shall also appoint the Sergeant-at-arms. He shall appoint all committees not otherwise appointed provided for and shall fill all vacancies which may occur, carry out the dictates of the Convention and perform all other duties of the office. The President shall be paid \$250.00 per annum.

**Constitution and Bylaws, (continued)**

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### **ARTICLE X – DUTIES OF THE SECRETARY/TREASURER**

#### **Section 1**

The Secretary/Treasurer shall keep an accurate record of the proceedings of all meetings of this Association and of the Executive Board. Shall have charge of all correspondence, and shall be the statistician of the Association. Shall be the custodian of all funds of the Association and shall not be authorized to expend funds of the Association that are not provided for in the annual budget without prior approval of the Executive Board. Shall deposit all excess funds in a credit union or a reputable saving's bank. Shall prepare for the Credentials Committee at the Northwest Area Convention, a list of branches showing the number of votes to which each is entitled in accordance with Article VI, Section 1. Shall complete and file Forms 941 (Social Security) and IRS Forms 990. Shall close the books on December 31 each year and prepare a financial statement to be submitted to said Convention.

#### **Section 2**

The Secretary/Treasurer shall be paid \$250.00 per annum, provided the duties of the Secretary/Treasurer are fulfilled as described in Section 1 of this Article.

### **ARTICLE XI – DUTIES OF THE SERGEANT AT ARMS**

The Sergeant at Arms shall maintain order at all meetings of the Association and perform other duties as assigned by the President.

### **ARTICLE XII – REMOVAL OF OFFICERS**

#### **Section 1**

The Executive Board may remove any officer of the State Branch; by two-thirds (2/3) vote of the members present, provided they represent at least three (3) separate branches.

#### **Section 2**

In the event an officer is removed, the vacancy shall, except as otherwise provided in the applicable section of the constitution, be filled by two thirds (2/3) vote of the Executive Board members present, provided they are represent at least three (3) separate branches.

**Constitution and Bylaws, (continued)**

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### **ARTICLE XIII – DUES AND ASSESSMENTS**

#### **Section 1**

The budget shall be approved at the Northwest Area Convention

#### **Section 2**

Funding will be assessed to the local branches based on paid membership at \$4.00 per member per annum or as needed by the Executive Committee.

#### **Section 3**

Members shall be assessed \$195.00 per annum or \$7.50 per pay period.

### **ARTICLE XIV – MILEAGE AND PER DIEM**

The necessary expenses of the elective officers, in attending the annual Northwest Area Convention and emergency expenditures made in the interest of the Association and for any of its members provided that the Executive Board shall have authorized in advance all such expenditures that shall be paid at prevailing rates as paid by the U. S. Postal Service for mileage and not to exceed the maximum amount authorized by the U. S. Postal Service for per diem, when on official business.

### **ARTICLE XV – ADMENDMENTS**

This Constitution may be amended at any convention of this organization by two-thirds (2/3) vote of the authorized voting strength of the convention at which the vote is taken.

### **ARTICLE XVI – DELEGATES TO THE NATIONAL CONVENTION**

The incoming state president shall be the principal paid delegate to the National Convention and funding for the President is not to exceed an amount approved by the executive committee. The election of additional delegates shall be at the option of the State Convention.

**Constitution and Bylaws, (continued)**

# CONSTITUTION AND BYLAWS

WASHINGTON STATE  
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS  
BRANCH 954  
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## BYLAWS

### ARTICLE I – QUORUM

In any Convention of the Association, a quorum shall consist of two-thirds (2/3) of the qualified members present representing not less than three (3) separate branches provided that “qualified” members shall be delegates duly with elected to represent their branches.

### ARTICLE II – ORDER OF BUSINESS

The following unless varied by vote:

1. Call to Order
2. Report of the Credentials Committee
3. Reading of the minutes of the last minutes
4. Roll Call of Officers
5. Report of Officers
6. Report of Committees
7. Unfinished Business
8. New Business
9. Election of Officers
10. Installation of Officers
11. Adjournment

### ARTICLE III – PARLIAMENTARY PROCEDURE

Robert’s Rules of Order Revised shall govern proceedings except where otherwise provided for by the Constitution and By-Laws or Rules adopted by the Convention in session.

This Constitution was adopted at Wenatchee, Washington on May 23, 1943 and subsequently amended by action of following Conventions.