

**CONSTITUTION
FLORIDA STATE BRANCH
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS**
(As updated Feb 2014)

**ARTICLE I
NAME**

This body shall be known as the Florida State Branch of the National Association of Postal Supervisors.

**ARTICLE II
OBJECT**

The objectives of this Branch shall be to cooperate with the U.S. Postal Service in the furtherance of a continuing program of ways and means to improve the operations of the Postal Service at all levels; to constantly seek to improve the lot of the individual supervisor, both from an economic standpoint and as an employee of the U.S. Postal Service; to render all possible aid to any supervisor presenting a valid request relative to a grievance or adverse action; and to widen the field of opportunity for worthy employees who make the Postal Service their life work.

**ARTICLE III
MEMBERSHIP**

SECTION I All supervisory, managerial, technical, administrative, or professional personnel, who are not subject to collective bargaining agreements, are assigned to USPS facilities in the state of Florida, and who are otherwise eligible for membership in NAPS may join the Florida State Branch. Positions eligible for membership in August, 1976, shall retain eligibility.

SECTION II Any employee who is eligible for membership and is employed in an installation having no local branch, may become a member-at-large or a member of any local or district branch of this state.

SECTION III Former active members of this Association who were in good standing at the time of retirement or promotion may be associate members upon retirement from the USPS. Associate members may attend meetings and conventions. They may be appointed by appropriate authority to serve on committees. Associate members shall be eligible to hold office at the local and state levels, as long as they are dues paying members.

SECTION IV Honorary membership in this Branch shall be decided by vote at regular conventions, excepting that members in good standing who retire from the Service shall automatically be given an honorary membership. Honorary membership will not allow the member so affected to vote or hold office nor be required to pay dues.

SECTION V Membership in the State Branch shall require membership in the National Association of Postal Supervisors.

45 **SECTION VI** Local and District Branches may adopt a Constitution and Bylaws not in
46 conflict with the Constitution and Bylaws of the National Association of Postal Supervisors and
47 this Branch.

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49 **ARTICLE IV**
50 **MEETINGS**

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52 **SECTION I** This Branch shall meet annually on such day and at such place as may be
53 determined by majority vote of the delegates in convention assembled, provided that the
54 delegates may designate the Executive Committee to select the date and place that the
55 succeeding convention shall be held. The schedule and the time of the Convention shall be
56 arranged by or approved by the Executive Committee and/or the Host Convention Committee
57 but, the end of the accounting period should be avoided. The Convention shall remain in session
58 until all business has been considered or disposed of.

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60 **SECTION II** The Executive Committee and/or the Host Committee may levy a
61 registration fee upon each delegate and guest at the Convention, not to exceed One Hundred
62 Seventy Five Dollars (\$175.00) per person or Two Hundred Dollars (\$200.00) if after the cut-off
63 date, to be used in defraying the cost of said convention.

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65 **SECTION III** This Branch shall provide Two Thousand Dollars (\$2000.00) to the Host
66 Branch to be used as working capital each year, to be repaid to the State Branch within thirty
67 (30) days of the conclusion of the current year's State Convention.

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69 **ARTICLE V**
70 **DUES**

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72 **SECTION I** State dues of Eleven Dollars (\$11.00) per member semi-annually shall
73 become due and payable on or before May 1 and November 1 of each year. The branch shall
74 provide a copy of the DCO printout of dues-paying members for the months of April and
75 October (respectively) to the State Secretary/Treasurer with the check. Dues for members-at-
76 large of the State Branch shall be Fifteen Dollars (\$15.00) per pay period. Annual dues for
77 associate members of the State Branch shall not be less than one-half of the National dues, plus
78 \$1.00 for State dues.

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80 **SECTION II** Local Branch Treasurers may send pro-rated monthly membership dues to
81 the Florida State Secretary/Treasurer, or semi-annually as stated in Section I of this article. New
82 members shall pay pro-rated membership dues or sign payroll withholding Form #1187.

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84 **SECTION III** Special assessments may be levied by the Executive Committee when it
85 becomes necessary, but not to exceed One Dollar (\$1.00) per member, per annum.

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87 **SECTION IV** Local and District Branches are at liberty to fix the amounts of their own
88 dues, fees, and assessments.

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90 **SECTION V** The secretaries of Local and District Branches shall furnish the State
91 Secretary with the name, roster title, address and zip code of each of the Branch Officers at the
92 time he/she submits dues payments, and after election or appointment of new officers.

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94 **ARTICLE VI**
95 **REPRESENTATION**

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SECTION I Each Branch shall be entitled to send as many delegates to the State Convention as desired. Each Branch shall be entitled to have one vote at the State Convention for each five members or fraction thereof, up to and including fifteen members, and one additional vote for each ten members or fraction thereof above fifteen. A delegate from the branch shall be entitled to vote the entire vote of the branch. Every delegate from an installation not represented by a branch shall be entitled to one vote.

SECTION II No Local or District Branch or installation shall be represented by proxy. A delegate must be a member in good standing of the State Branch or the Local or District he/she represents.

SECTION III A State Branch officer may qualify to represent his/her Local Branch or installation in the absence of any other delegate from said Branch or installation.

SECTION IV Alternate delegates may be seated in the absence of the regular delegates, upon presentation of proper credentials.

SECTION V The President and Secretary/Treasurer elected at the State Convention shall automatically be delegates to the National Convention. Delegates shall submit written reports at the next State Convention. Reimbursement of expenses shall be provided in the Bylaws.

ARTICLE VII DISTRICTS

This state shall be divided into seven (7) districts. The seven districts will consist of the following 18 branches:

- District I Branches 93, 353, 405
- District II Branches 154, 377
- District III Branches 146, 296
- District IV Branches 81, 156, 386, 478
- District V Branches 321, 406
- District VI Branches 420, 425, 577
- District VII Branches 231, 354

ARTICLE VIII OFFICERS

SECTION I Officers of the State Branch shall consist of a President, a Secretary/Treasurer, seven (7) Vice-Presidents and a Legislative Director. The President and Secretary/Treasurer shall be duly elected by all qualified delegates at each off year convention commencing 1987. The Vice-Presidents shall be elected by qualified delegates from within their own districts attending odd year conventions commencing 1987. The Legislative Director will be appointed by the State President with approval of the executive board. The majority of all votes cast by written ballot shall be necessary to elect. The officers shall hold offices for a period of two years, or until successors are elected and qualified. All State Officers shall have one vote at the State Convention, but no officer shall be permitted to cast the vote of his/her Local Branch or installation except when no other delegate from such Branch or installation is present. If a State Officer elects to cast the votes of his/her Local Branch or installation he/she shall not be permitted to cast a vote as a State Officer.

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SECTION II No person shall be eligible to hold office or be eligible for membership on any committee unless he/she is a member in good standing of this Branch.

SECTION III Delegates from the respective Districts of the State shall caucus at election time and shall elect their own Vice-President from the members in good standing in their respective Districts. The elected Vice Presidents of each district are to be announced at the time the newly elected President and Secretary/Treasurer is announced. In the event a District does not choose a Vice-President, then the State President shall fill such position with the approval of the Executive Committee as soon as possible after the election with a NAPS member from that District, if available.

SECTION IV Not more than one (1) member from any one (1) local branch may hold the office of State President or State Secretary/Treasurer commencing at the 2007 Convention.

ARTICLE IX DUTIES OF OFFICERS

SECTION I – PRESIDENT

It shall be the duty of the President to preside at all Conventions and meetings of the Executive Committee. He/She shall be an ex-officio member of all committees, and shall appoint the necessary committee members at each convention. He/She shall fill, with the approval of the Executive Committee, all vacancies for any cause whatsoever, until such vacancies are filled by election, and shall submit to each Convention a written report of his/her official acts during his/her term of office.

He/She shall perform such other duties as this Branch may require. He/She shall appoint a Parliamentarian at the opening of each convention. In the absence of the President, a Vice-President selected by the Executive Committee shall preside. The President shall be responsible for assuring compliance with the State and National Constitution and Bylaws.

In the event the President shall resign, die, be terminated, or otherwise become ineligible to hold the office of President, the Executive Committee shall appoint a successor to fulfill the term of office until such time the governing body shall elect a successor at the next odd year Convention.

SECTION II -- VICE-PRESIDENTS

The Vice-Presidents shall be members of the Executive Committee and of the organization committee of the Branch. Their respective duties shall be in addition to other duties described in Section I, to encourage all supervisors in the Postal Service in Florida to affiliate with this organization, and to assist the Secretary/Treasurer in the collection of dues from membership.

SECTION III -- SECRETARY/TREASURER

The Secretary/Treasurer shall keep a record of all proceedings and all other records of the Branch; he/she shall be the custodian of the official seal; shall keep a record of all members of each Local Branch and the name and addresses of each member-at-large; shall furnish the Vice-Presidents a list of nonmembers and unpaid members together with their installation; he/she shall submit a written report of his/her official acts and a written report to the Convention showing the number of Local Branches and members during his/her term of office. These reports shall close on the last day of the month preceding the Convention.

197 He/She shall receive all monies due the Local and District Branches except NATIONAL PER
198 CAPITA TAX; shall disburse all monies by check or money order after an appropriate voucher
199 signed by the President has been presented; shall present to the Convention a written report on all
200 monies received and disbursed. The Secretary/Treasurer shall be responsible for adhering to the
201 budget adopted at the last Convention and shall not expend monies in excess of the budget for
202 any given item. He/She shall prepare and submit to the Convention a recommended budget for
203 the ensuing year. Bond for the Secretary/Treasurer shall be Ten Thousand Dollars (\$10,000.00),
204 expenses for which are to be borne by the Branch. He/She shall submit the books of the fiscal
205 year for auditing.

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207 This Branch shall pay the National, state, and Local Dues of the Secretary.Treasurer and shall
208 pay all expenses in connection with the operation of that office upon presentation of itemized
209 documents to substantiate same. This Branch shall pay the sum of One Hundred Twenty-Five
210 Dollars (\$125.00) per annum to cover personal expenses in connection with the operation of this
211 office. He/She shall remit to the Host Convention Committee not less than 30 days prior to the
212 Convention the registration fees for all officers as provided in the Bylaws.

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214 **SECTION IV -- LEGISLATIVE DIRECTOR**

215 The Legislative Director will be responsible for establishing, maintaining and updating the
216 NAPS congressional liaison network; will initiate and coordinate NAPS Legislative activities at
217 the state level including alerting individual branches of pending legislation that will impact
218 NAPS. The Legislative Director will attend all Legislative Meetings and Conferences and will
219 coordinate activities and appointments, etc. at Legislative Conferences. The Legislative Director
220 acts as a liaison between the National office and the local branches within the state and performs
221 other legislative duties at the request of the President and executive board.

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224 **ARTICLE X** 225 **REFERENDUM**

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227 **SECTION I** Any Local or District Branch of the Florida State Branch may prepare and
228 circulate a petition for the purpose of causing a question of State importance, or amendment to
229 this Constitution and Bylaws to be brought to a vote of the whole organization. The question or
230 amendment may be wholly new or one previously rejected.

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232 **SECTION II** Before circulating such a petition, the Secretary/Treasurer of the Florida
233 State Branch shall be notified, in writing, of such action and furnished with a draft of the
234 proposed action.

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236 **SECTION III** It shall require a majority of votes cast to decide all questions other than
237 amendments to the Constitution and Bylaws, which shall require two-thirds affirmative vote to
238 carry and decide.

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241 **ARTICLE XI** 242 **AMENDMENTS**

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244 This Constitution may be amended by two-thirds of all delegates present at any State Convention
245 or by referendum of the entire membership.