CONSTITUTION

ARTICLE I

NAME

This Association shall be known as the South Jersey Branch No 74, National Association of Postal Supervisors.

ARTILCE II

OBJECTIVES

The object of the Association shall be to promote, through appropriate and effective action, the welfare of its members and to cooperate with USPS 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 its members who make the Postal Service or the federal government their life work.

ARTICLE III

MEMBERSHIP

Section 1 – Active Members – Included are all dues paying supervisory/managerial and postmaster personnel who are not subject to collective bargaining agreements under Chapter 12 of Title 39, US Code, and who are employed in processing and distribution centers and facilities, including but not limited to, Headquarters, area and district offices; post offices; network distribution centers (NDC’s); and other installation personnel.

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. Associate members shall pay dues at the national or branch level no less than an amount $100 less than the current Branch dues amount which will include a subscription the “The Postal Supervisor”. The semiannual payment is due June 30th and December 31st.

Section 3 – Honorary Members – Members of this Association who are 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 attending meetings, shall not be eligible for any of the benefits described in Section 2.

ARTICLE IV

MEETINGS

Section 1 – The stated meetings of the Association shall be held on the third Tuesday, except during the months of July, August and December, with the provision that whenever the third Tuesday falls on a holiday or a meeting on that day would conflict with some other event of importance, the authority shall be vested in the Executive Committee to postpone or cancel the stated meeting.

Section 2 – Stated meetings shall be held in such centrally located place, or online, as may be determined upon by the Executive Committee.

Section 3 – The members shall be notified by mail of the time and place (or online invitation) of each stated meeting. The date, time and format (in person or online) will also be posted on the branch website www.napsbranch74.com.

SPECIAL MEETINGS – May be called at any time by the Executive Committee, if, in their judgment, it is deemed advisable. The President is required to call a special meeting upon written request of five (5) members in good standing. The Secretary shall notify every member by mail, email, or text at least seven (7) days prior to date of such meeting.

ARTICLE V

QUORUM, DISSOLUTION

Section 1 – Seven (7) members and one officer shall constitute a quorum for the transaction of business. NAPS Branch 74 shall not be dissolved while seven (7) members are willing to continue it; and a motion to dissolve shall not be acted on until next stated meeting after its introduction and the Secretary shall notify each member by regular mail of such proposed action.

Section 2 – Five Executive Committee members shall constitute a quorum for the transaction of business at an Executive committee meeting.

ARTICLE VI

OFFICERS

Section 1 – The Officers of this Association shall be a President, Vice President, Secretary, Treasurer, Sergeant At Arms, Grievance Coordinator, and Three (3) Trustees; all of whom shall be elected by ballot and they shall hold office for the term of one year or until their successors have been duly elected and qualified.

Beginning in 2025 - The officers of the Association shall be elected at the March meeting occurring in odd numbered years for a term of two (2) years.

Section 2 – The elected officers of this organization shall be known as the Executive Committee.

Section 3 – A vacancy which occurs on the Executive Committee for any reason whatsoever shall be filled by appointment by the President. Any member in good standing can be appointed. Such appointed members shall have the same powers of voice and vote as those duly elected to the committee.

Section 4 - At the end of each year in office, the President, Secretary, Treasurer, and Grievance Coordinator shall be reimbursed their prior years dues paid for incidental expenses incurred in performance of branch business during the year.

ARTICLE VII

NOMINATIONS, ELECTIONS, AND INSTALLATIONS

Section 1 – Nominations of officers shall be made at the regular meeting in February and March. Election of officers shall take place at the regular meeting in March. Members may not be duly nominated at the March meeting unless in attendance.

Section 2 – Installation of officers shall be held at the regular meeting in April.

Section 3 – Nomination and elections of delegates to the State and National Convention shall be made at the regular meeting in March preceding the Convention.

Section 4 – The presiding officer shall not close the nominations until every member in attendance has had an opportunity to be heard.

Section 5 – No member shall be elected an Officer or Delegate to Conventions unless he or she has attended (in person or online) a minimum of five (5) regular stated meetings during the period between the preceding April and the March meetings, inclusive, when nominations are made. The Secretary shall circulate a roll-call book to be signed personally by all members present at each meeting***.*** In the event of an online meeting all attendees will be recorded by the secretary. The Secretary shall prepare a list, to be submitted at the March meeting, of the names of members who have attended the required number of meetings.

Section 6 – All absent nominees shall be notified by regular mail***,*** email, or text of their nomination within ten (10) days by the Secretary and shall signify to the Secretary within ten (10) days their intentions of either accepting or declining the nomination. If no reply is received by the Secretary, it shall be interpreted as a declination of the nomination. In case of dispute, the postmark shall be the deciding factor. Members may not be duly nominated at the March meeting unless in attendance.

Section 7 – It is the duty of the Secretary, when nominations are made, to inform the presiding officer if any of the candidates are not in good financial standing. The Secretary’s failure to do so, however, will not affect a member who must immediately become in good financial standing before he can receive the nomination or election.

Section 8 – At all elections, the presiding officer shall appoint a chairperson and two (2) members, to assist in conducting the election in a fair and impartial manner. No member of the committee shall be a nominee.

Section 9 – The election of officers and delegates shall in all cases be by ballot, personally cast, and not by proxy. The candidates receiving the highest numbers of votes shall be declared elected. Tie(s) will be resolved by immediate consecutive balloting until a winner is declared. (This issue may be amended at the direction of the executive committee.)

Section 10 – The chairperson of the election and two (2) members shall count the number of ballots cast for each candidate; the chairperson shall report to the presiding Officer, who will declare the candidates receiving the highest number of vote***s*** elected.

Section 11 – Convention Delegates should be willing to accept duties as determined by the President throughout the year.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1 – The President shall preside at all meetings, preserve order therein, decide all questions of order (subject to appeal to the Association), enforce the laws and rules, appoint all committees, unless otherwise ordered by vote of the association. He or she shall be a member of all committees, and shall attend all State Conventions of this Association as a regular delegate, he or she shall be Chairperson of the Executive Committee, and shall perform such other duties as the rules and usage of the Association may require of him or her.

Section 2 – The Vice-President shall perform the duties of the President in his or her absence, or upon his or her refusal or neglect to discharge the duties of his or her office.

Section 3 – The Secretary shall keep an accurate record of the proceeding of all meetings and send each member a copy prior to the next meeting; read all communications and reports, and have charge of all correspondence. He or she shall promptly deliver all books, papers and property of the Association to his or her successor or whomsoever the Association may appoint.

Section 4 – The Treasurer shall receive all monies collected, keep an accurate account of all monies so received, and make no disbursements unless counter-signed by the President or Vice-President. Before entering upon the duties of the office, he or she shall give to the Association a meeting statement of the receipts, expenditures and balance on hand, and shall promptly deliver all money, books, papers, and property of the Association to his successor or whomsoever the Association may appoint.

Section 5 – The Sergeant-At-Arms shall maintain order and compel the attendance of members at sessions when directed to do so by the president.

Section 6 – The Grievance Coordinator handles and coordinates grievances and delegates cases as needed to the Grievance Committee. The Grievance Committee will be made up of volunteers in good standing, members who have attended conventions, and any member in good standing, as needed.

Section 7 – The Trustee(s) shall be a member of the Audit Committee, stand in for absent or incapacitated members of the executive board as needed, handle grievances assigned by the Grievance Coordinator as needed, serve on the Supervisors’ Welfare Fund Committee and accept other duties as assigned.

ARTICLE IX

DUES

Section 1 – The dues of this Association shall be payable, in advance, at current biweekly rate of $11. The dues shall automatically be increased by any lawfully passed increase in National or State per capita in the same amount as passed by the respective body.

Section 2 – Members failing to pay monthly dues for three (3) months consecutively shall be notified of their arrears by the Secretary. Upon failure to pay arrears by the fourth month, they shall be suspended from all privilege membership until dues are current. If not reinstated by the end of the sixth month, the member shall be expelled from membership. Associate members failing to pay their semi-annual dues will be notified by the Secretary upon 1 month lapse and privileges will be suspended after 2 months lapse.

Section 3. Special assessments may be recommended by the Executive Committee when it becomes absolutely necessary to carry on the organization work. Such assessments must be approved by the majority of the members present at a regular or called meeting.

ARTICLE X

ANNUAL BUDGET

Section 1 – The Association will operate from an Annual Budget beginning on January 1 and ending on December 31 of each year. Distribution of the Branch’s annual income for the budget will be under the direction of the President, Vice-President and Treasurer. Changes to line item funds will be made when deemed necessary.

Section 2 – All funds allocated but not expensed at the end of the budget year will revert back to the General Funds for redistribution for the new budget year, except for the National Convention Fund, which will revert to the Reserve Fund at the end of the National Convention Year.

ARTICLE XI

POSTAL SUPERVISORS WELFARE

Section 1 – Distribution of funds for welfare purposes will be under the direction of the President, Vice-President and Secretary. This fund will be maintained by appropriation from the general fund, gifts and proceeds of affairs held under the auspices of the Postal Supervisors Welfare. Need shall be the only requirement to entitle an individual to assistance. Disbursements greater than $50 must be voted on at a regular meeting.

ARTICLE XII

The provision of the Constitution shall be interpreted and construed according to their most plain and obvious meaning; and should any doubt arise as to the proper construction of any clause or article thereof, it shall be referred to the By-laws Committee for a final decision.

ARTICLE XIII

This Constitution shall not be altered or amended unless the proposed alterations or amendments be submitted in writing and presented at a stated meeting of the Association. No action shall be taken on the same until the next stated meeting of which all members shall be duly notified. This Constitution shall require a two-thirds (2/3) vote of the members present to alter or amend. Changes to this Constitution shall become effective immediately upon 2/3 vote of the members present at the stated meeting.

ARTICLE XIV

BONDS

The Secretary and Treasurer of the Association shall be bonded in such sum as may be determined by the Executive Committee. Such bond shall be executed by a reputable surety company and the premium shall be paid by the Association.

**ARTICLE XV**

MERGER, CONSOLIDATION, OR DISSOLUTION

Section 1 - Upon merger, consolidation, or dissolution of NAPS Branch 74, all assets shall be distributed within the guidelines or Internal Revenue Code Section 501.

Section 2 - No part of the net earnings or assets of the branch shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the branch shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of this constitution.

Section 3 - Merger

In the case of a merger of Branch 74 with one or more other branches, where all Branch 74 members are absorbed by these other branches and Branch 74 therefore ceases to exist, the assets of Branch 74, after payment of any debts, shall be audited, and then prorated and distributed to the absorbing branches based on the number of branch 74 members they absorb.

Section 4 - Consolidation

In the case of a consolidation, where Branch 74 and one or more other branches combine to form on new branch, the assets of Branch 74, after payment of any debts, shall be audited and then assumed by the new branch.

Section 5 - Dissolution

In the case where the needs which led to the formation of Branch 74 have disappeared and the members of Branch 74 wish to dissolve, or if Branch 74 is dissolved by NAPS Headquarters, the assets of Branch 74, after payment of any debts, shall be audited and then transferred to the NAPS national treasury.

NAPS SOUTH JERSEY BRANCH 74

BY-LAWS

ARTICLE I – ORDER OF BUSINESS

1. Collection of Dues
2. Call to Order
3. Roll Call of Officers
4. Reading of Minutes
5. Treasurer’s Report
6. Bills and Committees
7. Report of Committees
8. Unfinished Business
9. Application for Membership
10. New Business
11. Discussion for Good of the Service
12. Election of Officers
13. Adjournment

ARTICLE II – ANNUAL BUDGET

The Association will set aside from the Branch’s annual income the following:

1. 20% for National Conventions
2. 15% for State Conventions
3. 15% for Social Events
4. 25% for General Expense
5. 2% for the Welfare Fund
6. 13% for Training
7. 10% for Reserve

ARTICLE III – AUDIT

Section 1 – An Auditing Committee consisting of three (3) Trustees shall be appointed by the President immediately upon his installation.

Section 2 – All officers and members entrusted with money, or the accounts of monies of this Association, in any manner whatsoever, shall submit a detailed report and the same to the Auditing Committee, whose duty it shall be to audit and make a written report of same to the Association at the next regular meeting.

ARTICLE IV

Section 1 --Robert’s Rules of Order Newly Revised shall govern the proceedings of this Association except where otherwise provided for by the Constitution and bylaws or rules adopted by the convention in session.

Section 2 – The following Committees will be known as the Standing Committees of this Branch:

* Grievance Committee\*\*
* Audit Committee\*\*
* By-Laws Committee\*\*
* Labor & Management Committee

Chairpersons to the above committees will be appointed at the regular meeting following the installation of officers.

***These changes were proposed at a special meeting of the Constitution and Bylaws committee of Branch 74 on August 17th, 2023. They were read to the body at the regular meeting on September 19th, 2023. They were read and voted on at the regular meeting on October 17, 2023. Having at least 2/3 of the members vote for approval, the changes were adopted.***