CONSTITUTION OF THE SOUTHWEST FLORIDA BRANCH NO. 420 OF THE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS.

May 2015

ARTICLE I TITLE

This body shall be known as Southwest Florida Branch No. 420 of the National Association of Postal Supervisors.

ARTICLE II OBJECT

Section 1. The objectives of this Local Branch shall be to cooperate with the U.S. Postal Service in a continuing program of ways and means to improve the operations of the Postal Service at all levels; to seek constantly to improve the lot of the individual supervisor, both from an economic standpoint, and as an employee of the Postal Service. To render all possible aid to any supervisor presenting a valid request relative to a just grievance; and to widen the field of opportunity for worthy employees who make the business of the Postal Service their life work.

ARTICLE III MEMBERSHIP

Section 1. All classified employees in Post Offices and Motor Vehicle Facilities who exercise administrative, professional, or technical duties: members placed in PFS levels above PMS-11, and supervisory employees in the Custodial Services of the Postal Service shall be eligible for active membership. Active members who are in good standing at the time of the retirement may be associate members and shall be entitled to all benefits granted to regular membership.

Section 2. Any employee who is eligible for membership and who is employed in an office in this District having no Local Branch, may become a member of this Local Branch upon majority vote of the said Branch. Exceptions may be made due to geographical location.

Section 3. Honorary membership in this Local Branch shall be decided by vote at any regular meeting, excepting that members in good standing, who retire from the service, shall automatically be given honorary membership. Honorary membership will not allow the member so affected to vote or hold office in this body, nor will it require payment of dues.

Section 4. Membership in this Local shall include automatic membership in the Florida State Branch and the National Association of Postal Supervisors.
ARTICLE IV MEETINGS

Section 1. The Local Branch shall meet the second Saturday of January, April, August, and November of each year in regular meetings.

Section 2. Special meetings may be called, when necessary, by the Executive Committee.

ARTICLE V DUES

Section 1. The fiscal year of the Local Branch shall be from June 1 to May 31 of each year.

Section 2. The dues of each regular member shall be $12.50 per pay period; payable in advance or by payroll deduction. Associate members shall pay $100.00 dues per year, this amount will be prorated the first year of retirement. The Executive Board can make a recommendation to increase dues based with the approval of the members during the general meeting. All members must be notified of recommendation to increase dues prior to the meeting being held.

Provided: Members may pay annually, with payment to be made on or before January 1 of the year to be paid for.

Section 3. Special assessments may be levied by the Executive Board to maintain a flower fund and other such causes as may be directed by a majority of the total membership either in regular meeting or by referendum vote.

Section 4. Any member who is paying annually, as provided by Section 2 above, shall be suspended for non-payment of dues when payment has not been received prior to the first regularly scheduled membership meeting of the year for which dues are payable. Suspended members may be reinstated by payment of all back dues.

ARTICLE VI OFFICERS

Section 1. The officers of the Local Branch shall consist of a President, Vice-President, Secretary-Treasurer, two Elected Trustees and the immediate past President.

Section 2. No person shall be eligible for any office or to membership on any committee unless that person is a member in good standing in the Local Branch.

Section 3. The President, Vice-President, Secretary-Treasurer and Trustees of this Local shall constitute the Executive Board. The immediate past president shall serve as advisor and counselor.
ARTICLE VII DUTIES OF OFFICERS

Section 1. PRESIDENT. It shall be the duty of the President to preside at all meetings of the Local Branch and of the Executive Board; appoint all necessary committees and serve as ex-officio member of each; fill all vacancies of any cause whatsoever, with the approval of the Executive Board, until such vacancy is filled by election; and perform such other duties as the Local Branch may require.

Section 2. VICE PRESIDENT. The Vice-President, in the absence of the President, shall perform the duties of that office. He shall be chairman of the Membership Committee. The duties of the committee shall be to solicit new members and to secure their attendance and active participation in the assessments.

Section 3. SECRETARY-TREASURER. The Secretary-Treasurer shall keep a true record of the minutes of each meeting; handle all correspondence, shall read to each meeting, or inform it about, any letters or other communications received for the Local Branch since its last preceding meeting; record fully all motions made and their dispositions, and record fully all voting; and keep a list of the personnel of each committee. Furthermore, he shall have charge of all dues collected and shall pay all bills of the Local Branch. All bills received, except State and National Per Capita Tax shall be approved by the Executive Board as well as all forms used and any changes in such forms or systems shall be approved by the Executive Board or by the Local Branch in regular meeting. The system of accounts shall be approved by the Executive Board as well as all forms used and any changes in such forms or systems shall be first approved by the Executive Board. All monies received from dues or otherwise shall be deposited in some reliable banking institution whose accounts are insured by the Federal Government. Further, such monies shall be deposited in the name of the Local Branch and any charges for the operation of this account shall be paid for by the Local Branch. All bills paid by the Secretary-Treasurer shall be paid by check. The signature of any one of the members of the Executive Board shall appear thereon. All bills reported as paid in the Secretary-Treasurer’s quarterly report shall be paid in fact. In like manner, the reported cash balance shall be a true cash balance. The Secretary-Treasurer shall serve without bond.

The Secretary-Treasurer shall, semi-annually, furnish the National Secretary and the State Secretary-Treasurer with a list of the names of all the members of this Local Branch in good standing; shall notify the National Secretary and the State Secretary-Treasurer monthly of the election or addition of new members and list those suspended, dropped, expelled, deceased, retired or resigned.

Section 4. EXECUTIVE BOARD. The Executive Board shall act for this Local Branch, in the absence of a directive from the membership, when it is not practical to call a special meeting. All actions of this Board are subject to approval by the membership at the next regular meeting.

The Executive Board may approve expenditures, not to exceed $300.00, without prior approval of the membership, provided such expenditures are reported at the next regularly scheduled meeting of the membership.

Annual fee paid to branch officers for incidental expenses – not a stipend.
ARTICLE VIII ELECTIONS

Section 1. At the August meeting of each odd calendar year, the President shall appoint a nominating committee who will present a proposed slate of officers to the next regular meeting; additional nominations will be accepted from the floor at this regular meeting. Provided: Before the committee, or any member, can nominate any other member for any office, they must first secure the consent of the prospective nominee.

If there is more than one (1) nominee for any office, the President will then appoint an election committee who will prepare ballots and distribute to every member in good standing. The ballots will be counted at this regular meeting and the new officer declared. If there is no more than one nominee for any office, the President shall declare the nominee elected by acclamation.

Section 2. All new officers will take office during the regular meeting held in January of each even calendar year and will serve for two (2) years, or until their successor has been elected.

ARTICLE IX DELEGATES

Section 1. This Local Branch shall be represented at the State Convention of the Florida State Branch of the National Association of Postal Supervisors by the incumbent President and as many additional delegates as the membership decides, in regular meeting, to send. The number of delegates to all conventions will be limited to the provisions of the constitution of the convening body.

Section 2. Expenses of each authorized delegate to any convention shall be paid by the Local Branch in an amount to be decided by the membership in regular meeting.

Section 3. Delegates to all conventions, except the President as delegate to State Conventions, shall be elected by majority vote of members present at a regular meeting. All Delegates and alternate delegates shall be elected at the first regular meeting of the new calendar year for the convention which they are to attend. Any delegate must attend at least three of the four regular scheduled meetings.

ARTICLE X AMENDMENTS

Section 1. This constitution may be amended only after the proposed amendment has been circulated to each member at least one (1) month prior to the next regular meeting. Such notice to advise the members that the amendment will be presented to the next regular meeting of the Local Branch, stating time and place of said meeting. Any amendment presented at any regular meeting without required advance notice, or at a special meeting called at a date at least one (1) month after date of meeting at which presented. A two-thirds majority of members voting at a regular meeting or special meeting is required for adoption.
BY-LAWS OF SOUTHWEST FLORIDA BRANCH NUMBER 420 OF THE
NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

ARTICLE I QUORUM
Section 1. Any eight members in good standing present at any regular or special meeting of the Branch shall constitute a quorum.

ARTICLE II ORDER OF BUSINESS

Section 1. The following order of business shall be observed, unless varied by vote of the membership.

1. Meeting called to order.
2. Reading and adoption of minutes.
5. Reading of communications.
6. Unfinished business.
8. Election of Officers and/or delegates.
10. Adjournment.

Section 2. Roberts Rules of Order shall be the parliamentary guide in all deliberations of this Local Branch.

ARTICLE III AMENDMENTS

Section 1. These By-laws may be amended by a majority vote of members present at any regular meeting in compliance with Article X of the Constitution.