ARTICLE I
QUORUM

SECTION I Delegates from thirteen different branches shall constitute a quorum, but less than that number adjourn to meet at some future date. Notice shall be given in writing to all members advising them of the date, time, and place of the adjourned meeting, and delegates present, even less than thirteen, shall constitute a quorum to transact all business of the Branch.

ARTICLE II
ORDER OF BUSINESS

SECTION I The order of business at the annual Convention may be:

1. Roll call of officers
2. Minutes of previous meeting
3. Credentials committee report
4. Rules committee report
5. Roll call of delegates
6. Memorial service
7. Report of officers
8. Report of special committees
9. Introduction of honored guests
10. Reports of standing committees
11. Unfinished business
12. New business
13. Meeting place-next convention
14. Election of officers (odd # years)
15. Open forum discussion
16. Adjournment

SECTION II A meeting of the Executive Committee shall be called immediately after the close of the Business Session.

ARTICLE III
MEMBERSHIP

SECTION I NAPS shall have two classes of members. These classes of members shall be (1) active, (2) associate.

SECTION II Active Members

a) Included are all 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; bulk mail centers; and other installation personnel.

b) NAPS is not the representative of personnel employed as PCES installation heads and postal inspectors, or other like positions in the USPS Headquarters or field facilities.

SECTION III Associate Members

a) Former active members of this Association who were in good standing at the time of retirement may be associate members.
b) Associate members shall be entitled to all the same benefits granted to regular members.

c) Associate members shall pay dues at the national or branch level no less than an amount one-half the national per capita tax, which will include a subscription to The Postal Supervisor.

d) Associate members who hold offices at the national level shall pay the full share and same dues and assessments as regular active members of their branches.

ARTICLE IV
COMMITTEES

SECTION I There shall be twelve convention committees: Executive; Budget and Finance; Resolutions; Credentials; Membership; Bylaws; Nominating/Balloting; Greetings; Rules; Convention Site, Scholarship and Legislative Committee.

SECTION II The EXECUTIVE COMMITTEE shall consist of the elected officers of the Branch, and shall be presided over by the President, or in his absence, by a Vice-President. Its duties shall be to supervise all of the business of the Branch not otherwise provided for in these Bylaws, and shall have general supervision of the affairs of the organization.

SECTION III The BUDGET AND FINANCE COMMITTEE shall consist of one member from each District. Its duties shall be to audit all of the accounts of the Branch and to approve with the President the bonds of the officers when such bond is required. It shall submit a certified copy of the complete report to the Secretary/Treasurer at each Convention. It shall approve or recommend changes to the budget submitted by the Secretary/Treasurer for the ensuing year. It shall be the duty of the committee to approve or insert an expression of the allowable rate of reimbursement of travel and per diem expenses, which will apply to each officer for attendance at the National and State Conventions and for all out-of-town business of the Branch. In acting upon the budget the committee shall consider attendance of the President and the Secretary/Treasurer at the National Convention and State Convention and at all District meetings to be vital. The committee shall endeavor to refer to the Convention for approval a budget that provides adequately for these matters within the constraints of anticipated revenue. Budgets for the Vice Presidents shall be by District, need not be equal, but may consider a percentage of state per capita tax formula, the geographic location and the size of the District, or such other criteria at the discretion of the committee.

EXPRESSION OF ALLOWABLE RATE OF REIMBURSEMENT OF TRAVEL AND PER DIEM EXPENSES RECOMMENDED BY BUDGET AND FINANCE COMMITTEE AND APPROVED BY THE CONVENTION BODY JUNE 1986: ‘The allowable rate of reimbursement for travel and per diem expenses which will apply to each officer for attendance at the National and State Conventions and for all out-of-town business for the Branch shall be: Actual single person hotel room rate is to be allowed with supporting documentation of hotel bill and per diem equivalent to the daily rate determined by the State Board to be increased by same amount if increase is granted by the Postal Service at the same time increased by the Postal Service. Mileage to be paid at the same rate as the Postal Service. Per Diem will be a daily rate and will not be pro-rated by quarters.” Per Diem exception: When attending branch meetings
located less than 50 miles away, expenses are reimbursed at actual cost not to exceed the current
daily approved per diem rate.

SECTION IV The RESOLUTIONS COMMITTEE shall function in connection with
each Convention and during the interim between Conventions. It shall be headed by a Vice-
President designated by the President, and consist of at least one Past President of the State
Branch, and other members as may be appointed by the President. Resolutions shall be
presented 15 days prior to the opening day of the State Convention and a copy of all resolutions
presented shall be given to all members at the time of registration. The printing of all submitted
resolutions shall not preclude the submission of resolutions from the floor. Resolutions must be
received by the State Secretary prior to June 1 or the submitting branch will be responsible for
furnishing typed copies for each delegate.

SECTION V The CREDENTIALS COMMITTEE shall be headed by a Vice-
President and act in connection with the Convention, shall prepare separate lists of voting
members only, and give a copy of these records to the Secretary/Treasurer for filing.

SECTION VI The MEMBERSHIP COMMITTEE shall be appointed by the President
prior to the Convention. Its objective is to recommend ideas how to obtain 100% membership
among the Florida supervisors.

SECTION VII The BYLAWS COMMITTEE shall be headed by a Vice-President and
shall function whenever any matters pertaining to the Bylaws are submitted to the Branch. Any
changes to the Constitution or Bylaws must be submitted in writing prior to the final report of
this committee.

SECTION VIII The NOMINATING/BALLOTING COMMITTEE shall consist of one
member from each District. This committee shall place in nomination at the Convention the
names of members in good standing deemed competent to serve in the respective offices of the
Branch. Nominations may also be made from the floor at the annual meeting by any delegate.

SECTION IX A GREETINGS COMMITTEE shall be appointed by the President
prior to the Convention.

SECTION X A RULES COMMITTEE shall be appointed by the President prior to the
Convention.

SECTION XI A CONVENTION SITE COMMITTEE shall be appointed by the
presiding President of the Convention in session. This committee shall take nominations for the
convention sites of future conventions and present to the convention body. Nominations shall
also be taken from the floor.

SECTION XII A LEGISLATIVE COMMITTEE shall be headed by the State
Legislative Director and shall consist of branch legislative directors.

SECTION XIII A SCHOLARSHIP COMMITTEE shall be appointed by the presiding
President of the Convention in session. This 5 (five) person committee will review the
applications received and make the selection for the scholarships. The chairperson of the
committee will be a member of the Florida State Executive Board as determined by the President. At least two members of the committee must be non-board members and no person on the committee can be related to any applicant being considered during that year.

SECTION XIV
Names of elected delegates and members-at-large planning to attend the Convention must be sent to the President thirty days (30) prior to the Convention for committee selection.

ARTICLE V
REPORTS AND EXPENSES

SECTION I
Reimbursement under this Article for actual expenses incurred for travel, lodging and meals shall, unless otherwise provided in these Bylaws, be not more than the mileage and per diem rate established by the budget adopted at the most recent State Convention. Reimbursement under this Article shall be for the officer, member, or delegate only, as though he/she traveled alone; airfare or mileage or combination of both; rental cars are not reimbursable.

SECTION II
The President, Vice-Presidents, Secretary/Treasurer, and Legislative Director shall be reimbursed as provided by Section I, for actual expenses incurred by the attendance of State Conventions and meetings of the Executive Committee when called by the President. Registration fees for the officers shall be paid by this Branch.

SECTION III
The President and Secretary/Treasurer shall be reimbursed for actual expenses incurred by attending the National Convention, not to exceed that figure established and adopted by the delegates at the most recent Convention. Travel expenses reimbursed shall be at the air coach rate or the mileage rate, whichever is less. Registration fees for the Officers shall be paid by this Branch.

SECTION IV
Subject to budgetary limitations, the President, Vice-Presidents, Secretary/Treasurer and Legislative Director shall be reimbursed for personal expenses actually incurred in the conduct of Branch business, other than State and National Conventions, to include telephone toll charges, stationary, postage, mileage, per diem and registration fees at meetings and reimbursement for up to 5 days of leave without pay per convention, fiscal year (June - June) at $200.00 per day. To be eligible, your annual leave balance must be no higher than 160 hours. Should the hours allotted any officer or representative not be needed, the said hours can be utilized by another officer provided the state executive board approves of such transfer of days with a majority vote. Business of the Branch shall include the acceptance of invitations to attend meetings or other functions of postal supervisors within the State of Florida convened in the name of the Association. However, reimbursement under this Section to Vice-Presidents shall be limited to the business of the Branch conducted within his/her own District unless substituting for the President.

SECTION V
In accordance with sound accounting principles each officer shall itemize his or her expense voucher to show as a minimum the date, place, purpose, and amount of each expense for which reimbursement is claimed. Before payment, expense vouchers shall be reviewed by the President for compliance with the Bylaws, and shall be denoted by his endorsement. Receipts should be attached whenever practicable. Expense vouchers shall be submitted not later than thirty (30) days prior to the State Convention.
The reports of officers shall be submitted in writing to the State Convention and published in the convention booklet.

For expenses incurred by attending the District meetings of other than his or her own District, each Vice-President shall be allowed actual expenses, including registration fees. Reimbursement under this Section shall be limited to Three Hundred Dollars ($300.00) unless such other amount is established by the budget adopted at the most recent State Convention.

The Executive Committee shall be empowered to authorize expenditures in excess of the budget to reimburse officers or members for attendance at legislative conferences in Washington or elsewhere, or for such other purpose to accomplish the aims of this Branch in any situation not predicted or otherwise provided for at the most recent Convention. The President shall make a detailed report to the next State Convention, but expenditures made in good faith under this Section shall not require further approval.

Subject to budgetary limitations, in the following order; Legislative Director, President and the Secretary/Treasurer shall be reimbursed for personal expenses actually incurred in attending the annual Legislative Conference in Washington DC. If required, registration for this event shall also be paid.

These Bylaws may be amended by majority vote of all delegates present at any State Convention or by referendum of the entire membership.

These Bylaws shall always be construed and understood in their most plain and obvious meaning, and any doubt as to their true intent shall be referred to a committee of three (3) members in good standing, appointed by the state president, whose decision shall be final.