

THE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

JAMES E PARKS JR. VIRGINIA DISTRICT BRANCH 526

CONSTITUTION

Article I **Name**

This Association shall be known as the James E. Parks Jr. Virginia District Branch 526 of the National Association of Postal Supervisors.

Article II **Objectives**

The objective of this association shall be to promote through appropriate and effective action, the welfare of the Postal Field Supervisors and to cooperate with the Postal Service in a continuing effort to improve service, to raise the standard of efficiency and to widen the field of opportunity for supervisory employees who make the Postal Service their life's work.

Article III **Membership**

Section 1

Membership in the Virginia District Branch of the National Association of Postal Supervisors shall be open to all classified employees and all other eligible to join The National Association of Postal Supervisors as presently written, and hereinafter duly and legally amended, per Article III of the National Constitution and employed in any area that reports to the Virginia District.

NAPS shall have three classes of members. These classes of members shall be (1) active, (2) associate, (3) honorary.

Active Members

(a) Included are 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, customer service facilities, including but not limited to, Headquarters, district offices; post offices; bulk mail centers; and other installations

(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.

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 may attend meetings and conventions of the association. They may be appointed by appropriate authority to serve on NAPS committees, advisory and or consultative capacity. They shall be recognized to speak on any and all matters being considered at any NAPS local, state or national convention / meeting, of the association.

(c) Shall be allowed to hold elected office at the local, state and national level of the association.

(d) Shall be allowed to vote on all matters of the association at the local / state / national conventions / meetings.

Honorary Members

(a) Members of this Association who are in good standing at the time of retirement or promotion shall be entitled to honorary membership.

(b) Honorary members shall not be required to pay dues, and, except for attending meetings, shall not be eligible for any of the benefits described for associate members.

Section 2

NAPS membership is effective the date when a local, state or national officer signs and dates the Form 1187 after the eligible person has signed and dated their respective Form 1187. The effective date of membership cannot be prior to the date signed by the respective local, state or national officer.

Any employee who is eligible for membership employed in an installation having no branch and not affiliated with a District Branch shall be allowed one of the following: Become affiliated with another local Branch or become a member of a State Branch as governed by the National Constitution / By-laws.

Article IV

Organization

Local branches may be formed in accordance with the provisions of Article IV of the National Constitution of the National Association of Postal Supervisors. Any employee

who is eligible for membership under Article III of this constitution and who is in an office having no local branch may become a member of the Northern Virginia District Branch 526.

Article V **Meetings**

Section I Regular meeting shall be held on the odd months. Meetings that are scheduled on holidays will be rescheduled to the preceding week of the holiday. Meetings may be held in person, using teleconferencing via Skype, Zoom or other technology methods. The Editor in Chief will communicate the methods of the meeting via the newsletter prior to the meeting.

Section 2 Special meetings shall be called upon the written request of twenty (20) members filed with the secretary or by five (5) members of the Executive Board. The meeting will be held within two (2) weeks of the request and the Editor-in-Chief will give notice of such a call to all members no later than four (4) days prior to the scheduled meeting.

Section 3 The Executive Board shall meet for the purpose of conducting the business of the District Branch at least once per postal quarter, and more frequently if conditions require. Such meetings shall be held at the call of the president or by petition to the president, signed by at least three (3) members of the Executive Board.

Article VI **Officers**

Section I There shall be a President, a Vice President Customer Service, a Vice President Processing & Distribution, an Editor-in-Chief, and a Secretary/Treasurer.

Section 2 The officers shall be elected for a two-year term of office or until their successors are duly installed. Incumbent officers may be re-elected for consecutive terms or until their successors are duly installed.

Section 3 Any active or associate member who is in good standing and has attended eight (8) of the prior eleven (11) meetings shall be eligible to hold office.

Section 4 Any officer who becomes ineligible for membership as outlined in Article III of the National Constitution of the National Association of Postal Supervisors must vacate said office within thirty (30) days of the effective date of such action.

Section 5 A temporary vacancy in the Office of the President shall be filled in the following order; Vice President Customer Service, Vice President Processing & Distribution, Editor-in-Chief, and the Secretary/Treasurer.

Article VII **Elections**

Section 1 Elections for the President and the Editor-in-Chief will be held on the odd years during the regular November meeting.

Section 2 Elections for Vice President Customer Service, Vice President Processing & Distribution and Secretary/Treasurer will be held on the even years during the regular November meeting.

Section 3 A Nominations & Election Committee of three (3) or more members in good standing shall be appointed by the President. Ballots shall be prepared by the committee and destroyed within thirty (30) days from the close of the meeting that the vote was taken.

Article VIII President

The President shall preside at all meetings of this association; shall call special meetings when ordered to do so according to Article V; appoint all committees; fill all vacancies on the Executive Board by an interim appointment subject to the approval of the Executive board; decide all questions of order (subject to Robert's Rules of Order Revised); enforce all Articles of the National, State and District Branch 526 Constitution and By Laws; ensure the Executive Board members perform their duties; remove any officer failing to perform their duties subject to the approval of the Executive Board; and perform such other duties that pertain to this office. The President shall be given a \$500 stipend which is to be prorated by the number of months served.

Section 1 **Officer Vacancies** – If the office of president, vice president, editor-in-chief or secretary-treasurer shall become vacant, the Executive Board shall thereon call a special election to be held at the 2nd scheduled meeting following the vacancy. The elected person must be a member in good standing and fulfill the requirements of Article VI section 3. Each member in good standing shall be given two (2) weeks prior notice of the time and place of the election.

Article IX Vice Presidents

Section 1 The Vice President Customer Service shall fill the Office of President in the event of a vacancy; shall represent or appoint a representative for grievances, adverse actions and appeals for all members assigned to Customer Service; and other duties as assigned by the President.

Section 2 The Vice President Processing & Distribution shall fill the Office of the President in the event of a vacancy; shall represent or appoint a representative for grievances, adverse actions and appeals for all members assigned to Processing & Distribution; and other duties assigned by the President.

Article X

Editor-In-Chief

The Editor-In-Chief shall fill the Office of the President in the event of a vacancy; shall mail notices of special meetings as stated in Article V; shall publish the newsletter for Branch 526; shall maintain a current mailing list; and other duties as assigned by the President.

Article XI

Secretary/Treasurer

The Secretary/Treasurer shall fill the Office of the President in the event of a vacancy; keep accurate record of the proceedings of all meetings of the Association; generates, receives, and maintain all correspondence; maintains a roster of all members and verifies same with DCO printout; shall send notice to direct pay, associate and retirees their annual dues and required to maintain membership; shall be the custodian of all funds of the Association and shall disburse same only as directed by the membership of this Association upon certification by the president; shall present all financial records for the annual audit; and perform other duties as outlined in the NAPS Officers Training Manual and assigned by the President. The Secretary/Treasurer shall be given a \$500 stipend for incidental supplies which is to be prorated by the number of months served.

Article XII

Executive Board

Section 1 The Executive Board shall consist of all current officers and the chair of the following committees: Constitution and By-Laws, Financial, Legislative, Membership, Nominations and Elections, Recreation and Welfare, plus Resolutions.

Committee Chair Duties

Constitution and By-laws – Responsibility Is to constantly review the Constitution and Bylaws of the local branch to propose revisions as needed. The committee must know that the local constitution or bylaws may conflict with the national Constitution and Bylaws, and ensure the local document is in compliance with same. In the event of a conflict, the National Constitution and Bylaws supersedes the local document. The committee shall make a report to the branch on any changes made to the constitution at the National Convention and Virginia State Convention.

Budget/Audit – Committee includes the treasurer, responsible for preparing an annual budget for the branch and submits it the membership for approval. This committee is responsible for seeing that an annual audit of the branch financial records is conducted.

Legislative – The branch legislative chair is responsible for; maintaining a personal dialogue with a representative and/or staff members in the state of Virginia; determining the member's position on NAPS' issues and reporting their findings to NAPS Headquarters and the state legislatives chair; recommending actions to be taken by

branch; alerting branch members on pending legislation that may impact them and initiating letter writing campaigns; developing personal contacts with the media and establishing legislative coalitions within their home area; preparing editorials for branch newsletter and local newspapers expressing NAPS' position on specific bills in the House and Senate. The activities are coordinated with the state representative. For further instructions see Officer Training Manual section 7.

Membership – Is responsible for the important task of strengthening the branch through retention of existing members and signing up new members. There are several possible approaches, but it is important that the first contact made with a potential new member be made in person. This has proven to be much more effective, especially as the initial gesture, in recruiting new members. There are four sample member recruitment letters in the Officer Training Manual, section 5, which could and should be used.

Nominations and Elections –Three committee members shall be appointed by the President. The committee shall receive the names of all interested members, in good standing, and prepare a slate of candidates for the vacant branch position(s). The committee shall prepare the ballot(s), issue during the meeting, collect and count, divulge to the branch membership the name(s) of the elected, and destroy all ballot(s) within (30) days from the close of the meeting that the vote was taken.

Recreation and Welfare – Committee chair must plan the approach and have good leadership skills. The committee must work all details out ahead of time, analyze weaknesses and make adjustments to correct them. Social events help fulfill one of the branch functions by picking social events appropriate to the branch's size and interests based on the committee chair's experience in running such events. Events held outside of meetings add vitality to the organization. By getting people together the committee gets them involved. When members are sick or there is a death shall be the responsibility to send cards, flowers and/or contributions as designated Article Six.

Resolutions – The committee may propose resolutions for presentation to the national and state convention. The committee must give adequate attention to both the content of the resolution and its format. Deadlines for submitting resolutions to the state convention should be by May 1st and to NAPS National as directed in the NAPS magazine. See Officer Training Manual for sample of resolution formatting. Resolutions approved by a state convention are submitted with the name of the state branch, not the local branch and not both branch names. The report to the Branch will only contain information pertaining to resolutions passed instead of changes.

Sergeant at Arms – Shall be appointed by the President. Has responsibilities regarding the effective running of the organization's meetings and often certain ceremonial duties, with the primary responsibility being to maintain order within an organization at all times. He/she must enforce the rules and regulations regarding the conducting of business in the organization's meetings. This will include dealing with any physical or verbal infraction (which may later be reviewed by committee to determine any corrective action) as described in Roberts Rules of Order. Also, to ensure voting procedures are fair and free from manipulation and overseeing the security of the organization.

Section 2 It shall be the duty of all Executive Board members to advise the President and assist in any way possible for the success of our association.

Article XIII

Dues and Assessments

Section 1 Membership dues of District Branch 526 shall be \$15.00 per pay period and shall be increased by like amount when National or State per capita tax is increased.

Section 2 Associate membership dues of the District Branch 526 shall be \$100.00 annually and shall be increased by a like amount when National per capita tax is increased.

Section 3 Members who do not elect to have dues withheld from their paychecks shall make payment in full by January 31st each year.

Section 4 Members in arrears of these dues more than 28 days shall not be considered in good standing. Such members shall not have a voice or vote in the affairs of the Association.

Article XIV

Conventions

Section 1 Members that have attended eight (8) of the previous eleven (11) meetings held prior to January of each convention year, are members in good standing and shall be eligible to be delegates or alternates to the State or National Conventions. The President, Secretary/Treasurer and Editor in Chief shall be automatic delegates to the State Convention, National Convention and other NAPS functions. Provided they meet the Branch meeting attendance requirements. The list of eligible members names will be published in the January newsletter.

Section 2 All delegates and alternates to the National Convention and the State Convention will be voted on at the January meeting.

Section 3 All Officers of Branch 526 shall be certified delegates to the State Convention if compliance with Section 1 is met.

Section 4 The President, Editor-In-Chief and the Secretary/Treasurer of Branch 526 shall be certified delegates to the National Convention if compliance to Section 1 is met.

Section 5 The Branch will provide registration and lodging to all delegates.

Section 6 The branch will provide per diem and mileage rates using the figures as outlined in USPS Travel Handbook, Appendix A. Per Diem @ \$50 per day for each day of the meeting including first and last day of travel.

Section 7 In the event a member is unable to attend a function for which branch monies have been advanced and cannot retrieve these funds, a refund is due and payable to the Branch within 30 days of the function not attended. Requests for exceptions must be submitted to the Executive Board in writing and the board will render a decision in writing within 15 days of the request.

Article VX Amendments

Section 1 Notice of a constitution amendment vote must be sent to each member prior to the meeting of the vote.

Section 2 Section 1 may be avoided only if an emergency is declared by the President and the attending members of the regular or special meeting unanimously vote to suspend Section 1.

Section 3 This Constitution may be amended by two-thirds (2/3) vote of attending members after complying with Section 1 or Section 2 of this Article, provided there is a quorum.

THE NATIONAL ASSOCIATION OF POSTAL SUPERVISORS NORTHERN VIRGINIA DISTRICT BRANCH 526

BY-LAWS

Article I Quorum

Section 1 In any meeting of this Association, eight (8) members in good standing shall constitute a quorum.

Section 2 In any Executive Board meeting of this Association, five (5) members in good standing shall constitute a quorum.

Article II

Order of Business

At any meeting of this Association the following order of business shall be observed unless voted on by two-thirds (2/3) of the assembled members.

- Quorum Determination
- Roll Call of Officers
- Appointment of committees
- Report of Officers
- Report of committees
- Unfinished Business
- New Business
- Elections
- Installation of Officers
- Adjournment

Article III

Parliamentary Procedure

Roberts Rules of Order Newly revised shall govern the proceedings of this Association except where otherwise provided for by the Constitution and By-Laws or rules adopted by the assembled members.

Article IV

Appointments

Section 1 The President shall appoint the following committees: Constitution and By-Laws, Financial, Legislative, Membership, Nominations and Elections, Recreation and Welfare, and Resolutions.

Section 2 The President may appoint additional committees, a Parliamentarian and a Sergeant-at Arms, as dictated by the needs of this Association.

Article V

Bonds

The Secretary/Treasurer shall be bonded for a sum to be determined by the Executive Board, the cost to be paid by the Association.

Article VI

Funds and Disbursements

Section 1 The Treasurer may make disbursements of funds each month but is limited to \$1000.00 without membership vote; the President may request up to \$500.00; the Editor-In-Chief may request up to \$400.00; and all other Officers are limited to \$200.00. All requests must be in writing, stating the nature of the request and have the signature of the requesting officer and the date of the request.

Section 2 Receipts shall be submitted to the Secretary/Treasurer within sixty (60) days after receiving the requested merchandise or Services.

Section 3 Any member who receives funds and fails to comply with Section 2 will have their name submitted to a credit bureau for collection of the unpaid debt no sooner than ninety (90) days and no more than one hundred and twenty (120) days from the date of receipt of the merchandise or service.

Section 4 Benefits will be provided for all members of Branch 526 and their families for long term illness, the birth of a new baby, adoptions, and death. It shall be the responsibility of Recreation and Welfare Chair to send flowers and/or contribution as designated by the family of the deceased; the amount not to exceed \$85.00. This benefit shall be limited to spouse, children, mother, father, sister and brother. A card (only) will be sent to all other family members including mother-in-law, father-in-law, step mother, step father, step sister, step brother, etc.

Section 5 To be eligible to be a delegate to the Legislative Training Seminar (LTS) or any other functions not hosted by branch 526 the member must have attended five (5) out of the last eleven (11) meetings.

Article VII

Amendments

These By-Laws may be amended at any meeting by a majority vote of the members present, provided there is a quorum.

NATIONAL ASSOCIATIONAL OF POSTAL SUPERVISORS BRANCH 526

CODE OF CONDUCT & ETHICS GUIDELINES

Addendum as of November 1, 2013

The purpose of this Code of Conduct and Ethics Guideline is to describe the standards of conduct and business ethics expected of the members and branch officers of the National Association of Postal Supervisors (NAPS) Branch 526.

Branch officers and members of Northern Virginia District, Branch 526 must strictly adhere to the intent and spirit of this Code; including all laws, rules and regulations applicable to the conduct of NAPS activities. Officers and members must exercise high standards of integrity and sound ethical judgment.

Any branch officer or member who violates any portion of the Code, could face action including reprimand (Robert's Rules of Order – 10th Edition - Chapter XX - Disciplinary Procedures), and/or suspension, of all branch activities. An ethics committee of three (3) will review documents to determine a course of action and report back to the

president who will report to the Executive Board for dissemination to the membership with their recommendation. Membership will concur or non-concur with recommendation.

The principles set forth herein are not designed to all matters, events, or situations possible. A waiver of the conflict of interest provisions of the Code for any Officer and/or member of Branch 526 may be granted by the Executive Board. No other waivers will be granted.

Legal Compliance: Over and above the strictly legal aspects, it is the personal responsibility of all officers and members to conduct themselves in a manner that is in the best interest of the NAPS Branch 526 and not to its detriment.

Communication: All Branch communications, whether external or internal, shall be appropriately presented in a professional manner, representing the best interest of the association.

Financial: All accounting of monies, including receipt and distribution, shall be performed in a manner that follows generally accepted accounting practices. These principles will enable an accurate understanding of the business affairs of Branch 526.

Convention, Seminars, and Training Delegates: Since Delegates are representatives of Branch 526 and being sent to conventions and training using Branch funds they are expected to: (a) attend all agenda sessions; (b) be prompt in attendance; (c) stay through the entire day's session. If an emergency occurs immediate notification must be given to the President or an Officer in attendance. If for any reason this is not adhered to a review will be given to the Ethics Committee and a recommendation will be given to the Executive Board for dissemination to the members.

Conflicts of Interest: Branch officers and members shall avoid any personal influences or relationships that would affect their ability to act in the best interest of Branch 526.

Conflicts of interest also arise when an officer or a member of his or her family receives improper personal benefits as a result of his or her position in Branch 526. Officers or members shall not have any financial or other relationships with others that would impair the independence of any judgment they may need to make on behalf of the Branch 526. Officers and members are required to disclose to Branch any financial relationships with others that they may have and the reason they believe such relations would not violate the Conflict of Interest provisions of the Code.

Officers and members may not perform, for any personal gain (tangible item more than \$100 or no cash value), services with any other organization that is engaged in doing business with or serving Branch 526 without previously making such disclosure to the Branch. After such disclosure, the Executive Board will review the disclosure and render a decision as to whether the disclosed item constitutes a conflict of interest that require a waiver of the Code or termination of the activity. Officers and members are encouraged to request preclearance on any potential conflicts of interest in advance of the relationship or transaction taking place. Any matter of question or interpretation that arises to this policy should be referred to the Executive Board.

Gifts, services, loans, entertainment and similar favors may not be accepted if offered, or appear to be offered, as an inducement to perform and act inconsistent with the best interest of Branch 256 or if acceptance would place the recipient under an obligation to

the provider. Receipt for payment of kickbacks or bribes by officers and/or members in any way related to the performance of their duties for or on behalf of Branch 526 are a violation of this Code

This policy statement is not intended to apply to gifts and/or similar entertainment of value (\$50 or less) that clearly are in keeping with good business ethics and do not obligate the recipient.

Protection and Proper Use of Branch Property: Officers and members are charged with safeguarding branch 526 assets and property and ensuring their efficient and proper use.

- **Property.** All Branch assets shall be used for legitimate business purposes. The unauthorized personal use, borrowing, or removal of Branch property is prohibited. Branch 526 property shall not be given away, sold, or traded without proper authorization.
- **Records.** Personnel who prepare, maintain or have custody of Branch 526 records and reports should exert their best efforts to see that these documents are: (a) accurate, complete, and clearly reflect the assets and transactions of the Branch; (b) safeguarded from loss or destruction; (c) retained for specified periods of time in accordance with national and IRS document retention policy as described in the Officers' Training Manual; and (d) maintained in confidence.
- **Gifts and Entertainment.** No gifts of substantial value (more than \$100 or no cash gain) or lavish entertainment shall be offered or furnished to anyone, unless voted on by the membership. Responsible entertainment and courtesies may be extended only if not prohibited by law and then only to the extent that is customary and appropriate.

Reporting of Illegal or Unethical Behavior: Officers and members are required to report suspected misconduct of any nature. Officers and members must promptly report violations of laws, rules and regulations of this Code to the VP Customer Service, Executive Board Chairman or designee. Branch 526 will not allow retaliation against officers and/or members for reports made in good faith regarding suspected violations by other persons.

It is against Branch 526 policy for an officer or member to discriminate or take action against an employee who provides information about actions they reasonably believe to represent misconduct. All ethics violations will be reported to the VP Customer Service, Executive Board Chairman or designee, who will present the issue(s) to the Executive Board or the Ethics Committee. Recommendations made by the Ethics Committee will be provided to the VP Customer Service, Executive Board Chairman or designee for dissemination to the membership.

Statement Regarding the Code of Conduct and Ethics: NAPS Branch 526 Code of Conduct Guidelines are established to ensure the highest ethical standards; including complying with the federal, state, and local laws applicable to Branch 526 activities and adhered to by the officers and members of the Association.

There is an implied understanding that failure to comply with the Code shall lead to actions by appointed Northern Virginia District, Branch 526 Ethics Committee and Executive Board members of the Association.