

# PENNSYLVANIA CHAPTER NAPUS CONSTITUTION & BYLAWS

Adopted at Pittsburgh Convention, June 17, 1970  
Amended at White Haven Convention, June 1971;  
Lancaster Convention, June 1972;  
Lancaster Convention, June 1973;  
Unity House Convention, June 1975;  
Pittsburgh Marriott Convention, June 1979;  
Downtown Convention, June 1980;  
Unity House Convention, June 10, 1981;  
Host Farms, Lancaster, June 1983;  
Philadelphia Marriott Convention, June 1985;  
Harrisburg Marriott Convention, June 1986;  
Seven Springs Convention, June 1987;  
Sheraton Berkshire, Reading, June 1990;  
Pittsburgh Marriott Convention, June 1992;  
Pocono Manor Inn Convention, June 26, 1994;  
Seven Springs Convention, May 11, 1995;  
Willow Valley, Lancaster, June 18, 1996;  
Pocono Manor Inn Convention, June 2000;  
Greensburg Convention, June 2001;  
State College Convention, June 2002;  
Tamiment, June 2003;  
Pittsburgh Convention, June 2004;  
York Convention, June 2005;  
Breinigsville Convention, June 2006  
Gettysburg Convention, June 2008

## PREAMBLE

To render fullest support to the U.S. Postal Service in maintaining a high standard of practical efficiency and economical operation in the interest of public welfare; to promote cooperation and fellowship among member Postmasters; to coordinate, through close affiliation with the National Association of Postmasters of the United States, the aims and purpose of this organization; and to safeguard and advance their legitimate interests, the Postmasters of the Commonwealth of Pennsylvania do hereby form themselves into an Association.

## CONSTITUTION

### ARTICLE I

#### NAME

This association shall be known as the "Pennsylvania Chapter, National Association of Postmasters of the United States."

### ARTICLE II

#### MEMBERSHIP AND DUES

Any person holding the title "Postmaster" or "Officer-in-Charge" and while serving in that capacity in the Commonwealth of Pennsylvania shall be eligible for active membership in this Chapter. Such members shall have the right to vote and hold office, and shall have the right to visit the National Office and shall be entitled to any and all services offered by the Association. They shall be entitled to the privilege of the floor at any annual meeting when the dues are currently paid in full.

The minimum annual dues and the rules regulating them shall be those set forth in Article XII of the Constitution of the National Association as amended at the most recent National Convention.

Each membership fee is to include a calendar year's dues to both the National Association and the Chapter and a year's subscription to both the

"Pennsylvania Register" and the "Postmaster Gazette."

Any member who has retired from the Postal Service with the title of Postmaster shall be eligible for membership as a Postmaster Retired. Such Postmasters Retired shall not have the right to vote or hold office except as provided in Article III, as amended, but shall be privileged to attend all meetings.

Such Associate member shall have the right to serve as Area Director or District Vice President, providing no active Postmaster is willing to serve in this position. If a retiree is elected District Vice President, this will give them all voting rights of a District Vice President.

Any member who has retired from the Postal Service and held the title of Postmaster, Officer-in-Charge or any other person designated by the US Postal Service to carry out the duties of a Postmaster at a Post Office or at other separate postal operations, and an Area or District Officer shall be eligible for membership as an Associate Member. Such Associate member shall not have the right to vote or hold office except as provided in Article III, but shall be privileged to attend all meetings.

Upon the death of an active member of this Association, the surviving spouse shall be eligible for Associate membership.

### ARTICLE III

#### POSTMASTER RETIRED AND ASSOCIATE MEMBERS

Postmasters Retired and Associate Members may organize under this Chapter Constitution and By-Laws, it's own group, provided it's rules and regulations conform to and are not in conflict with this Constitution and By-Laws.

Postmasters Retired and Associate Members attending the Chapter Convention shall, at their business meeting, select one of their members to represent them on the Chapter Executive Committee. Such representative, as a member of the Executive Committee, shall have the right to speak and vote on all matters brought before said committee. Retirees and Associate Members have the right to vote on time and place.

### ARTICLE IV

#### CONVENTIONS

This Chapter shall hold an annual Convention at the time and at the place designated by a preceding Chapter Convention. Except that the Executive Committee, by a two-thirds vote may, for good and sufficient reasons, change the time and place of said convention, provided that time and place shall not be changed without at least ninety (90) days notice to Chapter members.

Any member of the Pennsylvania Chapter in good standing at the time shall be a delegate to both Chapter and National Convention and shall be entitled to vote. Proxy voting shall not be permitted.

On the first business day of the National Convention, the Chapter President shall announce a caucus of

the delegates to be held no later than the second business day of the Convention for the purpose of determining how the votes allowed to the Chapter will be cast. However, the delegates shall be bound on the first ballot by any policy statements passed at the previous Chapter Convention. The intent is not to restrict the membership from endorsing a member of this Chapter for a nationally elected position at an earlier convention. Further Caucuses may be held throughout the Convention if necessary to the determination of proper business.

### ARTICLE V

#### ELECTED OFFICERS

The elected officers of this chapter shall be a President, Chapter Vice President, sixteen (16) District Vice Presidents, a Secretary-Treasurer and an Editor.

The Chapter President, Chapter Vice President, Secretary-Treasurer and the Editor shall be members of this organization and shall be elected by a majority vote of the delegates assembled at the annual Chapter Convention. In the event the election on first ballot does not provide for an election by majority vote, the two candidates receiving the most votes shall be subject to a revote to determine the majority.

The District Vice President shall be elected by a majority vote of the respective district immediately prior to the convention or elected by the delegates from their respective districts at the caucus of the districts at the annual Chapter Convention. The Convention Committee shall provide a suitable site and the incumbent District Vice President shall have announced at a general session of the Convention and published in the Convention Bulletin, the time and place for such caucus, and he/she shall preside over the caucus and the election. In the event the election on first ballot does not provide for an election by majority vote, the two candidates receiving the most votes shall be subject to a revote to determine the majority. A retiree may be elected to this position providing there are no active Postmasters willing to serve in this position.

A Member of the Association in good standing as an active member for the immediate three (3) years preceding his/her announced candidacy is eligible to be elected as President, Chapter Vice President, Secretary-Treasurer, or Editor.

The Chapter President and Chapter Vice President shall be elected for a term of one (1) year and may not be elected for, nor shall they serve more than two (2) consecutive terms. The Chapter Secretary-Treasurer shall be elected for a term of one (1) year and may not be elected for, nor shall they serve more than four (4) consecutive terms.

The Editor and District Vice Presidents shall be elected for a term of one (1) year and may succeed themselves.

All elected officers shall assume office the first day of January following the closing day of the Convention that elected them.

Travel expenses from home to the Chapter and National Conventions and return and hotel reservations and meals for the actual number of days in attendance at such Conventions shall be paid from Chapter funds for the Incumbent President, Chapter Vice President, Secretary-Treasurer, Editor and their significant others. At other times during the year, the aforementioned officers, when attending other functions or performing other official duties, shall be paid lodging and travel expenses in accordance with current standard Postal Service reimbursement rates.

## ARTICLE VI

### CHAPTER PRESIDENT

The President shall be the Executive Officer of this Chapter and all other officers are subordinate to him/her.

In directing the affairs of the Chapter he/she is fully empowered to authorize all necessary legitimate expenditures from Chapter funds; to contract debts; to make contracts; and in general, perform such other duties as customarily attend his/her office. He/she shall preside at all meetings of the Association and appoint all committees except Executive. He/she shall require that the Constitution and By-Laws be faithfully observed and he/she shall be guided by the budget approved at the Executive Committee Meeting immediately following him/her taking office. He/she shall make a report at the Chapter Convention concerning the activities of his/her office for the preceding year.

The chapter President shall be allowed compensation and expenses determined by the executive committee, within the budget, as adopted by the executive committee.

## ARTICLE VII

### CHAPTER VICE PRESIDENT

The Chapter Vice President shall act in the absence of the President. He/She shall represent the President whenever so asked and shall perform such other duties as may be requested by the President.

If the office of President and the Chapter Vice President shall become vacant simultaneously from any cause, the Secretary/Treasurer shall call a meeting of the District Vice Presidents, who shall select one of their Active Postmasters to fill the unexpired term of each office.

## ARTICLE VIII

### DISTRICT VICE PRESIDENTS

The Chapter shall be comprised of sixteen (16) Districts aligned by the following zip codes:

District	Zip Codes
I	150, 151-152, 153
II	154, 156
III	155, 157, 159
IV	160, 161, 162
V	163, 164, 165
VI	166, 168
VII	158, 167
VIII	169, 177
IX	170-171, 172, 178
X	173-174, 175-176

XI	179, 195-196
XII	182, 186-187
XIII	184-185, 188
XIV	180-181, 183
XV	189, 193, 194
XVI	190-191

Each District shall elect a Vice President who shall be responsible for stimulating interest in and conducting activities in his/her District. He/she shall represent his/her District to the appropriate Postal Service Officials in his/her District; shall represent his/her District on the Executive Committee and be responsible for membership recruitment and retention.

The District Vice President will appoint Area Directors. The District Vice President shall notify the Chapter President by January 1 the name of the Area Director(s) appointed to represent a zip code area(s) in his/her District, and he/she shall also notify the Chapter President by January 1 the list of Post Offices by zip code represented by an appointed Area Director. If there are any changes at a later date, the President must be notified immediately.

Should the office of District Vice President become vacant for any cause, the Area Directors in the District shall nominate and select, subject to the Chapter President's approval, a member of the District to complete the unexpired term.

## ARTICLE IX

### SECRETARY-TREASURER

The Secretary-Treasurer shall combine the office of Secretary and the office of Treasurer and shall perform all the duties commonly associated with both offices. It shall be his/her duty to attend all meetings of the Chapter and of the Executive Committee and such other meetings as he/she may be directed to attend by the President. He/she shall keep the minutes of the meetings of said Chapter and Executive Committee, and such other records as may be committed to his/her care in a neat and orderly fashion. He/she shall use a tape recorder as the source of the minutes. The recorded tapes shall become a permanent part of the minutes. A reproduced copy of the transcribed minutes must be kept with the recorded tapes of all meetings.

The Secretary-Treasurer shall not incur any indebtedness nor shall he/she enter into any agreements or contracts in the name of the Chapter unless first authorized to do so by the President or the Executive Committee.

The Secretary-Treasurer shall have custody of all Chapter funds and be responsible for keeping accurate records of all receipts and expenditures of Chapter funds as directed by the President. He/she shall deposit all funds of the Chapter, immediately upon their receipt, in a bank approved by the Executive Committee. All disbursements of funds of the Chapter shall be made by check. All checks must be signed by the President and the Secretary-Treasurer upon presentation of an approved voucher signed by the secretary-treasurer and the President, or in his/her absence, the Chapter Vice President

will act in a fiduciary capacity for the President if he/she is unable to sign.

The Secretary-Treasurer shall execute a surety bond for the safe conduct of his/her duties in such sum as the Executive Committee may require. The bond premium shall be paid for with Chapter funds.

The Secretary-Treasurer shall submit a financial statement of the condition of the Chapter treasury to the President and a financial report to the membership as of December 31 of each year.

The Secretary-Treasurer shall be allowed expenses and compensation determined by the Executive Committee, within the budget, as adopted by the Executive Committee.

Should the office of Secretary-Treasurer become vacant for any cause whatsoever, the President shall fill the vacancy by appointment with a majority vote of the Executive Committee concurring. In the event the election on first ballot does not provide for an election by majority vote, the two candidates receiving the most votes shall be subject to a revote to determine the majority.

## ARTICLE X

### EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Chapter Vice President, the Secretary-Treasurer, who shall serve as Secretary thereof, the sixteen (16) District Vice Presidents, the immediate Chapter Past President, the Editor and the Postmaster Retired/ Associate Member representative. The President shall be the chairperson of the committee that shall have full authority over the affairs of the Chapter between Chapter Conventions, subject to the limitations of the Constitution and By-Laws and shall make rules within this framework for the proper conduct of the Chapter.

The Executive Committee shall meet at least once each year and more frequently if conditions require. The President shall call a meeting of the Executive Committee not later than 90 days after taking office. He/she shall select the time and place of the Annual Committee Meeting. The President will pay with Chapter funds provided in the budget for travel, lodging and meals for Executive Committee Members to attend Executive Committee Meetings scheduled during his/her term of office. Mileage will be paid at the current USPS rate, but no less than 10 cents per mile.

He/she shall make the reimbursement policy known in his/her announcement of the meeting. Should any District Vice President be unable to attend the Annual Executive Committee Meeting, he/she shall designate a member from his/her District to attend as his/her Proxy.

## ARTICLE XI

### EDITOR

The Editor shall publish the Pennsylvania Register 10 times annually. The July/ August and November/December issues shall be combined.

The editorial policies of the Pennsylvania Register shall be controlled by the President, the Editor and

the Associate Editor. The Editor shall publish as much news of interest to the membership as possible and the Chapter Members shall be expected to make news available to the Editor.

The Chapter Editor shall be allowed compensation and expenses determined by the Executive Committee, within the budget, as adopted by the Executive Committee.

It shall be the Editor's duty to attend all meetings of the Chapter and of the Executive Committee and such other meetings as he/she may be directed to attend by the President.

## ARTICLE XII

### APPOINTED POSITIONS

The President shall make the following appointments; Chapter Historian, Associate Editor, Chapter Chaplain; Chapter Photographer, PM Representative(s), Service Representative, Parliamentarian, and the following Committee Chairpersons; Membership, Legislative, PAC, Emergency Relief, Convention, Budget and Finance, and Audit.

It shall be the duty of the Chapter Historian to collect and assemble all records, photographs, publications, resolutions and other papers not of a personal nature and maintain an Archive. Such records shall be stored in the custody of the Secretary-Treasurer.

The Associate Editor is nominated by the Editor with the approval of the President. He/she shall perform such duties as directed by the Editor.

It shall be the duty of the Chapter Chaplain to open the Chapter Convention, the Executive Committee Meeting, conduct memorial services and such other meetings as the President may direct.

The Chapter Photographer or his designee will be responsible to photograph any assignment designated by the President.

The PM Representative shall represent Postmasters against adverse action.

The Service Representative will advise all Postmasters of the different services that are available through NAPUS.

The Parliamentarian will oversee the proper adherence to the Constitution and By-Laws and will follow Robert's Rules of Order Newly Revised at the Executive Committee Meeting and Convention.

The Membership Chairperson will inform the members of the current membership. The Committee will work closely with the Secretary-Treasurer.

The Legislative Chairperson will inform the members of the current legislative issues and concerns. The Committee will organize and promote the legislative efforts of the Chapter and work closely with the PAC Committee.

The PAC Chair shall be responsible for collecting the needed funds for political action.

The duties of the Emergency Relief Chair will be to receive all claims for emergency relief from the Area Directors and decide the proper amount to be given within the fiscal budget.

The Convention Planner shall oversee the Time and Place Committee. It will be his/her responsibility to assure that the contract is in line with the National Convention guidelines and transition with State Convention Chair Person.

The duties of the Convention Chairperson, with the approval of the President, shall be to appoint and chair a Convention Committee of active Postmasters to run the Chapter Convention.

The Budget and Finance Committee shall consist of the Secretary-Treasurer and two other members appointed by the President. They will accept suggestions and study all financial aspects of the Association to assist the President and Executive Committee in the organizational operations. The Secretary/Treasurer shall prepare a workable budget for the coming year that shall not exceed anticipated receipts for that year. The Secretary/Treasurer shall present to the Chapter President, Chapter Vice President, and the Editor, the proposed budget, no later than ten (10) working days prior to the Executive Committee Meeting.

This Committee shall give a report at the Chapter Convention of the budget that was approved for the present year. It is recommended that members of this Committee have a background in accounting procedures.

The Audit Committee shall be comprised of three (3) District Vice Presidents in accordance with the Fiscal Policy procedure as approved by the Pennsylvania Chapter, NAPUS Executive Committee. The Committee shall examine and audit all financial records and fiscal reports. An annual audit of all Chapter funds and accounts shall be made after the end of the year, December 31, and prior to the Annual Executive Committee Meeting. A certified copy of the audit shall be furnished to the President. The Committee shall report its findings to the Executive Committee and the report shall be published in the Pennsylvania Register. This Committee shall also give a report at the Chapter Convention, giving their findings of the previous year's audit.

Additional Committees may be appointed by the President as he/she deems necessary or as instructed by the Chapter Convention.

The Mentoring, Training, & Development Chair will oversee a committee and ensure that proper training is conducted at convention and two non-convention areas.

AREA DIRECTORS: Each District Vice President shall be entitled to appoint an Area Director annually for a term of one (1) year. The following zip codes will be considered as a combined area: 151/152, 164, 165, 166, 170/171, 173/174, 175/176, 180/181, 184/185, 186/187, 190/191 and 195/196. The following zip code areas will have two (2) Area Directors: 150, 153, 154, 155, 156, 157, 178, 180,

183, 184 and 188. The 170 zip code area will have three (3) Area Directors. The boundaries of those areas having more than one (1) Area Director are the responsibility of the District Vice President and the Area Directors of that District. In a zip code area with more than one Area Director, the Area Director's Post Office shall be in the zip code area he/she represents.

The duties of the Area Director will be to promote membership in the Pennsylvania Chapter, NAPUS. The Area Director will contact each new Postmaster and OIC and explain the advantages of membership in this Chapter of NAPUS, offer to help in any way possible and endeavor to sign up this person as a member. Disseminate all communications to offices in his/her Area in a timely manner. When disaster hits any Member in a Director's area, it is the responsibility of the Area Director to notify the family that a relief fund is available through the Pennsylvania Chapter, NAPUS, and at the same time inform the Chapter President of the disaster. Secure the retirement certificates and honor Member Retirees in his/her Area. The Area Director shall forward all information of a deceased Member to the Chapter Chaplain and the Editor as soon as possible after death occurs.

## ARTICLE XIII

### SCHOLARSHIP

The Edward J. Clark Jr. Scholarship Fund has been established as an independent non-profit corporation under IRS code 501 - (c) 3.

## ARTICLE XIV

### AMENDMENTS

Amendments may be made to this Constitution at any Chapter Convention by a favorable vote of two-thirds of those Members present and voting.

All proposed amendments to the Constitution from individual members or Chapter sub-organizations shall be submitted in writing to the Chairperson of the Constitution and By-Laws Committee at least thirty (30) days prior to the first day of the Annual Convention.

All proposed amendments from the Chapter Executive Committee shall be submitted in writing prior to the final meeting of the Constitution and By-Laws Committee at the Annual Convention.

All amendments to be considered shall be reported by the Constitution and By-Laws Committee to the Convention prior to the final meeting and the amendments shall be acted upon by the membership during the final meeting before adjournment.

All adopted amendments to the Constitution shall be published in the *Pennsylvania Register*.

This Constitution and any amendments thereto shall become effective immediately upon adoption at the Annual Chapter Convention. Unless otherwise specified in the amendment.

## BY-LAWS

### ARTICLE I

## QUORUM

After due notice to the membership, Fifty (50) members in good standing shall constitute a quorum for the transaction of business at a Chapter Convention. Any lesser number may adjourn a meeting to a later specified date.

## ARTICLE II

### ORDER OF BUSINESS

The order of business at the Chapter Convention shall be as follows:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call of Officers
4. Reading of Minutes
5. Reading of Communications, Notices, etc.
6. Appointment of Committees
7. Special Orders, Unfinished Business, New Business, Report of Officers, Reports of the following Committees: Registration, Standing Rules, Credentials, Policy, Constitution and By-Laws, Budget and Finance, Audit, and Time and Place of the next Chapter Conventions, Nomination of Officers in the order set forth in the Standing Rules.
8. Election and Installation of Officers
9. Adjournment

## ARTICLE III

### COMMITTEES AND DUTIES

The President shall appoint the following Committees to act during the Convention. In the event members appointed are not in attendance, the President shall designate members to form a full Committee.

**CREDENTIALS:** This Committee shall ascertain that all persons voting are fully accredited members in good standing. The Committee shall then supervise and conduct the elections.

**STANDING RULES:** This Committee shall announce rules of the Convention.

**POLICY:** This Committee shall accept resolutions. The Committee shall meet during the Convention to study and consolidate like policies and report its recommendations to the Convention for final action.

**CONSTITUTION AND BY-LAWS:** This Committee shall function under the rules provided in ARTICLE XIV (Amendments) of the Constitution and By-Laws.

**TIME AND PLACE:** Time and Place committee shall be comprised of a Convention Planner and five/six (5/6) members, who are the five/six (5/6) District Vice Presidents from the three (3) areas of Pennsylvania. The Western Area is comprised of Districts 1, 2, 3, 4 and 5; the Central Area is comprised of Districts 6, 7, 8, 9 and 10; and the Eastern Area is comprised of Districts 11, 12, 13, 14, 15 and 16. The five/six (5/6) District Vice Presidents from each area will serve on the Committee for one (1) year on a rotating basis. A regular rotation by area will be in effect so that proper plans for a Convention may be made in advance. Site visitations will be limited to members of the Time and Place Committee only. The term of new committee members will begin each year immediately following the Pennsylvania Chapter, NAPUS convention.

The President shall meet with this Committee as soon as possible after the close of the Convention, but not later than the Executive Committee Meeting, and the President shall select a Chairperson for the ensuing year. This Committee may also assist the President in arranging such other functions as he/she may direct. The Time and Place Committee will make a full and detailed report of all sites visited and packages offered. Packages offered to include American and European Plans that will be voted upon by the membership. This will be done by printing the complete report and providing a copy to each member of the chapter attending the Chapter Convention. The Time and Place Committee shall report its recommendation to the Convention.

**NOMINATION OF OFFICERS:** This Committee shall be comprised of one (1) member appointed from each District and a Chairperson who shall have the right to vote. Should an appointed member of the Committee be unable to be present at the Convention, the President shall appoint an Alternate; said Alternate to be a member in good standing from the same District as the absentee. The Chairperson of this Committee shall announce the time and place of its meeting to allow candidates or their representatives to appear before the Committee. This Committee shall report its recommendations to the Convention.

**MENTORING, TRAINING, & DEVELOPMENT:** This committee shall be responsible for conducting annual training seminars at the Annual Chapter Convention and the other two areas as defined in Article XII of the Constitution. The Committee's budget shall be determined by the Executive Committee.

Additional Committees may be appointed by the President as he/she deems necessary or as instructed by the Convention.

## ARTICLE IV

### INTERPRETATION

Any question of interpretation of this Constitution and By-Laws shall be decided by the deliberations of this Association, except that where any provisions of this Constitution and By-Laws are inconsistent or conflict with Robert's Rules of Order Newly Revised, then this Constitution and By-Laws shall prevail.

## ARTICLE V

### AMENDMENTS

Amendments may be made to these By-Laws at any Chapter Convention by a favorable vote of two-thirds of those members present and voting. A copy of these By-Laws shall be published in the *Pennsylvania Register*.