

CONSTITUTION AND BY-LAWS MISSOURI CHAPTER NO. 3
NATIONAL ASSOCIATION OF POSTMASTERS OF THE UNITED STATES.

PREAMBLE

To promote the general welfare of the Postal Service, to help make better Postmasters; to cooperate with the United States Postal Service and Executives thereof in advancing high standards of efficiency and economical operations; to encourage a closer and more friendly relationship between Postmasters and Post Offices, to which we hereby pledge our support.

CONSTITUTION ARTICLE I - Name

The Association shall be incorporated under the laws of the State of Illinois, shall be known as the Missouri Chapter NO.3, National Association of Postmasters of the United States.

ARTICLE II - Object

As cited in the preamble.

ARTICLE III - Membership

Any Postmaster or Officer-In-Charge or acting Postmaster in the State of Missouri shall be eligible for membership. Such members shall have the right to vote. Any Postmaster Relief/Replacement or Postmaster who has been honorably separated from the service shall be eligible to become an associate member. Such associate members shall not have the right to vote, except as provided in Article XI, paragraph One, but shall be privileged to attend all meetings. Upon nomination by the Executive Board and election by the body at the annual convention 'honorary' membership will be bestowed upon those individuals who have demonstrated by word and deed a sincere interest in the welfare of Missouri Postmasters. Honorary members will not have the right to vote, nor to hold elective office, nor shall they be required to pay annual Chapter dues. However, they shall be privileged to attend all meetings, share in all hospitality, and receive the "Show-Me Postmaster" publication.

ARTICLE IV - Representation

The Association shall be entitled to two (2) delegates to the National Convention based upon the first required minimum of twenty (20) members, and one (1) additional delegate for each ten (10) members or fraction thereof. All members of Missouri Chapter attending a National Convention shall be official delegates thereof. The voting strength of each delegate shall be determined by dividing the number of delegates into the number of votes allocated to the Missouri Chapter with the Chapter President casting the remaining votes.

ARTICLE V - Officers

The Officers of this association shall be: President, Executive Gateway Vice President, Executive Mid-America Vice President, and Secretary-Treasurer, all of these officers shall be confirmed Postmasters with at least two (2) years service, including time served as Officer-In- Charge. The elective officers shall be installed at the close of the Annual Convention and they shall take office the first day of January next after the Annual State Convention. In case of vacancy created in any office, it shall be filled by the Executive Committee. All Officers may be recalled during their tenure with a 2/3 majority vote of the Executive Board.

Section A

The state shall be divided into the following districts: Columbia - 650, 651, 652, 653; Kansas City - 640, 641, 647; Kirksville - 634, 635; Rolla - 654, 655; Saint Charles - 633; Saint Joseph - 644, 645, 646; Saint Louis - 630, 631; SEMO - 636, 637, 638, 639; Springfield - 648, 656, 657, 658.

Section B

Areas served by Executive Gateway Vice President: 630, 631, 633, 634, 635, 650, 651, 652, 653 and Executive Mid America Vice President: 636, 637, 638, 639, 640, 641, 644, 645, 646, 647, 648, 654, 655, 656, 657, 658.

ARTICLE VI - President

The President shall be elected at the Annual Convention of this Chapter. The term for the state president shall be two (2) years. An incumbent, or former state president may seek re-election to one, additional two-year term. The President shall preside at all meetings, call special meetings when requested to do so by a majority of the Executive Committee: appoint Sergeant-At-Arms and a Parliamentarian and other officers not in conflict therewith for the proper conduct of business of the Association; request reports from time to time from the Secretary-Treasurer and approve all reports. The president and Secretary-Treasurer shall jointly sign all checks or other orders of the withdrawal of funds from the treasury. The President shall have the power to name all committees deemed necessary, the Chairman of the standing committees to be selected at least thirty (30) days before the Annual Convention. The President shall be allowed expenses to the National Convention, Missouri State Convention, leadership Conference, Mid States Conference, and District Meetings and for the Postmaster Representation Expenses to consist of transportation, lodging, meals and registration fees. The President shall be bonded for a minimum of \$50,000.00

The Legislative Chair will be appointed by the President. The Legislative Chair will be responsible for coordinating the legislative activities of the Chapter. The Legislative Chair will coordinate the congressional meetings at the Leadership Conference. The Legislative Chair will be allowed expenses to the Leadership Conference.

ARTICLE VII - Executive Vice Presidents

The Executive Vice Presidents will serve as advisors to the President on the conditions of the Districts they represent. The Executive Vice Presidents will coordinate membership recruitment among the NAPUS Districts that they represent and any other duties assigned by the President. Nominations for Executive Vice Presidents will be submitted to the nominations committee by the respective caucuses of the Mid-America (in every odd number calendar year) and Gateway Districts (in every even number calendar year). However, nominations for either district can also be accepted from the floor, all nominations will require approval of the body. The officers shall be elected at the Annual Convention of this Association and their terms of office shall be two (2) years. An incumbent or former Executive Vice-President may seek re-election to one, additional two-year term. In the absence of the President, the senior (by years as a NAPUS Postmaster) Executive Vice president shall serve in their stead. When the Executive Vice President serves during the absence of the President, the same expenses shall be allowed as those that would have been allowed the President. Each Executive Vice-Presidents, in alternate years, will be allowed expenses to attend the Mid-States conference.

ARTICLE VIII - Secretary- Treasurer

The Secretary-Treasurer shall be elected for a period of three (3) years. An incumbent, or former Secretary-Treasurer may seek re-election to one, additional three year term. The Secretary-Treasurer shall perform all the duties commonly incident to both offices; keep all records, issue memberships, collect dues, record minutes of conventions and meetings; have custody of all funds and be responsible and keep accurate and complete records. The Secretary-Treasurer shall be instructed to make pertinent information on the National Association of Postmaster of the United State available to all members as often as the President and Secretary- Treasurer feel it is necessary for the good of the Chapter, and that the Secretary-Treasurer be allowed such funds as necessary to defray expenses of sending out such information. The Secretary- Treasurer shall be allowed expenses to the National Convention Missouri State Convention, Leadership Conference, Mid States Conference, and District Meetings. Expenses shall consist of transportation, lodging, meals and registration fees. The financial report of the Secretary-Treasurer shall be presented for approval at the Annual Convention and include total Net Worth as carried forward from year to year. The report shall be published in the first issue of the "Show-Me Postmaster" following the Convention. The Secretary-Treasurer shall be bonded for a minimum of \$50,000.00

ARTICLE IX - The Show-Me Postmaster

The official publication of the Association shall be known as “The Show-Me Postmaster” and shall be issued 6 issues a year, except when unusual circumstances prevent. The editor of this publication shall be some competent person elected by the convention for a one (1) year term (with no limit to the number of time an individual can run). The editorial policy of the “The Show-Me Postmaster” shall be open, insofar as space limitations permit. To the views of the members of the Chapter that may not be regarded as libelous or otherwise harmful to the best interest of the Chapter. The Show-me Editor shall be allowed expenses to the National Convention, Missouri State Convention, Leadership Conference, Mid-States Conference and District Meetings when assigned by the President. Expenses shall consist of transportation, lodging, meals and registration.

ARTICLE X - Committees

The following committees shall be appointed by the President, namely; Credentials; Policy; Constitution and By-Laws; Finance and Audit; Time and Place and Nominating. All of the aforesaid committees shall consist of one (1) member from each District, said members to be selected by their respective District or District President. In the event the District fails to submit the name of a member by the stated time, the President will appoint one (1) member from that District. The President will appoint the Chairman of each Committee. The Postmaster Representation Committee shall be composed on one (1) member from each if the Districts of Missouri State Chapter. Members shall be elected by the membership of their respective Districts to serve for a three (3) year term at the close of which they may be re-elected at the option of the District member. The President shall recommend the State Postmaster Representative selection at the January Executive Board Meeting annually. The State Postmaster Representative will serve as the committee chairman. The President should appoint a Budget Committee to meet prior to the January Executive meeting to establish a Budget for that calendar year. The Budget should be a balanced, strict guideline. The Executive Board should approve the Budget at the January Board meeting. Only in emergencies or when unforeseen circumstances arise should the Budget be circumvented, in that situation, a report from the President or Secretary-Treasurer should be required at the next Executive Board meeting explaining the deviation from the budgeted funds.

ARTICLE XI - The Executive Committee

The Executive Committee shall consist of state officers of the Missouri Chapter: the President, Secretary-Treasurer, and the District Director of each of the Districts of the Chapter, who shall be elected at the Fall Meeting of the Districts, the immediate past President of the State Chapter, the immediate past Secretary-Treasurer of the State Chapter, the national Service Group Representative, the Membership chairman, the PM Representative, the Chaplain, at the State Convention Chairman, the ‘Show-Me Postmaster’ Editor and the President of the Postmasters Retired. It shall be the duty of the Executive Committee to carry out the orders of the Association. At least fifty-one (51)

percent of the Executive Committee will be required to be in attendance at each Board Meeting to constitute a quorum. There will be no voting proxy. They shall have the power to authorize the necessary expenditures; audit all the Association accounts; direct the activities for the Association; by a majority vote, call a special meeting; approve the time and place for the Annual Convention of the Association; and all other duties ordinarily attached to this office. The term of the office shall be for one (1) year. The Districts shall hold at least two (2) Annual Meetings, one in the Spring and one in the Fall, and the District officers shall be elected and installed at the Fall meeting. The President of each District is empowered to handle membership in their District.

ARTICLE XII - Sergeant-At-Arms and Parliamentarian.

It shall be the duty of the Sergeant-At-Arms to maintain order and perform such duties as may be incident to the office or as may be designated by the President. It shall be the duty of the Parliamentarian to advise on all parliamentary procedures. Revised Robert's Rules of Order shall govern the deliberations of this Chapter.

ARTICLE XIII - Dues and Assessments

The membership fees shall include dues for the calendar year for which paid and the subscription to "The Postmaster Gazette" and the "Show-Me Postmaster" for the same period and shall be the same as prescribed by the Constitution of the National Association of Postmaster of the United States. Any member who shall have failed to pay his annual dues by the first day of March shall become delinquent, and the National Executive Committee may order such delinquent members removed from the rolls. Delinquent members may be reinstated upon payment of a full year's dues. Postmaster Retired, Associates and Officer-In-Charge membership dues shall be the same as set forth in Article XII of the national Constitution. The State Association shall refund \$3.00 for each Postmaster/OIC member to his respective District and 50% of the dues amount refunded by the national office to the state for each retired member to the Missouri NAPUS Postmasters retired. Any Officer-In-Charge honorably separated from the service or in the event of a discontinued office shall be eligible for a refund of their annual dues on a prorated basis if they so desire.

ARTICLE XIV - Candidate Endorsements

Endorsement for a candidate for National Offices may be made at the first State Convention after announcing their candidacy and then reaffirmed at the State Convention immediately prior to the National Convention at which the vote will be cast.

ARTICLE XV - Leave Reimbursement

The equivalent of up to four (4) days (current) salary will be reimbursed to the President, the Executive Vice President, the Secretary- Treasurer and the Show-Me Editor for their attendance at State and/ or National Convention and/or Mid-States Conference and Leadership Conference where leave is used by the officer attending (except Convention Leave). Appropriate documentation must be submitted including; a copy of pay stubs indicating leave usage and current salary rate and receipts verifying participation at the function for which reimbursement is being requested.

BY-LAWS

The By-Laws may be changed by amendment at any time by a majority vote for the Convention. Any proposed amendment not recommended by the committee may be submitted by a motion from the floor by any member seeking its adoption. All amendment recommended by the Committee or presented from the floor by a member shall be read at one session of the convention and acted upon at a subsequent session of the convention. Proposed amendment from the Executive Committee shall be in writing prior to the first reading.

ORDER OF BUSINESS

1. Roll call of officers and delegate.
2. Appointment of temporary committees.
3. Report of Committees on:
 - a. Credentials
 - b. Policy
 - c. Constitution and By-laws
 - d. Finance and Audit
 - e. Time and Place
 - f. Nominations
4. Report of Officers
5. Report of Committees
6. Unfinished Business
7. New Business
8. Open Forum
9. Election of Officers shall be held during the morning of the last session of Convention.
10. Adjournment.

As amended - 2006 Missouri State Convention - St. Joseph,
Missouri

As amended - 2007 Missouri State Convention – Lake Ozark,
Missouri