

**CONSTITUTION AND BYLAWS
OF THE
INDIANA CHAPTER
NATIONAL ASSOCIATION OF
POSTMASTERS
OF THE UNITED STATES**

AMENDED

May 15, 1965 at Fort Wayne, Indiana
June 3, 1966 at Evansville, Indiana
June 22, 1968 at Fort Wayne, Indiana
June 19, 1971 at South Bend, Indiana
June 9, 1973 at Fort Wayne, Indiana
May 25, 1974 at French Lick, Indiana
June 24, 1977 at Fort Wayne, Indiana
June 7, 1978 at Clarksville, Indiana
June 26, 1981 at Merrillville, Indiana
June 24, 1983 at Indianapolis, Indiana
June 20, 1986 at New Albany, Indiana
June 26, 1987 at Indianapolis, Indiana
June 23, 1989 at Evansville, Indiana
June 19, 1992 at Merrillville, Indiana
June 19, 1993 at Jeffersonville, Indiana
June 10, 1994 at Indianapolis, Indiana
June 14, 1996 at Clarksville, Indiana
June 12, 1998 at Lafayette, Indiana
June 16, 2000 at Ft Wayne, Indiana
June 18, 2004 at Indianapolis, Indiana
June 15, 2006 at South Bend, Indiana
June 6, 2008 at Evansville, Indiana

PREAMBLE

To promote the interests of the United States Postal Service; to cultivate the welfare and enhance the happiness of its members; to cooperate with the Postal Service and executives thereof, in further advancing the high standard of efficiency and economical operation required in the interest of the public welfare; to perpetuate itself as a truly fraternal organization working for the betterment of every branch of the Postal Service and of the postmasters of every class of office; to encourage a closer and a more friendly relationship between the Postmasters of the State, the Indiana Chapter of the National Association of Postmasters of the United States in convention assembled, in the city of Jeffersonville, State of Indiana, on this, the 18th day of June, in the year of the Lord, One Thousand Nine Hundred and Ninety-Three, hereby repeals the existing Constitution and Bylaws and adopts this Constitution and Bylaws for the government of its members.

CONSTITUTION

Article I - Name

This Association shall be known as the Indiana Chapter of the National Association of Postmasters of the United States, and shall conform to the Constitution and Bylaws of the National Association of Postmasters.

Article II - Membership

Section 1. Active Members. Any Postmasters, Acting Postmaster, Officer-In-Charge, or any other person designated by the U.S. Postal Service to carry out the duties of a Postmaster at a Post Office or at other separate postal operational facility, such as a separate air-mail, preferential mail, bulk mail, or parcel post facility, shall be eligible for active membership in this Association. All active members shall have the right to vote.

Section 2. Postmasters Retired. Any member who has retired from the Postal Service with the title of

Postmaster or any person who has served with the title of Postmaster during the tenure of his or her postal career and has been honorably retired from said service, regardless of the position held at said retirement, shall be eligible for membership in Postmaster Retired, provided that he or she maintains an active membership in the organization during his or her break in service. Postmasters Retired shall not have the right to vote or hold office except as provided in Article V, Section 1(e).

Section 3. Associate Members. Postmaster relief/replacements (PMR's) or any member as defined in Section a who has been honorably separated or transferred from the position qualifying him or her for membership, except as stated in Section 2, shall be eligible for associate membership in the Association. Associate members shall not have the right to vote or hold office, but shall be privileged to attend all meetings.

Section IV. Upon the death of an Active Member, Associate Member or Postmasters Retired Member, the spouse shall be eligible for Associate Membership.

Article III - Organization

The members of this Association shall organize seven (7) separate District Associations that shall be known as NAPUS Executive Districts and numbered one (1) through seven (7). In order to have reasonable uniformity in geographical size, number of Postmasters in each district and to include one or more Sectional Centers (SCF and Associate Post Offices) in each District, the Executive Districts shall be established as follows:

District 1

Gary and South Bend SATs

District 2

Kokomo and Lafayette SATs

District 3

Fort Wayne and Muncie SATs

District 4

Indianapolis SAT

District 5

Terre Haute and Bloomington SATs

District 6

Evansville and Washington SATs

District 7

Columbus, Louisville (KY) and Cincinnati (OH) SATs

(See Map Page 2)

Article IV - Dues

Membership cash dues are payable on January 1st and shall be delinquent after March 1st, unless a new member, and are payable in accordance with the policy and procedures of the National Association of Postmasters.

The annual membership dues for Associate Members, Postmasters Retired, and Officers-In-Charge shall be Forty-Two dollars (\$42.00), except that persons who are active members in good standing or surviving spouses specified in Section 5, Article III of the National Constitution shall not be required to pay dues for the remainder of the calendar year in which they become eligible for membership under this section.

Any Postmaster who has been honorably separated from the service shall be eligible to become an Associate Member in this Association and shall pay annual dues to the chapter Secretary-Treasurer in the sum of Forty-Two dollars (\$42.00), of which seventeen dollars and fifty cents (\$17.50) will be forwarded to the National Secretary-Treasurer of NAPUS, of which Ten dollars (\$10.00) shall be remitted to the National Secretary-Treasurer of Postmasters Retired, and Fourteen dollars and fifty cents (\$14.50) will be retained by the Chapter.

The Chapter Secretary-Treasurer shall remit in January each year to the District Secretary-Treasurer the sum of two dollar (\$2.00) per paid membership and one dollar (\$1.00) per paid Associate Membership, for the District Operating Expenses. Payment to each District shall be based on the number of paid memberships within that District on December 31st.

Article V - Officers

The Officers of this Association shall be as follows:

(SECTION 1 - STATE OFFICERS)

(a) President

His/her duties shall be to preside at all meetings of the Chapter; call all special meetings; appoint all committees required by the Bylaws and all other committees authorized by the Executive Board that are necessary for the proper conduct of the business of the Chapter; request reports from time to time of the Secretary-Treasurer of the financial condition of the Chapter; approve all vouchers upon the treasury; and such other duties as may appertain to the office.

A Postmaster may never serve more than a maximum of two (2) one-(1) year terms as State President unless the Nominating committee is unable to find a suitable candidate for the office. In this event the incumbent State President or any active Past President may serve one (1) additional one(1) year term

(b) Vice Presidents

Four (4) Vice Presidents shall be elected without designation of rank. Each of the four Vice Presidents shall be selected from a different general geographical location within the State to provide equal representation to all areas of the state. The four geographical areas shall be defined as Areas A, B, C and D. Area A shall be comprised of NAPUS Districts One (1) and Two (2); Area B shall be comprised of NAPUS Districts Three (3) and Four (4); Area C shall be comprised of NAPUS Districts Five (5) and Six (6); and Area D shall be comprised of District Seven (7).

In the event there is no candidate from a particular area, candidates from other areas may run for the vacant office.

The duties of the four (4) Vice Presidents shall be to assist the President with the responsibilities of his office as may be required; to represent the President at various functions and meetings in his/her absence and at his/her request, and perform such other duties as may pertain to the office.

(c) Secretary-Treasurer

His/her duties shall be to keep all records; collect all dues and assessments; issue all memberships; have custody of all funds; deposit them and withdraw them upon approval of the President and be responsible therefore; keep accurate and complete accounts, vouchers and receipts; provide a financial statement prior to the month of state convention to be printed in "The Hoosier Postmaster"; provide a year end financial statement to be printed in the first issue of the calendar year in "The Hoosier Postmaster", and perform all duties incident to the office of both Secretary and Treasurer. He/she shall give such bond as may be required and approved by the Executive Board.

(d) Four Membership Directors

The President shall appoint these and each shall be from a different geographical location in the states as represented by the four (4) Vice Presidential Areas. Their duties shall be to assist in the efforts of the President and Secretary-Treasurer in conducting membership campaigns and perform other duties as may be consistent with the office and requested by the President and Secretary-Treasurer.

(e) Executive Board

This Board shall be composed of the State President, who shall serve as chairman thereof; the four State Vice Presidents; the State Secretary-Treasurer, who shall serve as secretary thereof; the State Editor, if a member of NAPUS; the seven District Presidents; the seven District Secretary-Treasurers; all past active State Presidents; the State President and Secretary of Postmasters Retired; and any elected or appointed National Officer who is a member of the State Organization; and Chairmen of Standing Committees appointed by the president.

The Executive Board shall have full control of the affairs of the Chapter between conventions and shall decide all questions not determined by the Chapter in convention assembled. Chairmen of Standing Committees and the seven District Secretary-Treasurers shall attend all regular Executive Board meeting as non-voting members.

The Board may, but not in conflict with the Constitution and Bylaws of the National Association of Postmasters of the United States, authorize specific joint conventions, institutes, conferences and meetings with the other post office organizations or employee groups deemed to be in the interest of the Postmasters.

Fifty-one (51) percent of the voting membership of the Executive Board shall constitute a Quorum.

The Executive Board shall issue a "Manual of Ceremonies" containing prescribed oaths and other information for use at installations, etc., and shall from time to time review, revise and amend the same.

(SECTION 2 - DISTRICT OFFICERS)

Officers for each Executive District shall be as follows:

(a) President

He/she shall preside at all meetings of the District; call all special meetings; appoint all committees necessary for the proper conduct of business of the District Organization; request reports from time to time of the District Secretary-Treasurer of the financial condition of the District Association; and perform such other duties as may pertain to the office.

(b) Vice President

His/her duties shall be to assist the District President with the responsibilities of his/her office as may be required; to function and represent the President in his/her absence at his/her request; and such other duties as may be consistent with his/her office.

(c) Secretary-Treasurer

His/her duties shall be to keep all necessary records; collect all dues and assessments and have custody of all funds; deposit them and withdraw them and be responsible therefor; keep accurate and complete accounts, vouchers and receipts and perform all the duties commonly incident to the office of both Secretary and Treasurer.

Article VI - Election of Officers

(SECTION 1 - STATE OFFICERS)

The election of the President, Vice Presidents, and Secretary-Treasurer shall take place on the last day of each annual convention of the Chapter, and shall be by majority vote cast by ballot, except where no contest exists, election may be by acclamation. The term of all officers shall be for one year or until their successors are elected and qualified. The elected officers shall take their prescribed oaths of office at the annual convention of the Chapter from the installing Officer, who shall be the National President of NAPUS, a National Officer of NAPUS representing the National President, or a Past President of the Indiana Chapter of NAPUS (and who is an active member of the chapter). They may commence preparation of their programs, which they will place in effect when their terms of office begin the 1st day of January, following their election and ending the 31st day of December. Only those individuals who are postmasters shall be qualified to hold offices in this Association. Any officer of this association who during the term of his office is separated from the position of postmaster shall immediately become ineligible to hold office and a vacancy shall exist.

To fill a vacancy in the office of President, the Secretary-Treasurer shall call a special meeting of the Executive Board within fifteen (15) days after such vacancy occurs. Each member of the Executive Board shall vote for one of the Vice Presidents to serve as President for the unexpired term, and the Vice President receiving a majority shall immediately assume the office of President.

A vacancy in the office of Secretary-Treasurer shall be filled for the unexpired term by appointment by the President, with the approval of a majority of the Executive Board at a special meeting called by the President. A vacancy in any of the other State Offices shall be filled in the same manner, except that the action may be delayed until the next regular meeting of the Executive Board.

Candidates seeking state office shall be required to announce their intentions at least 90 days before the state convention by writing a letter of intent to the State Editor. Letters of intent must be printed in the Hoosier Postmaster as soon as possible after receipt. In the event no candidate has announced for an office at the time of the state convention, the 90-day rule shall be waived. A member who wishes to be nominated for the unannounced office must present his/her credentials to the Nomination of Officers Committee at the state convention prior to the election. All announced candidates also must meet with the Nominating Committee. There shall be no speaking endorsements made to the Nomination of Officers Committee or to the convention floor. Each candidate for a contested office will be given no more than five (5) minutes for comments.

(SECTION 2- DISTRICT OFFICERS)

The election and installation of the officers in each of the Executive Districts shall take place at a District meeting following the annual state convention, but not later than ninety-one (91) days following such convention. The officers in each District shall be elected by majority vote cast by ballot, except that if no contest exists election may be by acclamation. The elected officers shall take the prescribed oaths from the installing officer, who shall be a Chapter Officer representing the President or a Past President of the Indiana Chapter (and who is an active member of the Chapter). The term of all officers and directors shall be for one year or until their successors are elected and qualified, and will begin simultaneously with their terms of the State Officers.

Vacancies shall be filled by a majority vote at a special meeting of the members called by the next in authority, within thirty (30) days after such vacancy occurs. If no meeting is held within the time specified for the election of officers or filling vacancies, it shall be the duty of the State President to appoint such Officers.

(SECTION 3-RESTRICTIVE ACTIVITY)

District Presidents and all State Officers of Indiana NAPUS may not, during the same tenure, hold an office in any other Postmaster organization.

Article VII - Salaries of Officers

All officers of this Association shall serve without compensation provided, however, that the President, with the approval of a majority of the Executive Board, may appropriate whatever sums are available and not otherwise appropriated, to meet the expenses of the President and of the Secretary-Treasurer, which are incident to the administration of the Chapter's affairs.

Article VIII - Removal From Office

In the event of the refusal of any elected officer of the Chapter or District to act or to fulfill properly the duties of his/her office or shall he conduct his/her office in such a manner that the National Association or the Chapter's name shall be brought into disrepute or otherwise injured, the Executive Board shall appoint a committee of three (3) to make investigation. If, after review of the evidence, the Board deems it necessary, charges shall be filed against such official. After proper service of the charges upon the accused and ample time for answer and defense has elapsed, but in no case less than fifteen (15) days nor more than thirty (30) days, the Board may, if in its opinion the charges are substantiated or the accused fails to answer the charges, declares the office vacant, but only upon a majority vote of two-thirds of the members present.

Article IX - Meetings

The Chapter shall meet in annual convention at a time and place decided upon at a convention two years prior, provided, however, that the President may, with approval of a majority of the Executive Board, for good and sufficient reason, change the time and place previously fixed. Registrations for attendance and participation will be accepted from Postmasters who are members, their spouses and other guests authorized by the Executive Board. Special meetings of the Chapter may be called from time to time by the President, with the approval of a majority of the Executive Board, and a special meeting shall be called by the President upon written request of twenty-five (25) or more members of the Chapter. The Secretary-Treasurer shall, upon request of the President, give notice of the time and place of such special meetings to the members of the Association.

The Executive Board shall meet from time to time at the request of the President or as otherwise provided in Article VI of this Constitution.

The District Organization shall meet at least each calendar quarter; however, the members of each and every County may hold meetings from time to time at their pleasure not otherwise in conflict with the provisions of this Constitution.

Article X

Sergeant-At-Arms and Parliamentarian

At each annual convention the President shall appoint a Sergeant-at-Arms, with such assistants as may be necessary, who shall maintain order and perform such other duties the President may assign. The President may appoint a Parliamentarian to advise on parliamentary procedure.

Article XI

Representation at National Convention

Representation of the Indiana Chapter at all National Conventions shall be in conformity with the Constitution of the National Association of Postmasters. The chapter shall be entitled to one vote for ten (10) members, or major fraction thereof, who are in good standing as shown by the records of the National Secretary-Treasurer. Five members shall constitute a major fraction. Each member in good standing shall be entitled to a voice at the convention proceedings. Upon any roll call the Chapter shall cast the votes and the majority of the members present shall determine how the votes allowed the Chapter shall be cast.

Article XII

Publication of the Chapter Paper

The official publication of and for this Chapter, to be known as The Hoosier Postmaster, shall conform to the Postal regulations applicable to such organizations and publications, and its authorization shall be left to the discretion and control of the Executive Board. The Editor of this publication shall be some competent person recommended by the President and approved by the Executive Board. The President, after such selection is made, shall be empowered to contract with the person chosen for a period of not exceeding twelve months and at a salary to be fixed by the Executive Board, with a reasonable allowance for clerical and other operating expenses. The

editorial policies of The Hoosier Postmaster shall be controlled by the Executive Board and the columns of the publication shall be open, insofar as space limitations may permit, to views of members of the Association that may not be regarded as libelous or otherwise harmful to the best interests of the Association. The Editor shall be expected to publish as much Chapter news and other news of interest to the membership as possible, and Chapter and District officials shall be expected to see that such news is made available to the Editor.

All moneys received by the Editor of this publication, from any source whatsoever, shall be the property of Indiana Chapter of the National Association of Postmasters, and shall be forwarded by the Editor to the Secretary-Treasurer as soon as received. The Editor shall make requisition from time to time to the Secretary-Treasurer for such necessary amounts of expenses as the Editor may have and such requisitions shall be paid by the Secretary-Treasurer upon approval of the President.

Article XIII - Interpretation

If between annual conventions any article or part of this Constitution and Bylaws or instructions of the Convention is found to be ambiguous or conflicting or require amendment or clarification, it shall be the duty of the Executive Board to interpret and take whatever action may be deemed proper and necessary to protect the general welfare of the Association.

Article XIV - Amendments

The Constitution may be amended at any convention of the Chapter, by a two-thirds majority vote of the members present, or it may be amended by a referendum vote which shall be signed by two-thirds of its members in good standing.

Article XV - Expressions of Sympathy

NAPUS funds shall be expended for expressions of sympathy in the form of flowers or a memorial to the family of the deceased postmaster and his or her spouse or to the family of a deceased associate member and his or her spouse. Postmasters and associate members must be members in good standing. The cost of the flowers or memorial shall be in keeping with the prevailing rate for suitable plant or bouquet of flowers. Bills for flowers or memorials will be forwarded to the NAPUS Chapter Secretary-Treasurer for payment. It will be the responsibility of each District Secretary-Treasurer to effect the provisions of this article.