

CONSTITUTION AND BY/LAWS

(as amended 5-4-94)

(as amended 5-7-97)

(as amended 5-10-00)

(as amended 5-5-04)

IOWA CHAPTER

NATIONAL ASSOCIATION OF POSTMASTERS OF THE UNITED STATES

PREAMBLE

For the purpose of advancing the United States Postal Service to a high standard of practical efficiency and economical operation in the interest of public welfare, to promote the interest of the Postal Service, to cultivate the welfare and enhance the happiness of its members, to perpetuate itself as a truly fraternal organization working for the betterment of every Postmaster of every class office without regard to their color, creed, or political affiliation, the Postmasters of the State of Iowa hereby form themselves into an association to be known as the Iowa Chapter, National Association of Postmasters of the United States.

As a part of management, we pledge ourselves to aid and assist the U.S. Postal Service in conducting all postal business for the betterment of the Postal Service and the nation.

ARTICLE 1 NAME

This association shall be known as the Iowa Chapter No. 31, National Association of Postmasters of the United States.

ARTICLE II OBJECT

The object of this chapter is to aid in the improvement of the Postal Service of the United States, as recited in the preamble of this constitution, and for the mutual interchange of ideas of members of the association and officials of the U.S. Postal Service.

ARTICLE III MEMBERSHIP AND DUES

Section 1: Active Members. All Postmasters of Iowa shall be eligible to membership in this chapter and may become members thereof upon payment of the annual dues in advance. Collections and reimbursements of dues for newly appointed Postmasters and other members terminating appointments during a current calendar year shall be in conformity with Sub-Chapter 170 "Cash and Dues withholding systems" of the National Constitution of the National Association of Postmasters. Such members shall have the right to vote and hold office. The annual dues shall be as set forth in the constitution of the National Association of Postmasters of the United States. Each membership fee is to include the current year's, or the balance of the calendar year's, dues to the National Association of Postmasters of the United States and the Iowa Chapter. No Postmaster shall be entitled to the privilege of the floor at any annual convention until his dues are paid in full.

Section 2. Officers in Charge. All of the provisions of Section 1 of Article III are applicable to Officers in Charge with the exception that Officers in Charge shall not hold office. Where there is no designated Postmaster, and the assistant Postmaster, Officer in Charge, or a Clerk in Charge is designated by the United States Postal Service as the head of the office, all the provisions of Sections 1 and 2 of Article II shall apply.

Section 3. Associate Members. Former Postmasters who have been honorably separated from the Postal Service, former Officers in Charge who joined during their detail, and Postmaster Relief/Replacements (PMRs) shall be eligible to associate membership upon payment of annual dues as set forth in the constitution of the National Association of Postmasters of the United States. Such associate members shall not have the privilege of voting or holding office, but shall be privileged to attend

all NAPUS functions.

ARTICLE IV OFFICERS

Section 1. Elective Officers. The elective officers of this chapter shall be a President, Vice President, Secretary-Treasurer, one District Director and one District Vice-Director from each district. To be eligible to serve in an elected office, one must hold a Postmaster position within the geographical area of responsibility. The terms of office of the President, Vice-President, and Secretary/Treasurer shall begin at the first meeting of the Executive Board following election. The terms of District Director and District Vice-Director shall begin immediately upon their election at the conclusion of the district meeting.

1A. The terms of office of President and Secretary-Treasurer shall continue for two years or until their respective successors have been elected and/or qualified. Commencing in 1986, the President shall be elected during even number years, and Secretary-Treasurer shall be elected during odd number years. No President or Secretary-Treasurer shall be elected to consecutive terms to the same elective office.

1B. The Vice President shall be elected to a two year term or until their respective successor has been elected and/or qualified. Should any person elected to an elective office be unwilling, unable, or ineligible to qualify for that office or assume the duties of that office, the Executive Board shall take appropriate action to fill the vacancy. No person shall succeed themselves to the same elective office.

1C. The District Director and District Vice Director shall be elected to one year terms or until their respective successors have been elected and/or qualified. No person shall be elected to more than two consecutive terms.

Section 2. Non-elective Officers. The non-elected officers of this Chapter shall be the Immediate Past President, Legislative Representative, Services Group Representative, Career Development Director, Editor, Convention Coordinators, and the President of Postmasters Retired. The term of office of the Immediate Past President shall begin the moment he/she completes his/her last term as Chapter President and shall end the moment that any subsequent Chapter President completes his/her last term as Chapter President. The Legislative Representative, Services Group Representative, Career Development Director, and Editor shall be appointed by the Chapter President, with the advise and consent of the Executive Board, and shall serve at the pleasure of the Chapter President, acting with the advice and consent of the Executive Board.

ARTICLE V ELECTION OF OFFICERS

Section 1. The election of the President, Vice President, and Secretary-Treasurer of the Iowa Chapter shall take place during the annual convention of this Chapter, and their election will be by a majority vote, with the provision that any contested election shall be decided by a simple majority vote on a secret ballot.

Section 2. Any member of the Iowa Chapter may nominate a candidate for any elective office from the floor of the convention, but this provision does not preclude or prohibit recommendations being made by a committee on nomination.

ARTICLE VI EXECUTIVE BOARD

Section I. A. Voting Members: The Executive Board shall be comprised of the Chapter President who shall serve as chairperson thereof, the Vice President, the six District Directors, the Chapter Secretary-Treasurer who shall serve as secretary thereof, the Immediate Past President, and the President of Postmasters Retired.

B. Non Voting Members: The Editor of the chapter newspaper, Legislative Representative, Services Group Representative, Career Development Director, and the Convention Coordinators are to be

ex-officio members without the right to vote.

Section 2. Subject to the provisions of the constitution and by-laws, and when not insubordinate to the will of the Chapter as expressed in convention assembled, the Executive Board shall have sole and full control and direction of the affairs of this Chapter and may make rules for the proper conduct of said affairs.

Section 3. A quorum of the Executive Board shall consist of a majority of the members of the Executive Board.

Section 4. All meetings shall be open for attendance of any member of the Iowa Chapter; at any meeting by giving a written petition prior to said Executive Board Meeting, any member may be heard on such matters as stated in his written petition.

ARTICLE VII ORGANIZATION

In addition to the elective and non-elective officers named in Article IV, this Chapter shall have a District Vice Director for each District in the state, and a County Director for each county in the state. The Executive Board shall set the boundaries of the Districts.

The District Director and District Vice Director shall be elected each year at their respective Annual District meeting. Should any District fail to elect a Director and/or Vice Director, or should a vacancy or vacancies occur that cannot be filled per Article X. Section 5., the Chapter President shall fill the vacant position is) by appointment with the Executive Board's approval. The County Director shall be appointed by their respective District Director and shall serve at the pleasure of their respective District Director.

ARTICLE VIII MEETINGS

This Chapter shall meet in convention annually at such time as may be determined by the Executive Board or by instruction of the convention. Special meetings shall be called by the President and Secretary-Treasurer of this Chapter upon the written request of twenty-five or more members.

ARTICLE IX TIME AND PLACE OF ANNUAL CONVENTION

The Executive Board, upon due notice from the President, unless otherwise instructed by the Chapter at its annual convention, may fix and determine the time and place of the annual convention of this Chapter or may authorize the President to do so.

ARTICLE X DUTIES OF OFFICERS

Section 1. The President. The President shall preside at all meetings of the Chapter and of the Executive Board. He/she shall call special meetings of the Chapter when requested to do so as herein before set forth. He/she shall appoint all committees necessary for the proper handling of the business of this Chapter. He/she shall monthly approve all vouchers upon the treasury, and in general perform each act and such other duties as may pertain to the office. In case of absence, death, resignation, or removal of the President, the Executive Board shall designate the Vice President to fill the unexpired term of the President, and said Vice President shall be authorized to direct the affairs of this Chapter the same as if he/she were President.

Section 2. The Vice President. It is the duty of the Vice President to stimulate Chapter activity through the District Directors and to serve as Membership Director. He/she shall conduct an annual membership campaign in the state of Iowa as well as perform such other duties as the Chapter President shall direct. A vacancy in this position shall be immediately filled by a majority vote of the Executive Board.

Section 3. The Secretary-Treasurer. The Secretary-Treasurer shall attend all conventions of this Chapter and meetings of the Executive Board and such other committee meetings as he/she may be directed to attend by the President. He/she shall keep the minutes of all the meetings of said Chapter and committees in a neat and orderly manner, and such other records as may be committed to his/her care. He/she shall incur no indebtedness, nor shall he/she make or enter into any agreements or contracts in the name of the Chapter, unless first authorized to do so by either the Chapter, the Executive Board, or the President. He/she shall perform such other duties as usually pertain to the office of the Secretary-Treasurer and may be paid, upon authority of the Executive Board, such expenses as are deemed proper by the Executive Board or the President.

The Secretary-Treasurer shall also be the custodian of all records and moneys and funds of this Chapter. All annual dues shall be payable to the Secretary-Treasurer, and he/she shall deposit same, together with any other funds or moneys belonging to this Chapter in the name of this Chapter, in a depository designated by the Executive Board, and only issue checks, withdrawing same, upon authority of either the Chapter, the Executive Board, or the President, and shall well and faithfully keep the book of accounts showing the amounts received and expended, and shall pay no moneys out of the funds of the Chapter except on the authority of the President or the Executive Board. He/she shall make a report annually to the Chapter at its annual convention. A vacancy occurring in this position shall be filled immediately by a majority vote of the Executive Board.

Section 4. Immediate Past President. The Immediate Past President shall serve as a member of the Executive Board and shall perform such other duties as the Chapter President shall direct.

Section 5. District Director. The six District Directors shall serve as members of the Executive Board and shall perform such other duties as the Chapter President shall direct. The District Directors shall take charge of all Chapter activities within their respective Districts. they shall organize and conduct, at least once a year, a District Meeting of their members held in their respective Districts. They shall conduct, under the direction of the Vice President, the annual membership campaign in their respective Districts. They shall appoint and notify County Directors of their selections by July 1 of each year.

Section 5. A. District Vice-Directors. The District Vice-Directors shall assist the District Director in the performance of their duties. Should a District Director become unwilling, unable or ineligible to serve in that office, the District Vice Director shall assume the office of District Director. He/she shall perform such other duties as the Chapter President shall direct.

Section 5. B. District Vice-Director vacancy(s). Should a District Vice-Director position become vacant, the District Director should appoint a new Vice-Director with the approval of the county directors within that district.

Section 6. The Editor. The Editor of the chapter newspaper shall be responsible for the preparation, printing, and mailing of official Chapter publications in accordance with the directions of the Chapter President and/or the Executive Board. The Editor of the chapter newspaper shall perform such other duties as the Chapter President shall direct.

Section 7. Legislative Representative. It will be the duty of the Legislative Representative to keep well informed of all legislative matters on the state and national level which has any bearing on the position of postmasters either active or retired. He/she shall carry out all duties assigned him/her by the President.

Section 8. The Services Group Representative. It will be the duty of the Services Group Representative to promote the Services Group to NAPES members. ache Services Group Representative

must have a Services Group booth at the annual state convention and at all other meetings as directed by the President. It is further the duty of the Services Group Representative to keep informed and to keep the membership informed of all the changes and new programs in the Services Group.

Section 9. The Career Development Director. It will be the duty of the Career Development Director to promote career awareness to the membership through seminars and other materials.

Section 10. County Directors. The County Director shall conduct the membership campaign in their respective counties under the direction of the District Director and shall perform such other duties as the Chapter President and their respective District Director shall direct.

Section 11. President of Postmasters Retired. The President of Postmasters Retired will serve on the Executive Board and shall work with the associate membership of the Iowa Chapter. He/She shall work in close harmony with the Vice President, who is also the Membership Director, and the Secretary-Treasurer.

ARTICLE XI SERGEANT-AT-ARMS AND PARLIAMENTARIAN

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

ARTICLE XII AMENDMENTS

This constitution may be altered or amended at any annual convention by a majority of votes of members in attendance. All proposed amendments must be submitted in writing at the annual convention, signed by three or more members.

CHAPTER BY/LAWS

ARTICLE I QUORUM

In any convention, twenty-five (25) members of this Chapter shall constitute a quorum for the transaction of business.

ARTICLE II ORDER OF BUSINESS

At all annual conventions of this Chapter, the following shall be the order of business:

1. Calling of convention to order by the President
2. Reading of minutes of the previous meeting at the discretion of the President
3. Reports of officers
4. Appointments of temporary committees consisting of one member from each District to each committee:
 - a. Credentials Committee
 - b. Constitution and By/Laws Committee
 - c. Time and Place Committee
 - d. Policy Committee
 - e. Auditing Committee
 - f. Nominating Committee
5. Regular business
6. Unfinished business
7. Reports of Committees
8. Good of the Chapter
9. Election of Officers
10. Installation of Officers

11. Adjournment

ARTICLE III PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be the parliamentary authority for all the matters of procedure not specifically covered by this constitution and by/laws.

ARTICLE IV AMENDMENTS

These by/laws may be amended at any time by a majority vote of the convention.