

CONSTITUTION AND BY-LAWS of the Georgia Chapter, National Association of Postmasters of the United States of America. As Amended June 2009 - Annual State Convention.

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 the public welfare, and for the purpose of advancing interests of Postmasters of all classes, the Postmasters of the State of Georgia hereby form themselves into an Association.

CONSTITUTION

ARTICLE 1

Name

This association shall be known as the Georgia Chapter, Number Forty-three (43) of the National Association of Postmasters of the United States. It shall be an integral part of the National Association of Postmasters of the United States and this Constitution shall not conflict with the Constitution of the said National Association of Postmasters of the United States.

ARTICLE 2

Purpose

The objects of this chapter are to aid in the improvements of the Postal Service as recited in the preamble to this Constitution, and mutual exchange of ideas by members of said chapter and officials of the United States Postal Service, and to promote every legitimate interest of its members and postmasters generally.

ARTICLE 3

Membership and Dues

Any postmaster of the State of Georgia shall be eligible for the various levels and class of office as set by the National Office.

OIC's and PMR's of the state of Georgia shall be eligible for membership in this chapter and may become a member thereof upon payment of the dues as set by the National Association of Postmasters. These OIC's shall not have the right to vote or to hold office but shall be privileged to attend all general meetings.

There shall also be associate members of the Georgia Association of Postmasters. Any postmaster who has been honorably separated from the Postal Service shall be eligible to become an associate member, upon payment of annual dues as set by the National Association of Postmasters. Such associate members shall not have the right to vote or hold office, except those associate retirees who are a member of the Executive Board, but shall be privileged to attend all general meetings. Retirees shall be allowed to serve in appointed positions with voting rights on the Executive Board, not to exceed two (2) positions. Dues shall cover the calendar year from January 1 through December 31 of the year in which such dues are paid, regardless of the time of payment and shall be at the full annual rate. Provided, however, that a postmaster not previously a member of the chapter may be permitted to pay to the half-rate for the remainder of the calendar year when joining on or after July 1.

The annual dues, as set by the National Association, shall entitle a Postmaster or Officer in Charge to membership in both the national and state organizations as well as one year's subscription to the official chapter publication and Postmasters Gazette, respectfully. No Postmaster or Officer in Charge shall be entitled to the privileges of the floor at any meeting of the Georgia Chapter unless and until his dues are paid. The Secretary Treasurer shall transfer an amount equal to 10% of the monthly dues received from active postmasters to the legislative account each month during the year for which the dues are received.

ARTICLE 4

Officers and Organization

The officers of this chapter shall be the President, Executive Vice President/Membership Chairman; 2nd Vice President/Conference Chairman; Editor of the Official Chapter Publication; and a Secretary-Treasurer. No member may serve more than two consecutive one year terms in any one elected or appointed position except the positions of Editor, in which a member may serve up to three consecutive one year terms, and the position of Secretary-Treasurer, in which a member may serve up to four one year terms. The Executive Vice President/Membership Chairman shall be expected to advance to the position of President. The 2nd Vice President/Conference Chairman shall be expected to advance to

position of Executive Vice President/Membership Chairman. An incumbent President shall not seek or campaign for another elected State position during their active term of office.

Officers will be elected at State Convention and their term of office will begin on January 1 of the following year.

This chapter shall have in addition to its officers, an Executive Committee and Membership Zip Area Directors chosen to represent each of the Membership Zip Areas. Each Director will be responsible for the membership showing of their assigned Membership Zip Area. All Membership ZIP Area Directors shall be appointed by the Executive Vice President/Membership Chairman after consultation with the Chapter President. This appointment shall be for a one-year (1) term. The list of ZIP Area Directors shall be published in the January/February issue of our publication "Around the Cracker Barrel". All Membership Zip Area Directors shall be accountable to the Executive Vice President/Membership Chairman for the Chapter membership in their assigned Membership Zip Area. No Chapter Officer or Executive Committee member may be appointed as a Membership Zip Area Director. The State President shall appoint the Service Representative for a one-year (1) term. This appointee may be reappointed not to exceed three (3) consecutive years.

The Postmaster Representative shall be appointed by the Executive Board at the Fall Conference prior to the Planning Meeting for one three-year (3) term. A second Postmaster Representative shall be appointed for one three-year (3) term the following year prior to the Planning Meeting. One Postmaster Rep shall be located in the northern part of the state, while the other Postmaster Rep shall be located in the southern part of the state. The Executive Board may appoint the Postmaster Representatives for subsequent three-year (3) terms.

ARTICLE 5

Officer's Expenses

The **President** shall be reimbursed for travel, not to exceed **\$1500.00**, to coincide with the mileage rate paid to Postmasters by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the President shall receive no more mileage than the cost of tourist airfare. Mileage and/or airfare shall be paid for attendance to Annual Goals and Objectives Meeting, Leadership Conference, State Convention, Southern Officers Conference, Mid-Winter, Fall Conference and one (1) state convention planning meeting. In addition the President shall be limited to **\$2250.00** to help defray expenses in attending the following meetings: Annual Goals and Objectives Meeting, Leadership Conference, State Convention, National Convention, Southern Officers Conference, Mid-Winter and Fall Conferences. This **\$2250.00** shall cover lodging, registration fees, meals, office expenses, and tips. Should a special legislative conference be held, the President shall be reimbursed for expenses not to exceed **\$100.00** per 24-hour period. A copy of all expenses and expense vouchers shall be rendered to the State Secretary-Treasurer after approval of the President.

The **Executive Vice President/Membership Chairman** shall be limited to **\$2050.00** to help defray expenses in attending the following meetings: Annual Goals and Objectives Meeting, Leadership Conference, State Convention, National Convention, Mid-Winter and Fall Conferences and optional Southern Officers Conference. This **\$2050.00** shall cover lodging, registration fees, meals, office expenses, and tips. The Executive Vice President/Membership Chairman shall be reimbursed for travel, not to exceed **\$1500.00**, to the above meetings, to coincide with mileage rate paid to postmasters by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the Executive Vice President/Membership Chairman shall receive no more mileage than the cost of tourist airfare. Mileage and/or airfare shall be paid for attendance to the above stated meetings.

The Executive Vice President/Membership Chairman, being the State Membership Chairman, shall be reimbursed for travel when traveling on chapter membership work. A copy of all expense vouchers shall be rendered to the State Secretary-Treasurer after approval by the President.

The **2nd Vice President/Conference Chairman** shall receive lodging at the State Convention, Mid-winter and Fall Conferences. Usually lodging is complimentary for 1 – 2 rooms from the hotel or motel hosting the convention. The lodging will be furnished by the Chapter funds if sufficient complimentary rooms are not available. The Chairman shall be reimbursed for travel to coincide with the mileage rate paid to postmasters by the U.S. Postal Service when traveling by private automobile. The Chairman shall attend one (1) convention-planning meeting. Registration will also be paid from Chapter funds for the 2nd Vice President/Conference Chairman.

The **Secretary-Treasurer** shall receive **10 percent** of dues collected and returned to the state. This amount shall be for compensation and help to defray expenses to the Annual Goals and Objectives Meeting, Leadership Conference, State Convention, Southern Officers Conference, National Convention, Mid-Winter Conference, and Fall Conference. This **10 percent** will cover mileage, airfare, lodging, registration fees, meals, tips, telephone, and many other miscellaneous office expenses.

The **Editor** shall be limited to **\$2400.00** to help defray expenses to attend the Annual Goals and Objectives Meeting, Leadership Conference, State Convention, Southern Officers Conference, National Convention, Mid-Winter Conference, and Fall Conference. This **\$2400.00** shall cover lodging, registration fees, meals, office expenses, and tips. Mileage and/or airfare shall be paid, not to exceed **\$1500.00**, for attendance to the above stated meetings. The Editor shall be reimbursed for travel to coincide with mileage rate paid to Postmasters by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the Editor shall receive no more mileage than the cost of tourist airfare. A copy of all expense vouchers shall be rendered to the State Secretary-Treasurer after approval by the President.

State Legislative Chairman shall be reimbursed for lodging and travel expenses to attend required Leadership Conference provided reservations are made at the established rate per room availability during the room block. The Legislative Chairman shall be allowed office expenses and gifts for congressmen/senators, not to exceed \$500.00 Expenses to be paid from Legislative Fund. A copy of all expenses shall be rendered to the State Secretary-Treasurer.

Postmaster Representatives shall be reimbursed for actual expenses in representing a postmaster not to exceed **\$1,000.00**. In addition, the Postmaster Representative shall be reimbursed for lodging expenses and registration fee to attend the Leadership Conference in Washington, DC provided reservations are made at the established rate per room availability during the room block where they will be required to attend all Postmaster Representative meetings and general sessions.

North and South Georgia Membership Directors shall be reimbursed for travel to coincide with mileage rate paid to postmasters by the U.S. Postal Service for traveling their district for membership work. A record of offices visited and results shall be submitted to State Secretary-Treasurer.

Membership Zip Area Directors shall be reimbursed for travel to coincide with mileage rate paid to Postmasters by the U. S. Postal Service for traveling their district for membership work. Each Membership Zip Area Director will submit to the State Secretary-Treasurer a record showing offices visited and results of visits.

PAC Chairman registration fee and lodging expense for two PAC Chairmen to attend the Leadership Conference in Washington D.C. will be paid by the Chapter provided reservations are made at the established rate per room availability during the room block, not to exceed five nights per year.

State Service Representative shall be reimbursed for registration fee for Leadership Conference and National Convention. Lodging expenses to attend the Leadership Conference in Washington, DC provided reservations are made at the established rate per room availability during the room block. In addition the State Service Representative shall be reimbursed the established convention rate for lodging at the state convention. They will be reimbursed for travel to attend the State Convention to coincide with mileage rate paid to Postmasters by the U.S. Postal Service when traveling by private automobile. A copy of all expense vouchers shall be rendered to the Secretary-Treasurer after approval by the President.

The **Career Development Chairman** registration fee to attend the Leadership Conference in Washington, DC will be paid by the Chapter.

When mileage is paid to officers or chairman traveling in the same vehicle, only one officer or chairman shall be reimbursed for mileage. There will be no advance payments of expenses to individuals. Payment made only after submission of expense copies and voucher, which must be submitted within **60 days** of the date the expense was incurred.

Action by the Executive Committee cannot supersede the above Constitution and By-Laws in regard to officers' expenses. These expenses can only be changed by Constitutional Amendment.

ARTICLE 6

Duties of Officers

PRESIDENT: The President shall be the Executive Officer of this Chapter, contract debts, make contracts and issue letters and instructions, prepare plans, all of which are subject to the approval of the Executive Committee. He/she shall approve all vouchers for expenditures whenever in his/her judgment said expenditures are for the welfare of this Chapter and which have been duly authorized by the President himself/herself or the Executive Committee. All other officers are subordinate to the President except as herein provided.

The President is empowered to appoint such committees from time to time as in his/her judgment he/she may deem necessary in the interest of and for the welfare of this Chapter, and to fix and determine the rules and regulations which may be necessary to define their respective duties.

The President is required to submit an article for every issue of "Around the Cracker Barrel".

EXECUTIVE VICE PRESIDENT/MEMBERSHIP CHAIRMAN: The duties of the Executive Vice President/Membership Chairman shall be to attend all meetings of this Chapter and of the Executive Committee. In case

of absence, death, resignation or removal of the President, the Executive Committee shall designate the Executive Vice President/Membership Chairman to fill the unexpired term of the President, and said Executive Vice President / Membership Chairman so designated shall be empowered during the interim to direct the affairs of the Chapter President.

The Executive Vice President/Membership Chairman shall be responsible for maintaining an up-to-date directory for publication bi-yearly by the State Convention. The Executive Vice President/Membership Chairman shall be responsible for maintaining the hospitality room supplies.

The Executive Vice President/Membership Chairman is required to submit an article for every issue of "Around The Cracker Barrel".

2nd VICE PRESIDENT/CONFERENCE CHAIRMAN: The duties of the 2nd Vice President/Conference Chairman shall be to attend all meetings of this Chapter and of the Executive Committee. He/she shall plan and run the State Convention, Mid-Winter and Fall Conferences. He/she shall be responsible for the vendors at all meetings, to include the Mid-Winter Conference, State Convention and Fall Conference.

The 2nd Vice President/Conference Chairman shall be designated to fill the unexpired term of the Executive Vice President/Membership Chairman and said Executive Vice President/Membership Chairman shall be empowered during the interim to direct the affairs of the Executive Vice President/Membership Chairman. The Executive Committee shall make an appointment to fill the unexpired term of the 2nd Vice President/Conference Chairman, following Article 10.

The 2nd Vice President/Conference Chairman is required to submit an article for every issue of "Around the Cracker Barrel".

SECRETARY-TREASURER: The duties of the Secretary-Treasurer shall be to attend all meetings of this Chapter and of the Executive Committee, to include the Annual Goals and Objectives Meeting, Mid-Winter Conference, Leadership Conference, State Convention, Southern Officers Conference, National Convention, Fall Conference and one (1) State Convention planning meeting. He/she shall keep minutes of the meeting of said Chapter and Committee in a neat and orderly manner and shall keep such other records as may be committed to his/her care. *He/she shall incur no indebtedness, or shall he/she make or enter into an agreement or contract in the name of this Chapter, the Executive Committee, or the President.* He/She will be responsible for ordering all stationary and envelopes, not to exceed **\$450.00** annually. He/She shall be responsible for ordering officer's pins and plaques/awards for outgoing President, Executive Vice President/Membership Chairman, 2nd Vice President/Conference Chairman, Secretary/Treasurer, Editor, North and South Georgia Membership Directors, with the cost of each plaque/award not to exceed \$100.00. He/She will be responsible for ordering certificates for scholarship winners. He/she shall perform such other duties as usually pertain to the office of Secretary-Treasurer.

The Secretary-Treasurer shall also be custodian of all records, including records of all Chapter equipment. All dues shall be payable to the Secretary-Treasurer, and he/she shall deposit the same, together with any other funds or monies belonging to the Chapter, in a depository designated by the Executive Committee, and issue checks making withdrawals from same only upon authority of the Chapter, the Executive Committee, or the President, and shall well and faithfully keep books for accounts showing amount received and expended and shall pay no monies out of the funds of the Chapter except on authority of the President or the Executive Committee.

A line item list of all general ledger entry totals will be provided to the Executive Committee at the Organizational (Goals and Objectives) Meeting and State Convention. He/She shall make a report of the expenditures of his/her office to the Chapter at its annual meeting each year. A financial statement will be given at the Mid-Winter Conference, State Convention, Fall Conference, and at the close of the year, submitting a copy within 45 days after each meeting to the Editor for publication in the Chapter Publication.

The outgoing Secretary-Treasurer shall wind up the affairs of his/her office in the last month of the calendar year in which the State Convention was held.

The Secretary-Treasurer shall be bonded by the Chapter in the amount of **\$100,000.00**.

The Secretary-Treasurer is required to submit an article for every issue of "Around the Cracker Barrel".

EDITOR: The Editor shall be held responsible for proofing articles for article content and for assuring those articles are representative of the Georgia Chapter; shall assemble news and layout for the official chapter publication to be published every other month beginning in January of each year.. The Editor shall be responsible for publishing a corrected copy of the Constitution and By-laws in the September/October issue of the official publication. Following the Mid-Winter Conference, State Convention, Fall Conference and close of calendar year the Editor shall publish a copy of financial statement, which has been furnished by the Secretary-Treasurer.

The official publication is expected to be deposited for mailing by the 6th day of each month in which it is published, with the exception of the months following the Leadership Conference and National Convention, when it is expected to be deposited for mailing by the 15th day of the month. The annual budget for the publication is **\$16,000.00**.⁴

The Editor is required to submit an article for every issue of "Around the Cracker Barrel".

STATE LEGISLATIVE CHAIRMAN: The State Legislative Chairman will be responsible for maintaining and coordinating an active legislative program for the chapter. They will attend the annual NAPUS National Leadership Conference, and submit a full report within 45 day on this rally to the Editor for publication. They will present a financial report at each Chapter meeting on all legislative funds received, disbursed, and on hand.

To assist the Chairman, the President will appoint a committee of twelve members; one from each Congressional district, and two from the state at large. The committee members will be responsible for maintaining direct liaison with the congressman from their district, and the two at large members will each be assigned one of the two Senators for direct liaison. To maximize our Chapter's representation at the annual NAPUS Leadership Conference, an amount of \$3000 – 5000 (depending on the balance of the Legislative Fund) will be approved at the Annual Goals and Objectives Meeting by the incoming Executive Board. These funds shall be equally divided between all members attending the Leadership Conference and meeting with members of Congress. **State Officers, with the exception of the 2nd Vice President/Conference Chairman, shall not receive reimbursement from the Legislative fund for this meeting. Any member on national travel will receive no reimbursement from Georgia NAPUS.**

Allowable expenses of the Legislative Chairman will be paid from the Legislative fund. No other expenses will be paid.

MEMBERSHIP ZIP AREA DIRECTORS: It shall be the duty of Membership Zip Area Directors to conduct membership campaigns in their respective Zip Areas when necessary and to attend to any other duties the President may find necessary or desirable to refer to them. Each Membership Zip Area director will coordinate with the Executive Vice President a plan of action so the Director will have a current listing of changes in OIC's and Postmasters within the Zip Area at all times.

POSTMASTER REPRESENTATIVES: The duties of the Postmaster Representatives shall be to assist any NAPUS Postmaster with adverse action cases filed and consultation. They will attend with the Postmaster any meeting held between the Postmaster and U.S.P.S. Officials relating to the adverse action. If necessary, they will consult with NAPUS Officials and U.S.P.S. Officials on the Postmaster's behalf.

SERVICE REPRESENTATIVE: The Service Representative is be required to submit an article for every issue of "Around the Cracker Barrel".

ARTICLE 7

Executive Committee

The officers of this Chapter, together with the two (2) immediate past Presidents, President of the Retirees, State Service Representative, Chairman of the following standing committees: Postmaster Development, Legislative, Resolutions/Policy, Constitution and By-Laws, Transportation, two State Membership Directors, Chaplain/Memorial, and Postmaster Representative are members of the Executive Committee. PAC Co-Chairs and Parliamentarian shall be members of the Executive Board with no voting privileges. Retirees shall be allowed to serve in appointed positions with voting rights on the Executive Board, not to exceed two (2) positions. All other past Presidents of the Chapter shall be honorary members of the Executive Committee without voting privileges.

No member shall serve more than one position on the Executive Committee during the same year.

The Executive Committee shall have control of the affairs of this Chapter and make rules for the proper conduct of the Chapter. The President, however, shall have full power to act in any emergency matter that may arise during a recess of the Executive Committee. It is provided, however, that any action taken by the President during recess of the Executive Committee, affecting any matter or matters that might constitute a continuing policy, shall be subject to confirmation by the Executive Committee at its next session after such action is taken and it shall be the duty of the President to bring such matter or matters to the attention of the Executive Committee as soon as such committee meets.

A quorum of the Executive Committee shall be a majority of its members.

ARTICLE 8

Meetings

This chapter shall meet annually at such time and place as the Executive Committee may designate. It is provided, however, that the Executive Committee may delegate such a selection to the Committee on Time and Place to be named by the President. In order to encourage attendance at Postmaster meetings and to hold expenses of Postmasters at an absolute minimum while attending these meetings, the Time and Place Committee shall be instructed to consider lesser expensive sites as opposed to resort locations. To reduce registration fees to a minimum, the Chapter will pay the first **\$4,000.00** for the State Convention and the first **\$1,000.00** of each Georgia Chapter Mid-Winter and Fall Conferences. This amount of funds must be included in pre-planning and setting of registration fees. With lowering registration fees, all Postmasters will be encouraged to attend and participate in Chapter functions. Special meetings may be called by the President and Secretary-Treasurer of this Chapter upon request of twenty-five (25) or more members.

ARTICLE 9

Election of Officers

A nominating committee of six (6) members and a chairman, with a fair representation of the state, shall be appointed by the President to report to the convention a recommended slate of officers.

QUALIFICATIONS of the President, Executive Vice President/Membership Chairman, 2nd Vice President/Conference Chairman, Secretary-Treasurer and Editor: must have been a member in good standing of this Chapter for not less than two (2) continuous years and have attended two (2) State Conventions, one (1) National Convention and one (1) Legislative Conference.

All elected officers and Postmaster Representatives shall not serve as a member of any Audit or Review Team during their term of office. Voting will be by secret ballot.

The Nominating Committee shall meet on the first day of the convention to certify the credentials of proposed candidates and recommend to the convention a slate of qualified candidates for each elected office.

ARTICLE 10

Vacancies in Office

In the event of a vacancy in any office of the Chapter Offices other than the President and Executive Vice President/Membership, for which provision is made in Article 6, from any cause whatsoever, the Chapter President shall fill the vacancy by appointment with the approval of the Executive Committee. Such appointee shall serve until the next State Convention and this interim service shall not be construed as a "Term" under the limitations of tenure imposed by Article 4.

ARTICLE 11

Amendments

This Constitution may be altered or amended at any Georgia NAPUS State Convention by a two-thirds (2/3) vote of members in attendance at the business session. All proposed amendments must be submitted in writing to the Constitution and By-Laws Chairman by March 1st prior to the State Convention for publication in the March/April issue of the "Around the Cracker Barrel". Any amendments not recommended by the Constitution and By-Laws Committee may be brought to the floor by the membership with a two-thirds (2/3) vote.

ARTICLE 12

Representation at National Convention

Endorsements of candidates for national office may or may not be made by the voting body of NAPUS at the annual business meeting. If no endorsements are made at the annual business meeting, the delegates shall be free to vote their conviction.

ARTICLE 13

Organizational Meeting

A one-day organizational meeting, for the purpose of transfer of chapter business from outgoing to incoming officers, shall be held during one of the first two weekends in the month of January each year at a central location. The purpose of this meeting shall be to establish **goals and objectives** for the year and to plan the legislative strategy. The outgoing and incoming President, Executive Vice President/Membership Chairman, 2nd Vice President/Conference Chairman, Secretary/Treasurer, Editor, Legislative Chairman and incoming Executive Committee members are required to be at this meeting. All other outgoing Executive Committee members are invited but are not required to be at this meeting. The chapter will pay for one meal for the outgoing and incoming elected officers and Executive Committee members only. Any other expense shall be as covered in other articles of the Constitution and By-Laws.

ARTICLE 14

Retirees

The Secretary-Treasurer of the Georgia Chapter shall be directed to redirect an amount of \$7.00 for each retired Postmaster of the Georgia Chapter of NAPUS to the Secretary of the Retirees Organization of the Georgia Chapter at the beginning of each calendar year.

ARTICLE 15

Audits

At the end of the calendar year, for the purpose of IRS reporting, a licensed Tax Preparer shall audit the books of the Secretary-Treasurer. The State Legislative Fund shall also be audited at this same time.

ARTICLE 16

A. ORDER OF BUSINESS. At all annual meetings of this Chapter the following shall be the order of business:

1. Calling the meeting to order by the President.
2. Reading the minutes of the last previous meeting.
3. Report of Officers.
4. Appointment of temporary committees, including a committee of five or more on Resolutions/Policy; a committee of three or more on credentials, and a committee of three or more to audit the books of the Chapter.
5. Regular Business.
6. Unfinished Business.
7. Good of the Chapter.
8. Election of Officers.
9. Adjournment.

Where these By-Laws fail to provide, Roberts Rule of Order will be followed.

B. AMENDMENTS. These By-Laws may be amended at any Chapter Convention by a majority vote of the Convention according to Article 11.

C. There shall be no solicitation of assessment from Postmasters for Gifts for Past Retiring Officers.

D. A memorial gift of **\$25.00** in memory of a deceased Postmaster or retired associate Postmaster whose dues have been paid shall be made to the Georgia Chapter Scholarship Fund. The memorial gift will be made by the Secretary-Treasurer based on the information furnished by the memorial chairman, and /or membership.

E. An on-going Constitution and By-Laws committee shall be composed of all active Past Presidents.

F. Any elected and or/appointed official of this chapter may be removed from their office/position for conduct that is detrimental to NAPUS. (Roberts Rules of Order to be followed).

ARTICLE 17

Scholarship

The Georgia Chapter will provide for two (2) **\$500.00** scholarships to be awarded at the State Convention. The President will appoint a committee of three to the Scholarship Committee. Scholarship Rules and applications will be published in the January and February issues of *Around the Cracker Barrel*. Deadline for submission of applications will be the last day of February.

Rules, as per scholarship rules, are a permanent attachment to the Constitution and By-Laws

These changes become effective January 1 after adoption.

The Constitution and By-Laws as printed in this issue include all parts, amendments, and changes made prior to and through the Annual Convention, June 2009.

GEORGIA CHAPTER NATIONAL ASSOCIATION OF POSTMASTERS SCHOLARSHIP RULES

1. Applicants must be the child or grandchild of an active Postmaster or Postmaster Retired Member of Georgia NAPUS to be eligible.
2. Applicant must be a high school senior, planning to attend an accredited college or academic institution.
3. Two scholarships will be awarded as follows:

Active Postmasters – one (1) \$500.00 scholarship
Retired Postmasters – one (1) \$500.00 scholarship
4. Selection of winners is made on the basis of a GPA and no more than five extracurricular activities sanctioned by the church, school or community. A limit of two sports and two clubs will be considered. Selection will be made by the scholarship committee and will be approved by the President.
5. A transcript from an accredited school showing the GPA must be attached to the NAPUS application when submitted to the scholarship chairman for consideration.
6. Winners will be notified in April by the Secretary-Treasurer.
7. Winners and/or their sponsors are expected to attend the award ceremony that will take place at the State Convention in June. Winners will be asked to give a short acceptance speech. One (1) night's room for the winner(s) and winner's banquet meal will be paid by Georgia NAPUS to offset expense of attending the banquet when the award is issued.
8. Actual funds will be mailed directly to the college in July.
9. If you wish confirmation that your application was received, please send your application by certified mail or enclose a self-addressed postcard that will be returned to you.

NAPUS

THE GEORGIA CHAPTER - POSTMASTERS RETIRED

CONSTITUTION AND BY-LAWS

ARTICLE I - ORGANIZATION

The name of the organization shall be Postmasters Retired, an affiliate of the National Association of Postmasters of the United States (Hereafter referred to as NAPUS, Georgia Chapter of Postmasters Retired).

ARTICLE II - MEMBERSHIP

Membership in the above named organization shall be open to all persons having been officially named Postmaster during their postal career, and surviving spouses of Postmasters.

ARTICLE III - DUES

- A. Membership dues shall be charged on an annual basis as established by NAPUS and Postmasters Retired. Dues will be payable by 1187R's, Dues Withholding or by cash.
- B. Spouses of Postmasters Retired shall be accepted as voting members of this organization upon payment of an annual fee of \$5.00. This payment will be due at the State Convention each year.

ARTICLE IV - OFFICERS

The officers shall be President, Vice President, Secretary-Treasurer and Editor.

The Editor shall be appointed by the President.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Secretary-Treasurer, Editor and all Past Presidents.

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1 - President

- A. The President shall be the Executive Officer and is fully empowered to direct the affairs of this Chapter of Postmasters Retired.

The President may appoint any committee necessary to conduct the business of this organization.

- B. The President shall serve on the Executive Board (at the discretion) of the Georgia Chapter as representative of Postmasters Retired and shall have a vote.

Section 2 - Vice President

In the event of absence, death, resignation or removal of the President, the Vice President shall assume the duties of the President.

Section 3 - Secretary-Treasurer

- A. The Secretary-Treasurer shall be in attendance at all meetings as directed by the President. The Secretary-Treasurer shall keep the minutes of these meetings, the records of the Chapter, and all monies received.
- B. The Secretary-Treasurer shall maintain the membership records of Postmasters Retired and have a working relationship with the Secretary-Treasurer of the Georgia Chapter of NAPUS. Where there is not a membership chairman, the Secretary-Treasurer shall be responsible for membership.
- C. The Secretary-Treasurer shall maintain a local banking account. The checks may be signed by either the President or the Secretary-Treasurer, with proper supporting documents. A ledger must be maintained for all receipts and expenditures.
- D. The active Secretary-Treasurer shall also serve on the Postmasters Retired Executive Committee and shall be responsible for maintaining minutes of the meeting for reporting to the entire membership.
- E. The Secretary-Treasurer shall be responsible for payment of all bills through the State Convention. The Secretary-Treasurer shall then close bank account and mail a check for the balance to the newly elected Secretary-Treasurer.

Section 4 - Editor

The Editor's duties shall be to keep the membership informed by submitting an article for placement in the Chapter publication.

Section 5 - Past Presidents

The Past Presidents shall serve as members of the Postmasters Retired Executive Committee, and work for the betterment of the Postmasters Retired and NAPUS.

ARTICLE VII - ELECTION OF OFFICERS

Section 1 - Election of Officers

The election of Officers shall be conducted at the annual meeting and shall require a majority of the votes cast by members in good standing and voting.

Section 2 - Candidates

A candidate for any office must be a member in good standing. Nominations may be made from the floor.

Section 3 - Assumption of Duties and Term of Office

Elected officers shall assume their duties at the conclusion of the State Convention following their election to their respective positions. The President, Vice President, Secretary-Treasurer and Editor shall be elected to a one-year term. They shall be elected each year, but without term limit.

ARTICLE VIII - INTENT AND PURPOSE

The intent and purpose of the Georgia Postmasters Retired shall be to promote, assist, and advise Postmasters in all areas of personal and related items of interest and concern. Postmasters Retired shall dedicate themselves and their organization to give every possible assistance to the parent organization, NAPUS and the Georgia Chapter.

ARTICLE IX - AMENDMENTS

Any member in good standing may present a written petition for amendment(s) to this document to the President prior to the annual meeting. The petition shall be considered for action at the meeting. A vote of two-thirds of the members present at the meeting is required to approve amendment(s).

ARTICLE X - EXPENDITURES

Section 1

The Chapter President shall be limited to a miscellaneous expenditure of fifty dollars (\$50.00) per year including postage and telephone calls.

The President shall receive \$100.00 to help defray expenses for each Spring, State and Fall Meeting. In the absence of the President, this allowance shall be received by the Vice President to attend the meetings.

The amount to be reimbursed to the President for the Legislative Conference is for lodging, per diem of sixty dollars (\$60.00) per day, registration and air fare from the nearest commercial airport, or mileage, whichever is less. Should a bus be provided, the president will be expected to ride the bus.

Section 2

The Secretary-Treasurer shall be limited to a miscellaneous expenditure of fifty dollars (\$50.00) per year including postage and telephone calls.

The Secretary-Treasurer shall receive \$100.00 for each State meeting and \$50.00 for the Spring and Fall State meetings to help defray expenses.

Section 3

Unexpected expenditures must be approved by a majority of the Executive Committee, other than the agreement with the management of the facilities where the meetings are to be held, which includes the luncheons for Postmasters Retired and their spouses.