

**CONSTITUTION & BY-LAWS
CALIFORNIA STATE BRANCH**

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

Organized at Sacramento, California, June 20, 1920

As Amended Through the 2021 Zoom Committee

<p>CONSTITUTION</p>

ARTICLE I – NAME

This Association shall be known as the California State Branch, National Association of Postal Supervisors.

ARTICLE II – OBJECTS

The objects of this Association shall be to promote, through appropriate and effective action, the welfare of the Postal Field Supervisors and to cooperate with the Postal Service in a continuing effort to improve the service, to raise the standard of efficiency and to widen the field of opportunity for supervisory employees who make the Postal Service their life's work.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the California State Branch of the National Association of Postal Supervisors shall be open to all classified employees eligible to join the National Association of Postal Supervisors as presently written, and hereinafter duly and legally amended, per Article III of the National Constitution and By-Laws and employed by a postal facility in the State of California.

Section 2. An employee eligible for membership who is employed in an office having a local branch, or affiliated through a district branch, may become a member only by affiliation with said local or district branch, except as authorized by the National Constitution, Article III, Section 7.

Section 3. An employee who is eligible for membership, employed in any office having no local branch and not affiliated with a district branch, may become a Member-at-large of this branch.

Section 4. Former active members of this Association who were in good standing at the time of retirement or promotion may be Associate Members in this State Branch upon Retirement from the U.S.P.S. Associate Members may

attend meetings and conventions. They may be appointed by appropriate authority to serve on committees. Associate Members shall be eligible to hold office at the local and state levels.

Section 5. Members of this organization, who are in good standing at the time of retirement, shall be entitled to Honorary Membership. Honorary members shall not be required to pay dues or assessments, shall not be eligible for election to office, and shall have no voice or vote at meetings or conventions.

Section 6. All branches affiliated with the California State Branch shall receive copies of the minutes of all Executive Board Meetings. Members-at-large and Associate Members of the California State Branch may request from the State Secretary copies of the minutes of the California State Branch. Copies may be provided via postal mail or email as requested by the branches. All approved minutes shall be posted on the California State Branch website CAStateNAPS.org.

Section 7. Membership in this branch shall be open to EAS employees meeting the eligibility requirements of Article 3, Section 9 of the National Constitution.

Section 8. Members of any Branch that withdraws from affiliation with the California State Branch will not be seated or have voice or vote as delegates at a State Convention and may not attend any State Branch sponsored event or function unless specifically provided for in Article VIII of the By-Laws.

ARTICLE IV – ORGANIZATION

Branches shall be formed in accordance with the provisions of Article IV of NAPS National Constitution.

ARTICLE V – MEETINGS

Section 1. Annual Conventions of this Association may occur on three consecutive days in April or May of each odd numbered year and on two consecutive days in April or May of each even numbered year, to be selected by the Executive Board; each Convention deciding the place for holding the convention two years hence; provided that the Executive Board may for sufficient cause, change the time or place or both, of a convention. **The Executive Boards of California State and Hawaii State may agree to hold a Bi-State Convention.**

Section 2. The Executive Board is mandated to have seminar/workshops scheduled on one day during the regular annual convention.

Section 3. The Executive Board shall convene, for the purposes of conducting the business of the State Branch of California, at least three (3) times per year. Such meetings shall be in person, via telecom, or a combination of both, at the discretion of the Executive Board.

Section 4. The Executive Board shall, not later than November 30th prior to the convention, visit the host site, go over the arrangements with the host committee and convention hotel staff, and approve the budget for the convention.

ARTICLE VI – REPRESENTATION

Section 1. At conventions and meetings of this Branch, each Local or District Branch in good standing, shall be entitled to representation as follows: One vote for each \$90.00 or fraction thereof, paid in State per capita for the preceding fiscal year. Any branch paying less than \$90.00 shall be entitled to one vote. Sitting delegate members shall, in the absence of any other delegate member of their Branch, be entitled to cast the votes of their Branch.

Section 2. Members-at-Large in good standing shall be entitled to one vote for each office.

Section 3. A State Officer shall be entitled to a voice and vote by virtue of his/her office, providing he/she is not serving as an elected delegate.

Section 4. A past President of the California State Branch, who is an active member in good standing, shall be entitled to a voice and vote, provided he/she is not serving as an elected delegate, or voting as a Member-at-Large.

Section 5. At a National Convention, the votes of this Branch shall be cast on the basis of the majority decision of the State Officers in attendance at such Convention. In the event of a tie, the President or Acting President shall make the final decision.

Except in an emergency, the California State Branch President of NAPS, when calling a caucus at a National Convention of NAPS, must notify all Branches in attendance at least two hours in advance of holding a State caucus. Said caucus will be open to all California State delegates.

ARTICLE VII – OFFICERS

Section 1. There shall be a President, Vice President, Secretary, Treasurer, and four (4) Area Vice Presidents. This constitutes the Executive Board. The President shall act as Chairman. It shall have the power to recommend an assessment be levied, and such assessments shall be levied by the President, and collected according to the articles prescribed in methods thereof. It shall have the power to authorize necessary expenditures and to draw warrants on the Treasurer.

Section 2. These officers shall be elected at the regular annual convention of this Association and their term of office shall be for two years, or until their successors are duly elected and qualified. Incumbent officers may be re-elected for consecutive terms or until their successors are duly elected or appointed.

Section 3. All state officers must attend at least one meeting per year of each of their assigned branches or must substantiate the reason for not doing so.

Section 4. A member not in good standing shall not be eligible for office.

Section 5. All duly elected officers of this branch as per Article VII shall be paid delegates to the National Convention at the rate per Article VI of our by-laws.

ARTICLE VIII – ELECTIONS

Section 1. Election of contested Officers, Legislative Consultant, and Convention City shall be by secret ballot. Ballots shall be prepared by the Secretary following the nominations. Nominations shall not be closed prior to 9:00AM, on the last day of the convention.

Section 2. The President shall appoint a Ballot Committee of five (5) or more members. The results of the Ballot Committee counting of the votes shall be announced immediately upon presentation to the chair.

ARTICLE IX – COMMITTEES

Section 1. A legal fund committee composed of the Executive Board shall hear requests as they are received, so that aid, if granted, will be given in a timely manner.

Section 2. The Executive Board may vote to send a representative to each National and Western Region Postal Forum provided that said representative provides a written report within thirty (30) days of the close of said Forum.

ARTICLE X – PRESIDENT

Section 1. The President shall preside at all meetings of this Association, shall call special meetings when ordered to do so, according to Article V; appoint all committees and a Sergeant-at-Arms; fill all vacancies which occur prior to an Annual Convention, subject to the approval of the State Board within 60 days of the vacancy; decide all questions of order (subject to Robert's Rules of Order, Revised), and (appeal to the convention); enforce the laws and rules of the Association or Executive Board; make branch assignments and ensure Executive Board members perform their duties; remove from office, with Executive Board approval, any Executive Board member failing to perform his/her duties; and perform such to other duties as appertain to this office.

ARTICLE XI – VICE PRESIDENT

Section 1. The Vice President shall serve in the absence of the President. The Vice President is assigned the duties of Convention advisor and local branch advisor; in addition the Vice President is assigned as advisor to the California State Auxiliary and local branch auxiliaries as needed or requested.

ARTICLE XII – SECRETARY

Section 1. The Secretary shall keep an accurate record of the meetings of this Branch and the meetings of the Executive Board. The Secretary shall have charge of all correspondence of the Branch.

Section 2. The Secretary shall maintain all property assigned to the Secretary's office. The Secretary will maintain labels for the various Local and District Branches of the California State Branches, the Members-at-Large (both active and associate) of the California State Branch, the National Officers of this Association, and such other labels as required by the Executive Board. Said labels shall be available to all branches or members requesting same at a minimal price established by the Executive Board. Any obsolete equipment shall be sold by the Secretary, with first choice given to the Local and District Branches at a fair market price, and such monies shall be turned over to the Treasurer and accounted for.

Section 3. The Secretary shall promptly dispatch all State Bulletins and newsletters, meeting notices and all other information pertinent to the membership. That all state board approved meeting minutes be distributed 60 days after the approval and updated on the California State web page. The Secretary shall also dispatch the "Convention Call" no later than 60 days prior to the first day of the convention, prepare the State Convention delegate

credentials, and be responsible for the preparation of the State Convention Resolutions booklet.

Section 4. Any Branch or member requesting mailing labels shall notify the Secretary at least twenty (20) days in advance of the date needed. When the order has been completed, the Secretary shall submit a statement of cost to the Local Branch Secretary. A copy will also be sent to the State Treasurer who will be responsible for the collection of the amount due.

Section 5. The Secretary shall update the Constitution & By-Laws and mail two (2) copies of the updated Constitution & By-Laws to each Local and District Branch within sixty (60) days following the State Convention. The Secretary shall also have the updated Constitution & By-Laws placed on the California State Branch website following the update for review by the membership. The Secretary shall also provide additional copies to each Local and District Branch as needed for its membership.

Section 6. The Secretary shall perform such other duties as the President of the Executive Board shall so order.

Section 7. The Secretary shall be compensated the sum of two hundred dollars (\$200.00) per month.

Section 8. The Secretary shall give feedback regarding resolutions passed by the State Convention through published communication.

ARTICLE XIII – TREASURER

Section 1. The Treasurer shall receive all monies for the Branch and deposit such funds in a bank or a federally insured financial institution approved by the Executive Board. The Treasurer shall maintain a complete file of duplicate deposit slips. The Treasurer shall issue receipts for cash payments or whenever a specific request is made for it. The Treasurer shall maintain a record of all Branch property in the possession of a State Officer.

Section 2. The Treasurer shall disburse funds as directed by the Branch or Executive Board upon certification by the Secretary and President.

Section 2b. Upon election of a new state officer, records and materials must be turned over to their successor within one month of the said election. All accounts must be transferred to the newly elected officers within two weeks of his/her being elected to office.

Section 3. The Treasurer shall submit prior to April 1st of each year necessary informational records to the IRS and Franchise Tax Board pertaining to receipts and disbursements during the prior fiscal year. The Fiscal year established by this Association will end December 31st allowing closing to be made in all records which can then be audited and reviewed by the membership at the convention.

Section 4. The Treasurer shall prepare, prior to March 1st of each year, a list of Local and District branches showing the amount each Branch paid in State per capita for the preceding fiscal year and the number of votes to which each Branch is entitled under the provisions of Article VI of this Constitution. A copy of this list shall be furnished promptly to each Branch. The list after approval by the Auditing Committee shall become a part of the Resolutions Pamphlet of the State Convention of this Branch.

Section 5. The Treasurer shall mail to each branch a notice of payment due of per capita dues and assessments on the first day of the month prior to the due date (December 1 and June 1).

Section 6. The Treasurer shall perform such other duties as the President or the Executive Board shall so order.

Section 7. The Treasurer shall be compensated at the sum of One Hundred and Fifty Dollars (\$150.00) per month.

Section 8. The Treasurer shall prepare a budget for the upcoming year and a copy of this budget be mailed to each local branch by December 1st each year. The budget shall include proposed income and expenses for each account for the upcoming year.

ARTICLE XIV – AREA VICE PRESIDENTS

Section 1. All Area Vice Presidents shall assist in the various matters of the local branches that are assigned to them; first, as requested by the California State President, and second, as requested by the local branch Presidents.

Section 2. They shall attend all State Branch Meetings and report back to branches concerning any information that pertain to said branches.

Section 3. They shall perform such other duties as the President or the Executive Board shall so order.

ARTICLE XV – LEGISLATIVE AFFAIRS CONSULTANT

Section 1. The Legislative Consultant shall be an elected advisor to the California State Branch. The Legislative Consultant shall be an active or associate member of the California State Branch.

Section 2. The Legislative Consultant shall update the Executive Board, the various branches, and the Members-at-Large on legislative affairs.

Section 3. The Legislative Consultant shall serve as a member of the Legislation Committee at the annual convention of the California State Branch.

Section 4. The Legislative Consultant shall, using funds available from the Legislative Affairs account and following current accounting procedures for the use of funds, administer the legislative program of the Branch.

Section 5. Subscriptions to the “Federal Times” shall be paid by the State Branch and mailed directly to the home address of the current Legislative Consultant and California State Branch President.

Section 6. For actual attendance at National and State Conventions, State Board Meetings, Legislative Conferences/Seminars, Regional Conferences/Seminars and Legislative Coalition Meetings and related activities, the Legislative Consultant shall be allowed reimbursement for expenses as specified in Article VI, Section 1, of the By-Laws.

Section 7. The Legislative Consultant shall submit an article for each issue of the State Newsletter and an annual report to the members of the State Branch which shall be published in the Convention Resolutions Booklet. This report should be a detailed analysis of the prior year’s activities. The State Treasurer will not pay the above stated expenses if the above reports are not submitted.

Section 8. The Legislative Consultant is a non-voting advisor to the State Executive Board and shall be elected for a term of two years. Incumbent may be re-elected for consecutive terms or until their successors are duly elected or appointed.

ARTICLE XVI – DUES AND ASSESSMENTS

Section 1. Membership Through Branch Affiliation

Dues of the California State Branch, National Association of Postal Supervisors, shall be twenty-eight dollars (\$28.00) per person per year payable in semi-annual amounts of fourteen dollars (\$14.00) per person.

Per capita payment of dues and assessments shall be due and payable on the fifteenth (15) day of each semi-annual period: January 1 to June 30 and July 1 to December 31. Per capita payment of dues and assessments not paid within ten days after the due date (January 25 and July 25) shall be assessed a penalty of 5% of the amount due and will be recorded as Per Capita income.

Section 2. Members-at-Large

Dues for Members-at-Large of the California State Branch shall be the sum of the National Per Capita Tax, the State Per Capita Tax of twenty-eight dollars (\$28.00) per year, and a special twelve dollar (\$12.00) annual Member-at-Large service charge. Members-at-large shall also be liable for any lawful assessments made by the National or State Branch as required of members affiliated through local and district branches. Members-at-Large may elect to enroll his or her spouse in the California State Auxiliary and pay the required dues of that organization.

Members-at-Large shall have the option of paying dues and assessments annually prior to January 1st of each fiscal year of this organization, or by the dues withholding method where one-twelfth of the required annual amount is withheld from the employee's paycheck each month.

Dues for Members-at-Large shall be increased automatically by any lawfully passed Constitutional Amendment of the National Association of Postal Supervisors, the California State Branch of the National Association of Postal Supervisors, and where authorized by the member, the National and State Auxiliaries to the National Association of Postal Supervisors. When a Member-at-Large has elected the dues withholding method, the monthly amount withheld shall be rounded to the next whole penny.

Section 3. Definition of Good Standing

A Local or District Branch or a Member-at-Large in arrears as to dues and assessments shall not be considered in good standing if dues or assessments, due to the California State Branch, National Association of Postal Supervisors, are not paid when due.

Branches and Members-at-Large in arrears for dues and assessments more than ninety (90) days shall stand suspended from membership until the current year's dues and assessments are paid. That Branch or Member-at-large shall have no voice or vote in the affairs of the organization, nor shall any of its members be eligible to hold State Branch elected office.

Section 4. Allocation of income

The income of the California State Branch derived from the collection of the State Per Capita Tax shall be allocated among the accounts of this organization as follows:

0100	Secretary and Treasurer Compensation and Board Organization Expenses	10%
0200	State Convention Board Expenses	11%
0300	National Convention Board Expenses	11%
0400	Board Meeting Expenses	20%
0500	Convention City Fund	8%
0600	Convention Committees and Parliamentarian	2%
0700	Legislative Affairs and Consultant	6%
0800	General Fund	15%
0900	Reserve Fund	2%
1100	Legal Defense Fund	2%
1200	Legislative Conference/Training Seminar Board Expenses	13%

The income of the California State Branch derived from the collection of the Special Member-at-Large service charge shall be allocated among the accounts as follows:

0100	Secretary/Treasurer Compensation and Board Organization Expenses	50%
0800	General Fund	50%

The income of the Branch derived from the collection of the California State Branch Auxiliary membership of the Members-at-large shall be remitted to the Secretary of the California State Branch Auxiliary and National Branch Auxiliary annually. All other income of the California State Branch shall be allocated among the various accounts by direction of the Executive Board.

Section 5. Fund Purposes

Only the eight officers of the Executive Board are entitled to any reimbursement for expenses under the categories of Secretary and Treasurer Compensation and Board Organization Expenses; State Convention Board Expenses; National Convention Board Expenses; and Board Meeting Expenses.

Secretary and Treasurer Compensation and Board Organization Expenses account shall have a maximum balance of \$9,000.00. Any funds in excess of \$9,000.00 shall be transferred by the Treasurer to the General Fund at the beginning of each fiscal year.

Board Meeting Expenses can only be claimed for State Board Meetings held within the boundaries of the State of California, the site of the Western Region Training Seminar or at a State Convention site selected by the convention.

The Convention City Funds will be allocated in its entirety to the Host Convention City based on the per capita scheduled to be collected for the fiscal year ending on December 31st.

The Convention Committee and Parliamentarian account shall have a maximum balance of \$1500.00. When the amount exceeds \$1500.00, the Treasurer shall place any additional funds caused by the allocation of funds in Section 4 of this Article into the General Fund.

The General Fund is established to pay all obligations due except those for special accounts. Monies in the General Fund shall not be used to supplement other funds unless so decided by a two-thirds (2/3) vote of the Executive Board.

The Fund Accounts shall be used only for the purpose for which they are established.

Section 6. Maintenance of Funds

The Treasurer shall maintain the monies of this organization in a recognized financial institution(s) approved by the Executive Board. Sufficient funds shall be maintained in a checking account or in an interest-bearing savings account.

Interest accrued from the savings account or investments shall be applied to the Legal Defense Fund account when such fund is under the \$35,000.00 maximum.

“Section 7. Legal Defense Fund and Assessment

“A Legal Defense Fund of a maximum \$15,000.00 is to be established for the members of this Association. The expenditure of funds shall be controlled by a

two-thirds vote of all Executive Board members. The fund shall be financed by an assessment of ten (10) cents per member per month until the limit is exceeded. When the amount on deposit in the fund falls below \$12,000.00, the State Treasurer shall notify all Branches and Members-at-Large of this Association that the assessment shall be re-instituted effective the following month until the \$15,000.00 limit is again attained.

“The sole purpose of the Legal Defense Fund shall be to avail ourselves of proper legal counsel at the State level for action in the defense of State Branch members. The State Legal Defense Fund should financially support any member who requires legal assistance up to two-thirds (2/3) of the legal fees, not to exceed three thousand dollars (\$3,000.00), due to a lawsuit resulting from the performance of his/her duties. Such money should be made available from the State Board upon the following conditions:

1. The member’s case has been adjudicated.
2. Claim is initiated within 90 days of adjudication.
3. A case file, or at a minimum, a case history, with a decision letter be submitted.
4. Itemized receipts are submitted.
5. The member’s branch submits a written statement that the member:
 - (a) Sought branch advice and assistance, and
 - (b) Notified the branch prior to retaining legal assistance.
6. The member must have been a member in good standing of NAPS at the time the initial incident occurred that led to the adverse action.
7. That in the Board’s opinion the member has not willfully and/or knowingly jeopardized his/her position by illegal and/or improper actions.
8. Should the case be received not meeting the above requirements or the determination of the State Board is denial of compensation, it shall be promptly returned to the member and branch with reason(s) indicated.

“All such monies paid from the Legal Defense Fund shall be returned to the State Legal Defense Fund upon reimbursement by the U.S. Postal Service. The California State Executive Board shall ensure that no claimant shall receive reimbursement from the National and State Funds greater than total allowable legal costs.

“A supervisor who retains any qualified Adverse Action Consultant as recommended by the National Executive Board and/or the State Executive Board

shall be entitled to legal assistance for representational purposes as would be allowed if a lawyer had been retained.

“As of December 31 of each fiscal year the amount in the Legal Defense Fund in excess of the maximum \$15,000.00 caused by accrued interest during the concluding fiscal year shall be transferred to the General Fund.”

Section 8. Convention City Fund

The Convention City Assessment is established to provide for next year’s Convention Host City the monies necessary to plan, prepare and conduct a successful convention. The assessment is payable by each branch in the state in the amount of \$3.00 per member per year. Payment of this assessment shall be due January 1st of each year. The Convention City Assessment will be allocated in its entirety to the next year’s Convention City based on the assessment collected for the fiscal year beginning on January 1st.

The Convention City Assessment next year 2022, be waived for branches, that paid assessment in 2020. This will be a one-time exception of Article XVI, Section 8.

Section 9. National Resident Officer Fund

The National Resident Officer Fund is established to provide campaign funding for a California NAPS member in good standing and endorsed by his/her branch and the California State Convention. The fully endorsed candidate competing for a National Resident Office may be allowed to request up to but not more than three thousand dollars (\$3,000.00) from the General Fund in a National election year. The allocation of an eligible requesting member shall be granted by a majority vote of the California State Executive Board.

ARTICLE XVII – BRANCHES

Local and District Branches are at liberty to fix their own dues, fees and assessments. Local Branch Secretaries shall notify the State Secretary of any changes in the officers or the official branch mailing address.

ARTICLE XVIII – AMENDMENTS

This Constitution may be amended at any convention of this Association by two-thirds (2/3) vote of the delegates present at the time the vote is taken.

BY-LAWS

ARTICLE I – QUORUM

In any Convention of this Association, thirty-five (35) members representing at least eight (8) Branches of the State shall constitute a Quorum.

ARTICLE II – ORDER OF BUSINESS

At any convention of this Association, the following order of business shall be observed, unless varied by vote of the convention.

- Roll Call of Officers
- Quorum Determination
- Report of Officers
- Reports of Committees
- Unfinished Business
- New Business
- Nomination of Officers and Convention City
- Elections
- Installation of Officers
- Adjournment

ARTICLE III – COMMITTEES

Section 1. Prior to each annual State Convention, the President shall appoint the following committees: Audit, Rules, Registration, Constitution and By-Laws, Legislation, Resolutions, Postmaster, Ballot, Formal, Sergeant-at-arms and Greetings. The President shall also appoint such other committees as are considered necessary. Branches shall be limited to two (2) delegates per committee (Registration, Sergeant-at-arms and Greetings excluded).

No Branch shall be appointed chair of more than one committee (Audit, Registration, Greetings, Formal, and Sergeant-at-arms excluded).

Section 2a. Annual Audit.

The President shall notify the Chairman and members of the Audit Committee of their selection no later than March 1st. The responsibility of the audit site arrangements for conducting the audit will be the responsibility of the State

Treasurer. In addition, the audit is to be conducted within the required timeframes as set forth in the by-laws. The Audit Committee members shall not be a member of the same NAPS branch as the State Treasurer. The Audit Committee, shall, prior to the State Convention, complete an audit of all financial records of the State Branch for the preceding fiscal year. The Committee will also verify the votes which each Branch is entitled and approve the list prepared by the Treasurer in compliance with Article XIII, Section 4 of the Constitution.

Section 2b. Special Audit

Whenever a new individual is elected or appointed as Treasurer of the California State Branch, a special audit of the financial records of the Branch shall be conducted within thirty (30) days of the election or appointment. The President shall select no less than three (3) members in good standing to conduct the audit. No member of the Audit Committee shall be from either the Branch of the outgoing Treasurer or the incoming Treasurer. Expenses for the members of the Audit Committee shall be allowed in Article VI, Section 4 of the By-Laws.

Section 2c Memorial Scholarships

Tom Wong, Bridget Evans Hayes Cherry, and Mary Burkhardt Memorial Scholarships are to be awarded in honor of their dedication to NAPS members and their families. These scholarships are to be sponsored by NAPS CA State Branch 905. NAPS CA State Branch 905 will be awarded 4 (four) \$500 Memorial Scholarships. Four (4) applicants will be selected by a committee designated by NAPS CA State President. The application form will be available on the NAPS CA State website.

Applicants for this scholarship must be the children or grandchildren of a living NAPS member, active or associate, at the time of drawing. Furthermore, the children or grandchildren must be attending or have been accepted by an accredited two- or four-year college or university.

The applications must be received no later than December 31. Scholarship winners will be notified in February. Members whose child or grandchild have been awarded a Memorial Scholarship will receive a check, payable to the college or university listed in the application of acceptance of attendance. Applications will only be accepted using the following format. Student name, email, course of study, institution name including address, NAPS member name, NAPS member branch number, NAPS member relationship to applicant and NAPS member address information.

The memorial scholarship committee will be designated by the President to include the Vice President, Treasurer and one (1) Area Vice President. The memorial scholarship committee will upon receipt of documentation withdraw the recipients of these four (4) scholarships and report its decision to the State Board in January.

NAPS CA State Branch 905 Memorial Scholarship Application

* indicates required field

*Student First Name:

*Student Last Name:

*Email:

*Major course of study:

*Name of two-or-four-year college or university attended or will be attending:

*Address of the college or university:

*City/State of the college or university:

*NAPS member's first name:

*NAPS member's last name:

*NAPS member's branch number:

*Student's relationship to NAPS member (son, granddaughter, etc.):

*NAPS member's PO box/street address:

*City:

*State:

*ZIP +4:

**Submit all applications to PO BOX 742033 SAN DIEGO CA
92174-2033**

Section 3. The President shall notify the Chairman and members of the Rules, Registration, Constitution and By-Laws, Resolution, Legislation, Postmaster, and Formal Committees of their selection at least two weeks in advance of the Convention. At the same time, the President shall furnish to the Chairman and members of the various committees any resolutions pertaining to their committee, which may be available.

Section 4. In the absence of any resolutions which may be submitted to the Legislation Committee by local branches or members, the Legislation Committee shall be empowered to draft and present any appropriate resolutions that it deems necessary for the membership's consideration.

Section 5. During the convention, immediately following the announcement by the State President of the appointment of committee chairs and co-chairs and committee members, Branch Presidents or designees shall be allowed to replace or remove named committee members (chairs, co-chairs, and Audit excluded) from within their particular branches.

In the case of removals, other Branch Presidents or their designees may immediately request the appointment of committee members from within their particular branches, provided that such appointment by the State President shall not be in conflict with Section 1 of this Article.

ARTICLE IV – TREASURER'S BOND

The Treasurer shall be bonded for a sum to be determined by the Executive Board, the cost to be paid by the Association.

ARTICLE V – REGISTRATION FEE

Section 1. All delegates and visitors attending a State Convention shall be required to pay a registration fee.

Section 2. The Executive Board shall authorize a local committee of the Convention City to charge a registration sufficient to cover necessary expenses.

Section 3. A branch or delegate will be entitled to a 100% refund up to thirty (30) days prior to the State Convention starting date, a 50% refund twenty-nine (29) to fourteen (14) days prior to the State Convention starting date. No refund will be made for any cancellation thirteen (13) or fewer days prior to the State Convention starting date. Postal cancellation date will be used to determine if request is timely.

ARTICLE VI – EXPENSES OF OFFICERS

Section 1. Allowances of President, Vice President, Secretary & Treasurer

For actual attendance at National and State Conventions, Regional Conferences or Seminars called by National Officers and Legislative Conferences or Seminars called by the National President, the President, Vice President, Secretary, Treasurer and Area Vice Presidents shall be allowed coach fare to destination and return or mileage not to exceed coach fare. In addition, these officers shall receive reimbursement for the event's established single hotel room accommodations, (including applicable taxes), registration fee, taxi/limo and per diem equal to Postal Service per diem for the local area. Payment for listed travel expenses will be allowed for only the time frame of the event unless agreed upon and approved by a vote of the majority members of the Executive Board. Expense reports and receipts must be submitted to the approving officials and the Treasurer within 30 days of the event.

Seminars

NAPS Headquarters provides compensation to State Presidents and State Legislative Chairs to attend Legislative Conferences or Seminars during National Convention years. The California State Executive Board provides compensation to two board members annually. The State Legislative Consultant is compensated as specified in Article XV Section 6 of the Constitution. Beginning with 2023, two (2) board-compensated attendees shall be designated each year by the State Board prior to attendance of any legislative conference or seminars.

Section 3. Automobile Mileage Allowance

When an automobile is used in the performance of duties, an Officer of the State Branch shall receive the current amount set by the United States Postal Service for supervisory personnel.

Section 4. Allowances of Convention Committees

When the Executive Board authorizes committees of the Convention to report one day prior to the start of the Convention to the site of the Convention, committee members shall receive an amount equal to one day's per diem. Members of the Audit Committee who must convene prior to the Convention will receive per diem and mileage as if they were a member of the Executive Board.

Section 5. Registration Fees – State Conventions

The registration fee for the State Convention shall be paid by the California State Branch for the State Officers.

Section 6. Executive Board Organizational Expenses

For organizational purposes in any one year, the President shall be allowed not to exceed \$1,000.00, the Vice-President shall not be allowed to exceed \$800.00, and the Area Vice Presidents shall be allowed not to exceed \$700.00 each. All organization expenses must be paid and supported by an itemized statement at each Executive Board meeting.

Organizational Expenses are defined as follows: All postage, printing, travel, per diem and telephone calls directly related to serving assigned Branches.

Section 7. Executive Board Travel Outside Assigned Branches

Travel directly required by a Branch Officer, by the State Executive Board or State President, to investigate and prepare and present a defense of a NAPS member within the State of California which necessitates travel outside that State Branch Officer's regularly assigned area of responsibility shall be recompensed at a rate to be determined by the Executive Board upon receipt of a claim by the officer involved. In no case may the amount recompensed exceed actual expenses as determined necessary by the Executive Board or the amount which would be compensable by the Postal Service had the Officer been on official government business. Any expense incurred for said travel outside the assigned branches shall be charged by the Treasurer to the sub account (Assistance Within Area) of the Officer assigned to that branch.

Section 8. Officers Report to the Membership

California State Branch Officers shall publish a detailed financial report on a yearly basis, and it shall be furnished to all Branches and included in the Convention Resolutions Booklet. All State Officers shall provide an annual report to the members of the State Branch and said report shall be published in the Resolutions Booklet. This report should be a detailed yearly activities report. The State Treasurer will not pay the State Officer Convention expenses if said report is not included in the Convention Resolutions Booklet.

ARTICLE VII - WEBSITE

The California State Board shall maintain a website to keep the Branches informed of current information. The State Board shall select and contract with a

webmaster and shall establish guidelines. Any Branch or their Auxiliary that has information that is of interest to other NAPS members should forward the information to the President. Any information posted on this site must have the prior approval of the President and/or California State Board.

ARTICLE VIII – GUESTS AND VISITORS

Section 1. Guest and visitors are allowed to attend State Conventions, Seminar, and other State Branch sponsored events to the extent that the provisions of this Article allow.

Section 2. A guest is a person or persons invited by the State President to speak to a specific agenda item or subject matter.

Section 3. A visitor is an individual accompanying a member of the California State Branch. A visitor may attend State Branch functions as specifically provided for and upon payment of appropriate fees. A visitor may not have a voice or vote at any meeting of the State Branch or State Executive Board and may be excluded from such meetings by the State President.

ARTICLE IX – AMENDMENTS

These by-laws may be amended at any Convention by a majority vote of the delegates present and voting.