

CONSTITUTION AND BY-LAWS
KENTUCKY CHAPTER
NATIONAL ASSOCIATION OF POSTMASTERS
OF THE UNITED STATES

Amended June 2003
Amended June 2004

Current Addition June 2003
Current Addition June 2004

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, the Postmasters of Kentucky form themselves into an Association. We pledge ourselves to aid and assist the United States Postal Service to bring out the best results and to work with a high purpose in view to promote and maintain an efficient and high grade Postal Service.

ARTICLE I -- ORGANIZATION:

This chapter shall be incorporated under the laws of the Commonwealth of Kentucky as a non-profit organization, and shall be known as the **Kentucky Chapter, National Association of Postmasters of the United States**. This chapter chartered in accordance with, and under the provisions of the National Association Constitution, shall be subject to the rules and policies of the Association. Robert's Rules of Order shall govern the deliberation of the proceedings of all meetings of this chapter, except when in conflict with the Constitution, then the Constitution shall prevail. This chapter shall be free to conduct its own affairs and generally perform the acts of an independent organization so long as the primary intent of the rules and policies of the Association are followed and such conduct and performance are not in conflict or inconsistent with the Association's Constitution.

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 and for the mutual interchange of ideas of members of the Association and officials of the service. The chapter may promote an Educational Foundation for a child, grandchild or ward of a Postmaster who is a member of NAPUS.

ARTICLE III -- MEMBERSHIP AND DUES:

Each Postmaster and active Officer-In-Charge in the Commonwealth of Kentucky shall be eligible for **Active Membership** in this chapter and may become members thereof, upon acceptance of their application for membership and payment of dues. All Active Members shall have the right to vote. Any member who has retired from the Postal Service with the title of Postmaster shall be eligible for membership as a **Postmaster Retired**, and may vote on questions and hold office as outlined in Article III of the National Constitution. Officers-In-Charge that become a member of this chapter while serving as an active Officer-In-Charge, and was honorably separated or transferred from the position are qualified for **Associate Membership**. Associate Members shall not have the right to vote or hold office, but shall be privileged to attend all meetings.

Dues in the Kentucky Chapter of the National Association of Postmasters of the United States, which includes subscriptions of the *Postmaster Gazette* and *The Kentuckian*, shall be in accordance with Article XII of the National Constitution and schedule of dues as published in the September issue of the Postmaster Gazette which precedes the calendar year for which dues are applicable.

In January of each year, the Secretary-Treasurer will issue a check, payable to the Kentucky Chapter of Retired Postmasters, in the amount of \$ 5.25 per dues paying Retired Postmaster and Associate Members as of December of the previous year. This money is to be used at the discretion of the Kentucky Chapter of Retired Postmasters.

ARTICLE IV -- ELECTION OF OFFICERS & AREA DIRECTORS:

The election of the position of President and Secretary-Treasurer of this chapter shall take place at the Annual State Convention Meeting and it shall require a majority of the votes cast by the Active Members present to be elected. The position of Vice President for this chapter shall be elected at the annual Area or Area Group Meetings for the Area responsible for the nomination as out lined in Article V, and shall require a majority of the votes cast by the Active Members present from the respective Area. The members elected at the Area Meetings for the position of Vice President names will be submitted to the nomination committee for confirmation of appointment at the Annual State Convention Meeting. The election of the Area Directors shall take place at the Annual Area Meeting at each of the respective Areas and shall require the majority of the votes cast by the Active Members present from the respective Area for which the Area Director is being elected to represent. The duly elected officers and Area Directors shall assume their duties at the December Executive Board meeting subsequent to the State Convention at which they were elected.

ARTICLE V -- OFFICERS:

Officers of the Chapter shall be President, Secretary-Treasurer and District Vice Presidents; the number of District Vice Presidents shall be equal in number to the number of Congressional District in the state of Kentucky. The President is elected for a term of one year and has the option of being a candidate for re-election for one additional term. The Secretary-Treasurer is elected for a term of one year and has the option of being a candidate for re-election until defeated or chooses not to seek the office again. The District Vice Presidents shall be elected for a term of one year and have the option of being a candidate for one additional term. They shall serve without designation of rank from the following area groups: Areas 1 and 2; Areas 3 and 4; Areas 5 and 6; Areas 7 and 8; Areas 9 and 10. Each area group shall rotate nomination of the District Vice President position every two years and may waive their rotation if they do not wish to make a nomination. The rotation cycle for the area groups shall begin with the elections held in calendar year 2001; the nomination shall be from Areas, 1,3,5,7,9. The Areas whose turn it is for nomination of a District Vice President must endorse one candidate for District Vice President at their Area Meeting and present the candidates' name at the chapter's Annual Convention to the nominations committee. A member shall not hold an elected office in both Postmasters' organizations at the same time. In the event that the office of a Vice President shall become vacant for any reason, the President of Kentucky NAPUS shall upon recommendation by the represented Area Director, appoint a District Vice President to fill the unexpired term. All officers, except the Secretary-Treasurer, shall serve without compensation. Compensation of the Secretary-Treasurer will be set at the first yearly meeting of the Executive Committee.

ARTICLE VI -- PRESIDENT:

1. The President of Kentucky NAPUS shall be responsible for the management and welfare of the Chapter.
2. The duties and authority of the Presidency shall be innate in addition to those granted through the Executive Committee and the State membership at large.
3. The following Standing Committees shall be appointed by the President at least thirty (30) days prior to the State Convention. Resolutions, Constitution and By-Laws, Finance and Audit and Nominations.
4. The position of Service Representative will be appointed by the President elect, subject to the approval of the Executive Committee at the December Executive Board Meeting. In the event that a quorum is not present, the Secretary-Treasurer will send ballots to all members of the Executive Committee for purpose of approval of the President-elect's selection.
5. The President shall: Generally presides at the Annual State Convention and Executive Committee meetings; appoint all members of Standing and Special Committees; define respective functions of each and serve as ex-officio members of these committees; represent the State Chapter at all National Conventions, Meetings and Conferences.

In the event of a vacancy of the office of President, the Secretary-Treasurer shall assume the office until a successor can be elected from the Vice Presidents.

ARTICLE VII -- SECRETARY - TREASURER:

The duties of the Secretary-Treasurer shall be to attend all meetings of this Chapter and of the Executive Board, and all other meetings as directed by the President to attend. The Secretary-Treasurer shall keep the minutes of said Chapter and Committees in a neat and orderly manner and such other records as may be committed to the Secretary-Treasurer's case. The Secretary-Treasurer shall make duplicate copies of minutes and send said duplicate to the President. Records of the minutes are to be preserved and passed on to succeeding officers.

ARTICLE VIII -- VICE PRESIDENTS:

The duties of the Vice Presidents shall be to assist the President, Area Directors and County Chair in their respective Vice Presidential areas as noted in Article V.

ARTICLE IX -- EDITOR:

The Duties of the Editor shall be to attend all meetings of this Chapter and of the Executive Board, and all other meetings as directed by the President. The Editor shall publish *The Kentuckian* (the official publication of the chapter) six times each year on a bi-monthly schedule or as otherwise directed by the President. The Editor shall publish additional correspondence as directed by the President. The President shall direct other duties of the Editor.

ARTICLE X -- AREA DIRECTORS:

An Area Director is elected for a term of one year and has the options of being a candidate for re-election until defeated or chooses not to seek the office again. Each Area Director is to take charge of Chapter Activities in their area, to appoint a County Chair for each county in their area, to hold at least one meeting of the members in their area annually, to direct the annual membership campaign in their area and such other duties as the President shall direct. The President shall have a meeting to be held in each of the Areas or Area Groups sometime between the IKO and the annual Chapter Convention. The President shall appoint an Area Director in any Area where an election is not held. An Area Director appointed at the Annual meeting of the area will not be eligible for nomination as Vice President at the annual Chapter Convention. In any Area where the office of Area Director becomes vacant, the President will appoint, upon the recommendation of the County Chair of the counties involved in the Area, an Area Director to fill the remaining term. The KY NAPUS Chapter will consist of Districts; the number of Districts will be equal in number to the number of Congressional Districts in the state of Kentucky. The Districts will be aligned in conjunction with the territorial alignment of the Congressional Districts for the state of Kentucky. In the event the number of Districts or the territorial alignment of the KY Congressional Districts change, the territorial alignment of the two (2) Areas within each district shall be determined by the Executive Board prior to the effective date of the new Congressional Districting. Each District will consist of 2 (two) Area's. The District and Area alignments will be as follows:

District 1; consist of the counties that make up the 1st KY Congressional District. These counties will be divided to make up Areas 1 & 2.

Area 1 Fulton, Hickman, Carlisle, Graves, Calloway, Marshall, McCracken, Ballard,
Livingston, Lyon, Crittenden, Union, Henderson, Webster, Hopkins, Caldwell

Area 2 McLean, Clinton, Trigg, Christian, Todd, Logan, Butler, Simpson,
Allen, Monroe, Cumberland, Adair, Russell, Muhlenberg, Casey, Metcalfe,
Lincoln (split) 40437, 40442, 40489 Ohio (split) 42349, 42370, 42361, 42338

District 2/3; consist of the counties that make up the 2nd and 3rd Congressional Districts. These Counties will be divided to make up Areas 3 & 4.

Area 3 Grayson, Warren, Barren, Edmonson, Hart, Green, Taylor, Marion, Larue,
Washington

Area 4 Daviess, Hancock, Jefferson, Meade, Hardin, Nelson, Spencer, Bullitt,
Breckinridge, Shelby, Ohio (split) 42343, 42347, 42320, 42354, 42369, 42328, 42333, 42368

District 4; consist of the counties that make up the 4th KY congressional District. These counties will be divided to make up Areas 5 & 6.

Area 5 Elliot, Carter, Boyd, Greenup, Lewis, Fleming, Mason, Robertson,
Bracken, Nicholas, Bath (split) 40360, 40366, 40358, 40374 Harrison, Scott (split) 40370

Area 6 Oldham, Henry, Owen, Trimble, Carroll, Gallatin, Grant, Boone, Pendleton,
Kenton, Campbell

District 5; consist of the counties that make up the 5th KY Congressional District. These counties will be divided to make up Areas 7 & 8.

Area 7 Lawrence, Johnson, Martin, Floyd, Pike, Morgan, Magoffin, Lee, Wolfe,
Letcher, Owsley, Leslie, Perry, Knott, Menifee, Breathitt, Rowan,
Bath (split) 40371

Area 8 Pulaski, Wayne, McCreary, Jackson, Whitley, Laurel, Clay, Knox, Bell,
Harlan, Rockcastle

District 6; consist of the counties that make up the 6th KY Congressional District. These counties will be divided to make up Areas 9 & 10.

Area 9 Boyle, Garrard, Madison, Powell, Estill, Clark, Montgomery,
Lincoln (split) 40484, 40448, 40419

Area 10 Fayette, Franklin, Woodford, Mercer, Bourbon, Jessamine, Anderson,
Scott (split) 40324, 40379

ARTICLE XI -- COUNTY CHAIR:

It shall be the duty of the County Chair to conduct the membership campaign in their county and to perform other such duties, as the President shall direct.

ARTICLE XII -- EXECUTIVE COMMITTEE:

The Chapter Executive Committee shall be composed of the President, who shall serve as chair thereof, the five (5) Vice Presidents, the Secretary-Treasurer, who shall serve as Secretary thereof, the Editor of the Kentuckian, the ten (10) Area Directors, the President of Retired Postmaster and the immediate Past President of the Kentucky Chapter- NAPUS, each will serve as a voting member of this committee. All other Past Presidents of this Chapter shall serve as ex-officio members of the Executive Committee and shall be privileged to attend all meetings.

A Quorum for Executive Board meetings shall constitute 50% of the voting members, or their proxies. Any member of the Executive Board, unable to attend a board meeting, shall nominate a proxy so long as the proxy nominated is a voting member of the Executive Board. If a proxy is nominated, it shall be in writing, signed, dated and in the hands of the President three (3) days prior to the meeting.

The Executive Committee will meet as follows; Yearly IKO meeting, State Convention, National Convention; yearly December Executive Board Meeting and at any other time as called by the President.

ARTICLE XIII -- MEETINGS:

This Chapter shall meet annually at a State Convention as determined by the Time and Place Committee. Each Area or Area Group shall meet annually at such time as determined by the President. At any State Convention of this Chapter a Quorum shall be deemed to be present if 10% of the Active Members of this Chapter are duly represented. At any Area Meeting of this Chapter a quorum shall be deemed to be present if 5% of the Active Members of this Chapter from the respective Area are duly represented. Voting by proxy shall not be permitted.

ARTICLE XIV -- TIME AND PLACE COMMITTEE:

The Time and Place Committee shall be a standing committee, and consist of the President, Secretary-Treasurer, and the immediate Past President. This committee shall select a convention date and site located in the Commonwealth of Kentucky, two years in advance

ARTICLE XV -- ORDER OF BUSINESS:

The incoming president and officers shall establish the order of business at any State Convention or other meeting of this Chapter, with the view in mind of getting the greatest cooperation and efficiency of the entire Chapter.

ARTICLE XVI -- CHAPTER PUBLICATIONS:

The official publication of the Kentucky Chapter shall be known as *The Kentuckian*. The Editor of this publication shall be chosen by the President-elect and approved by the Executive Committee at the December Executive Board Meeting.

ARTICLE XVII -- AMENDMENTS:

Amendments to this Constitution may be made at the Annual State Convention by a favorable vote of two-thirds of those present and voting. All proposed amendments must be in writing and signed by three or more members. These proposed amendments must be to the Constitution and By Laws Committee at least fifteen (15) days prior to the beginning of the Annual State Convention. Proposed amendments must be read at the Annual State Convention one-day prior to being voted on.