

Constitution and By-Laws
Illinois Chapter No 6
(Amended May 6, 2009)

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Article 1: Preamble

Section 1. For the purpose of advancing the United States Postal Service to a high standard of practical efficiency and economical operation in the interest of public welfare, the Postmasters of the State of Illinois hereby form themselves into an Association.

Section 2. 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 2: Name

Section 1. The Association shall be known as the Illinois Chapter No. 6, National Association of Postmasters of the United States.

Article 3: Object

Section 1. The object of this Chapter is to aid in the improvement of the Postal Service in this United States, as recited in the Preamble of this Constitution, and for the normal interchange of ideas of members of this Association and the Officials of the United States Postal Service.

Article 4: Membership and Dues

Section 1. Any Postmaster, Officer in Charge, Postmaster Relief (PMR) or any other person designated by the U S Postal Service to carry out the duties of a Postmaster at a Post Office or at other separate Postal Operations, such as a separate airmail, preferential mail, bulk mail or parcel post facility shall be eligible for membership in this Association.

Section 2. Annual dues shall be payable on a calendar year basis commencing on the first day of January each year.

Section 3. Payment of dues may be made by cash method or by withholding method. Payments made directly to the secretary-treasurer shall be known as the cash method. Payments made through the payroll deduction plan shall be known as the withholding method. Those who elect to have their dues withheld through the payroll deduction plan must make this authorization by completing standard form 1187, and submitting it to the Secretary-Treasurer of the Illinois Chapter. Deductions for dues under the withholding method shall be made from one-pay period each month pro-rated for the amount the calendar year.

Section 4. Members who were members the previous year must pay a full year's dues regardless of when they enroll. Those who were members the previous year and elect to have their dues withheld under the withholding method must pay to the Secretary-Treasurer an amount sufficient to pay in one-twelfth (1/12) of the annual dues for each calendar month in a calendar year, prior to the month during which the withholding method becomes effective at the Postal

Data Center.

Section 5. New members who were not members during the previous year shall pay one-twelfth (1/12) of the annual dues for each full month remaining in the calendar year.

Section 6. A membership in the Illinois Chapter automatically entitles the person to a membership in the National Association of Postmasters of the United States. Each membership is to include a subscription to the Illinois Postmaster News and the Postmasters Gazette.

Section 7. All active members shall be entitled to floor privileges and shall have a vote in the affairs of this chapter for the National Association of Postmasters of the United States at the State Convention assembled when the active member has paid appropriate active membership dues and is registered at the State Convention.

Section 8. Postmasters Retired and Associate Members shall be entitled to vote only on questions affecting their eligibility for membership or the dues structure of their categories of membership, on floor votes for time and place selection of future State Conventions and on the selection of the State Editor. On these questions only, they shall be entitled to one vote for each member registered and in attendance at the State Convention.

Article 5: Officers

Section 1. The officers of this Chapter shall be President, Secretary-Treasurer, Editor, and seven (7) Vice Presidents; which shall be chosen and elected from each of the seven (7) Regions. All officers except the Secretary-Treasurer and Editor shall serve without compensation. Their term of office will run to January 1 with the Change Over Meeting of the Executive Board to be held no more than 90 days prior to January 1.

Section 2. The State President shall not serve more than two (2) consecutive terms of two (2) years each; beginning in term year 2010. The Secretary-Treasurer and Editor shall serve for two (2) years without term limits. Alternating the election terms of each, with the Secretary-Treasurer being elected in odd years (starting in 1989) and the Editor being elected in the even years (starting in 1988). The Vice-Presidents shall not serve more than one term of two years beginning in 1982 for the Regions 2, 4 and 6. Beginning in 1983 the same will hold true for Regions 1, 3, 5 and 7. All elected officers must be active, dues paying Postmasters at the time of election and throughout their entire term.

Article 6: Elections of Officers

Section 1. The election of National and State Officers shall take place at the State Convention of the Chapter and a majority of the votes cast shall be required to elect. If no majority exists subsequent voting will follow until a majority vote prevails.

Section 2. All officers shall serve terms, which begin on January 1st to coincide with the

National Headquarters. The Changeover Meeting shall be held no more than ninety (90) days prior to January 1st.

Section 3. Only nominated candidates shall be eligible for election to office. Any active member of this chapter may nominate a candidate for the office of Chapter President, Chapter Secretary-Treasurer, or Editor of the Illinois Postmaster News from the floor of the convention, but this provision does not preclude or prohibit nominations being made by the official nominating committee appointed by the Chapter President.

Section 4. The Chapter President, Secretary-Treasurer, and the Editor of Illinois Postmaster News shall be elected by the membership at large and it shall require a majority of votes cast by those members present at the state convention and voting to elect.

Section 5. The Secretary-treasurer shall serve a two (2) year term. The Editor shall serve a two (2) year term. All Region Vice-President shall serve a two (2) year term. Nominees for the office of Vice-President must be active members of this association within the region for which nominated. Each Region shall elect its own Vice-President at said meeting. The name of the newly elected Regional Vice-President will be reported to the Chapter Secretary-Treasurer prior to the Chapter State Convention.

Section 6. In the event the President, President Elect can not complete his/her term of office as an active dues paying Postmaster, the Executive Board will convene and select a Region Vice President to complete the un-expired term. If a vacancy occurs in the office of Secretary/Treasurer or Editor, the President, with the consent of the Executive Board, shall appoint a replacement to fill the un-expired term.

Section 7. In case of death, resignation, or removal of a Vice-President, the State President shall appoint an active Postmaster within the Region to fill the vacancy through the next assembly of the Region. The Region may assemble to elect a Vice President to fill the unexpired term at the next annual Region Meeting or via caucus at the Legislative/Leadership Conference, State Convention, National Convention, or Annual Training Conference.

Section 8. Any such appointment to fill an un-expired term shall not preclude the right of the selected Postmaster from seeking or holding the said office for another term or terms.

Section 9. Should the membership endorse any candidate for National Office it shall be mandatory that the delegates attending the National Convention cast the Chapter votes for the Candidate or Candidates endorsed at the State Convention on the first (1st) ballot, subsequent balloting to be determined by caucus of the Illinois delegates attending the National Convention.

Article 7: Executive Board

Section 1. The President, Secretary-Treasurer, Editor, Seven (7) Vice Presidents, the Illinois Postmaster elected National Vice President, the President of the Postmasters Retired, the

immediate past President, the immediate past secretary-treasurer, and the immediate past Editor shall constitute the Executive Board. The immediate past President, the immediate past Secretary-Treasurer, and the immediate past Editor shall serve for a period not to exceed one year following their retirement from office. The above named members of the Executive Board will be entitled to one (1) vote on any issue presented to the Board.

Section 2. Meetings of the Executive Board shall be convened at the direction of the chapter President or upon request of a majority of members of the Executive Board.

Section 3. The Executive Board shall have sole control of the affairs of this Chapter and make rules for the proper conduct of this Chapter. The President, however, shall have full power to act during the recess of the Executive Board.

Article 8: Duties of President

Section 1. The President shall be the executive officer of this Chapter. The President is fully empowered to direct the affairs of this Chapter, contract debts, make contracts and issue letters of instruction and prepare plans, all of which are subject to the approval of the Executive Board. The President shall prepare an annual budget which shall have the approval of the Executive Board.

Section 2. The Chapter shall hold in reserve, the total of the previous year's membership dues as allocated by the National Office. Any emergency situation to expend any of the reserve funds must be approved by the Chapter membership at the State Convention, or in an extreme emergency, by a mail ballot sent to all members with a majority of ballots returned favoring the proposed expenditure. The President shall approve all the vouchers for expenditures whenever in his/her judgment said expenditures are for the welfare of this Chapter and which have been duly authorized either by the President or the Executive Board. All officers are subordinate to the President.

Section 3. The President is empowered to appoint all committee chairs and such committees from time to time as in the President's judgment he/she may find necessary in the interest of and for the welfare of this Chapter, during his/her term of office, and to fix and determine such rules and regulations as are necessary to define their duties. These appointments shall include Chaplain, Parliamentarian, Sergeant-of-arms, Service Representative, State Convention Chair, Teller, Webmaster and special appointments as necessary.

Article 9: Duties of Vice-Presidents

Section 1. Each Vice-President shall represent a part of the area of this Chapter to be known as a Region, consisting of one or more counties and districts within the State. These Regions are described as follows:

Section 2. Region I – Boone, Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, LaSalle, McHenry, and Will Counties.

Section 3. Region II – Carroll, Fulton, Henderson, Henry, JoDaviess, Knox, Lee, Mercer, Ogle, Rock Island, Stephenson, Warren, Whiteside, and Winnebago Counties.

Section 4. Region III – Bureau, Ford, Iroquois, Kankakee, Livingston, McLean, Marshall, Peoria, Pulman, Stark, Tazewell, Vermillion, and Woodford Counties.

Section 5. Region IV – Adams, Brown, Calhoun, Cass, Greene, Hancock, Jersey, McDonough, Mason, Menard, Morgan, Pike, Schuyler, and Scott Counties.

Section 6. Region V – Champaign, Christian, Clark, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Effingham, Jasper, Logan, Macon, Macoupin, Moultrie, Piatt, Sangamon, and Shelby Counties.

Section 7. Region VI – Bond, Clay, Clinton, Edwards, Fayette, Hamilton, Jefferson, Lawrence, Marion, Montgomery, Richland, Wabash, Washington, Wayne and White Counties.

Section 8. Region VII – Alexander, Franklin, Gallatin, Hardin, Jackson, Johnson, Madison, Massac, Monroe, Perry, Pope, Pulaski, Randolph, St. Clair, Saline, Union and Williamson Counties.

Section 9. Each Vice-President shall appoint at least one (1) County Director from each county within the Region represented.

Section 10. The Vice-President will be allocated \$1.00 per paid up member at the close of the calendar year for expenses incurred at their Regional Meeting.

Section 11. Each Region Vice President shall host an Annual Region Meeting at least 31 days prior to the State Convention.
The Region Vice President shall prepare and submit to the State Secretary-Treasurer a financial report to account for all receipts and expenses associated with their Annual Region Meeting.

Section 12. The Membership Committee shall consist of all Region Vice Presidents.

Section 13. Each Vice President shall write and submit to the State Editor articles for the Illinois Postmaster News as instructed by the State President.

Section 14. Each Vice President is on the Executive Board and shall attend all Board Meetings and other such meetings as directed by the State President.

Section 15. Each Vice President shall perform such duties as may be assigned by the State President or State Executive Board

Article 10: Duties of County Director

Section 1. It shall be the duty of the County Director to conduct the membership campaign in

his/her county and to perform such other duties as the President shall direct.

Section 2. The County Director shall personally contact every Postmaster within his/her county at least once each year, preferably early in the year.

Section 3. If the Postmaster being contacted is already a member of our Chapter, the County Director shall take advantage of the opportunity by thanking the member for their continuing loyalty and explaining the importance of the Chapter and NAPUS programs for Members. Particular mention should be made of our Annual Training Conference and the function of the Postmaster Representation Committee to aid and support him/her in becoming a better Member and in defending his/her job.

Section 4. Upon learning of the death of a dues paying member within the county the County Director shall promptly order a floral and/or memorial tribute up to \$50.00 and state: "From: Illinois Chapter No. 6, National Association of Postmasters of the United States." The County Director shall submit the memorandum of such expense to our Chapter President for prompt payment or reimbursement.

Section 5. The County Director shall keep Chapter Officers informed of retirements, deaths, other vacancies in Post Offices, the identities of newly appointed Postmasters and appropriately solicit membership in our Chapter and NAPUS at the earliest possible date. County Directors shall submit the names of all these Postmasters to their Region Vice President.

Article 11: Duties of Secretary-Treasurer

Section 1. The duties of the Secretary-Treasurer shall be to attend all meetings of this Chapter and of the Executive Board and such other Committee Meetings as may be directed to attend by the President.

Section 2. The Secretary-Treasurer shall keep the minutes of the meetings of said Chapter and Committees in a neat and orderly manner and such other records as may be committed to his/her care.

Section 3. The Secretary-Treasurer shall incur no indebtedness, nor shall the Secretary-Treasurer make or enter into any agreements or contracts in the name of this Chapter, unless first authorized to do so by the Chapter, the Executive Board or the President.

Section 4. The Secretary-Treasurer shall perform such other duties as usually pertain to the office of the Secretary-Treasurer and may be paid, upon authority of the Executive Board such expenses as are deemed proper by the Executive Board.

Section 5. In addition the Secretary-Treasurer shall be paid an annual reimbursement at the rate of \$100.00 per month, payable in June and December.

Section 6. The Secretary-Treasurer shall also be the custodian of all records and monies and funds of this Chapter. The Secretary-Treasurer shall be bonded by a reliable bonded company for

an amount to exceed the largest amount of cash and invested funds on hand at the time. The bonding fee is to be paid by the Chapter.

Section 7. The Secretary-Treasurer shall deposit any funds or monies belonging to this Chapter, in the name of the Chapter, in a depository designated by the Executive Board and only issue checks withdrawing same, upon authority of either the Chapter, the Executive Board, or the President, and shall well and faithfully keep the book of accounts showing the monies received and expended, and shall pay no monies out of the funds of this Chapter except on authority of the President or the Executive Board.

Section 8. The Secretary-Treasurer shall regularly report financial activity to the Executive Board. This report and any other financial report will be distributed to all voting members of the Executive Board, a minimum of one (1) week prior to the beginning of any Executive Board Meeting.

Section 9. The Secretary-Treasurer shall prepare and publish in the Illinois Postmaster News an Annual Financial Report, following the review of the Audit Committee and approval of the Executive Board.

Section 10. The Secretary-Treasurer, assisted by the State Membership Chairman, will coordinate and have published, bi-yearly a Postmasters Directory. The Directory will include Illinois Chapter NAPUS Officers and all Committee Members. In order to furnish Illinois Chapter members with as current and correct information as possible, this Directory will be completed and mailed no more than 120 from the last day of the calendar year. The Directory will contain the names of all NAPUS member Postmasters in Illinois.

Section 11. The principal place of business of the Illinois Chapter No. 6, National Association of Postmasters of the United States shall be located at the office of the Secretary-Treasurer.

Article 12: Duties of Editor

Section 1. It shall be the duty of the Editor to edit and maintain publication of the Illinois Postmaster News; to publish at stated frequencies, enter into the mails during the first week of the month of issue, and as directed by the Chapter President and Executive Board and to edit in conformity with the ideas and policies of all the Illinois Chapter and its officers, for the benefit of all members of this Chapter. The Editor will take notes and photos at all events for publication in the Illinois Postmaster News. Prior to the printing of the IPN, the Editor will submit a copy to the President and Secretary/Treasurer for review.

Section 2. In years when a Postmaster Directory is not published, the Editor will as close to January as possible, publish in the IPN a directory update listing the names of all Officers, Committee Chairmen, Committee Members and County Directors.

Section 3. Letters to the Editor must be signed with the sender's name and office, or address. The sender may request his/her name and office or address be withheld when published.

Section 4. In addition, the Editor shall be paid an annual reimbursement at the rate of \$50.00 per month payable in June and December.

Article 13: Financing of Publication

Section 1. It shall be the duty of the Illinois Chapter, National Association of Postmasters of the United States, to finance the printing and publication of the publication known as “Illinois Postmaster News,” and the cost thereof to be paid from the general fund, where the Illinois Postmaster News is mailed at the class of mail determined by the Executive Board.

Section 2. The annual subscription shall be \$15.00 per year for anyone who is not an Illinois NAPUS member. Courtesy copies of the publication may be mailed to National Officers, other State Chapters and Postal Officials as determined by the editor with review by the Executive Board.

Article 14: Standing Committees

Section 1. It shall be the duty of the Chapter President to annually appoint all Standing Committees. Each standing committee will include one (1) member from each of the seven (7) Regions, whenever possible.

Article 15: Audit Committee

Section 1. The Audit Committee shall consist of not less than three (3) members and shall be appointed by the Chapter President at the State Convention of the Chapter. It shall be the principal duty of this committee to make an audit of the books, records, monies and accounts of the Secretary-Treasurer of the Chapter at the State Convention. It shall also be the duty of this committee to make a complete report of this audit to each member of the Chapter Executive Board, together with any recommendations they may have with respect to the financial operations of the Chapter. The report of the Audit and Financial statement shall be published in the Illinois Postmaster News within two (2) editions after the State Convention.

Article 16: Career Development Committee

Section 1. The Committee will serve the President in setting the Training Conference and all Career Development for the year, including the State Convention Training. The Committee will consist of a member from each of the USPS districts within Illinois, whenever possible.

Article 17: Constitution and By-Laws Committee

Section 1. The President of the Illinois Chapter shall announce at least ninety (90) days prior to the State Convention, the Chairman of the Constitution and By-Laws Committee. It will be the duties of the Constitution and By-Laws Committee to receive all suggested amendments to the Chapter Constitution and By-Laws in writing, or by email. The Constitution and By-Laws shall

be revised as needed to conform to the National Constitution and By-Laws of NAPUS.

Section 2. The Constitution and By-Law changes are to be submitted to the Chairman of the Committee at least thirty (30) days prior to the State Convention. Copies of suggested amendments shall be available to the members in attendance at the State Convention at one meeting prior to voting on these suggested amendments.

Section 3. Each committee shall consist of one (1) member from each of the seven (7) Regions of the Chapter, whenever possible.

Section 4. The retired members are to set up their own Constitution and By-Laws, and these are to conform and not be in conflict with the Constitution and By-Laws of the National or Illinois Chapter No 6 NAPUS.

Article 18: Legislative Committee

Section 1. The Legislative Committee is charged with the duties of keeping up-to-date with legislation affecting members of Illinois Chapter No 6, NAPUS, keeping the Executive Board informed of such legislation, as well as advising the Executive Board of the Committee members acceptance or rejection of their opinions on legislation affecting our membership.

Section 2. The Legislative Chair shall coordinate all visits with congress at the Legislative Conference.

Article 19: Membership Committee

Section 1. The Membership Committee shall consist of each Region Vice President and a Chairperson appointed by the State President. Membership Chair shall coordinate the first-timer activities at all state events.

Article 20: Memorial Committee

Section 1. All Vice-Presidents are to submit notice of death of Postmasters or Postmasters Retired to the Memorial Committee Chairman and the Editor of the Illinois Postmaster News. The Chairman of the Memorial Committee, State Chaplain, shall be appointed by the President. The Chairman of the Memorial Committee shall maintain a record of the death of Postmasters and Postmasters Retired, and honor them in a Memorial Service at the State Convention.

Article 21: Policy Committee

Section 1. The President shall announce at least 90 days prior to the State Convention the Chairman of the Policy Committee. It shall be the duties of the Policy Committee to receive all written policy changes and present them in proper form to the State Convention for action.

Section 2. The Policy changes are to be submitted to the Chairman of the Committee at least thirty (30) days prior to the State Convention, in writing or by email. The Chairman of the Policy Committee must provide the delegates to the Chapter State Convention with copies of all policy changes received for consideration, one meeting prior to voting on the suggested policies.

Section 3. Each committee shall consist of one (1) member from each of the seven (7) Regions of the Chapter, whenever possible.

Article 22: Postmaster Representation Committee

Section 1. Upon request, it shall be the duty of the Committee on Postmaster Representation to advise, counsel and assist all Illinois members in resolving official concerns and to mobilize the strength, prestige, stature and effectiveness of this Chapter in furthering and protecting the interest of the members of this state.

Article 23: Scholarship Committee

Section 1. Its duties will be the establishment of the NAPUS Illinois Chapter 6 Scholarship By-Laws and the enforcement of the same. The Committee will consist of one (1) active member from each Region beginning in July 1990. Thereafter the appointment of Committee Members will be alternated with Regions 2, 4 and 6 during even years beginning in July 1992 and Regions 1, 3, 5 and 7 during odd years beginning in July 1993. This Committee will serve as a separate entity and will administer the awarding of the scholarship. The Committee Chairperson shall be custodian of all Scholarship records and funds. The Committee Chairperson shall make an annual report to be given at the State Convention. The Scholarship Chair (President/Secretary/Treasurer) will be bonded by a reliable bonding company for an amount to exceed the largest amount of cash and invested funds on hand at any time. The bonding fee shall be paid by the Scholarship Corporation.

Article: 24: Time and Place Committee

Section 1. The Time and Place Committee will consist of (three) 3 active members; (one) 1 active member from Regions 1 and 2, (one) 1 active member from Regions 3, 4 and 5, and (one) 1 active member from Regions 6 and 7. Committee Members will be appointed for 3 years terms. The rotation will continue with a new member selected each year. The Time and Place Committee shall prepare a report concerning various costs on the possible site selections for the State Convention two years ahead, and present copies of the report to the attendees at the State Convention one meeting prior to the vote.

Article 25: Presidential Appointments

Section 1. Presidential Appointments will coincide with the term of the President making the appointments.

Section 2. Chaplain

It shall be the duty of the Chaplain to provide the invocation and benediction, organize church services at state events and Chair the Memorial Committee.

Section 3. Parliamentarian

It shall be the duty of the Parliamentarian to advise on matters of parliamentary duties.

Section 4. Sergeant-of-arms

It shall be the duty of the Sergeant-of-arms to maintain order and perform such other duties that may be assigned at the State Convention or any other state events.

Section 5. Service Representative

It shall be the duty of the Service Representative to provide the membership with information concerning the Federal Credit Union. They will maintain a booth at State Convention and serve at the National Convention booth. The Service Rep will attend classes at Leadership Conference and the National Convention.

Section 6. State Convention Chair

It shall be the duty of the State Convention Chair to plan and carry out the State Convention with the help of the Convention Committees. The State Convention Chair shall prepare and submit to the State Secretary-Treasurer a financial report to account for all receipts and expenses associated with the State Convention as they occur.

Section 7. Tellers

It shall be the duty of the Tellers to count the ballots and report the results of the election.

Section 9. Webmaster

It shall be the duty of the Webmaster to keep information current on the Illinois NAPUS Website. The Webmaster will maintain the Illinois NAPUS Directory updates and post changes as they occur.

Article 26: Honorary Members

Section 1. Honorary Members are not Illinois Members and shall consist of all past Illinois Presidents, past Secretary-Treasurers and past Editors of the Illinois Postmaster News.

Section 2. Honorary membership may also be conferred upon other persons who have demonstrated by word and deed, a sincere interest in the welfare of Illinois members, upon nomination by the Chapter Executive Board and elected by the membership at the State Convention assembled. These Honorary Members are not Postmasters and can not pay dues, and shall not have the right to vote, nor hold office; however, they shall be privileged to attend all meetings, receive the IPN and participate in our hospitality.

Article 27: Associate Members

Section 1. The members of this Chapter, in addition to regular and honorary members, shall also

consist of Associate Members. Associate Membership shall be available to all Illinois members who have been honorably separated from the service, if at the time of separation they were a member in good standing in this Chapter. Annual dues for Associate Members shall be the same as established by the National Association of Postmasters of the United States. They shall have the privilege of attending meetings and shall receive, without additional cost, the Illinois Postmaster News and Postmasters Gazette, but they shall not have the right to vote or hold office.

Section 2. The annual membership dues for Postmasters Retired and Associate Members shall be in accordance with the amount set by the National Constitution and By-Laws, except that membership dues for members in good standing shall not be required for the balance of the year in which they have honorably separated from the Postal Service.

Section 3. Upon the death of an Active Member, Associate Member or Postmaster Retired Member, the surviving spouse shall be eligible for Associate Membership.

Section 4. Upon the death of an Active Member, Associate Member or Postmasters Retired Member and their spouse, the surviving dependent child or children incapable of self-support shall be eligible for Associate Membership for the specific purpose of continuing health benefits.

Article 28: Meetings

Section 1. This Chapter shall meet annually at such time as may be determined by the Executive Board. Special meetings shall be called by the President and Secretary of this Chapter upon the written petition of no less than 100 members.

Article 29: Expenses – Executive Board Meetings

Section 1. Members of the Executive Board and such Committee Chairmen or other members as may be directed by the Chapter President to meeting with the Executive Board, shall be allowed reasonable expenses in attending meetings of the Executive Board held within the State of Illinois, consisting of mileage at 75% of the current rate per mile paid by the USPS to all non-bargaining unit employees for travel from their homes to the meeting site, and return via the shortest route and the average single hotel or motel room rate for one night's lodging, when overnight lodging is necessary. No other expenses connected with such meetings, except the cost of rental of a meeting site and a meal for members of the Executive Board on the date of the meeting, plus mileage and room rental, if necessary, as outlined above, shall be allowed from funds belonging to this Chapter.

Article 30: Expenses – Region Meetings

Section 1. One night's lodging and mileage at 75% of the rate paid by the USPS shall be reimbursed to the following: President, Secretary-Treasurer, Editor, Seven (7) Region Vice Presidents, PM Rep. Chair, President of Postmasters Retired. Committee Chairs will receive the same expenses paid, if their presence is requested by the President.

Article 31: Expenses – Leadership/Legislative Conference *(For those on official travel)*

Section 1. The Secretary-Treasurer shall register the President, Secretary-Treasurer, Editor, Membership Chair, Legislative Chair, Service Representative, Career Development, Chairman of the Postmaster Representation Committee and Chairman of the Political Action Committee for the annual Leadership/Legislative Conference. Additionally, the President, Secretary-Treasurer, Editor, Membership Chair, Legislative Chair, Service Representative, Career Development Chair, Postmaster Representation Chair and Political Action Committee Chair shall be paid verified expenses, (transportation, and lodging) up to \$1200.00 for attending the Leadership/Legislative Conference. No other funds, such as the amount given by the state, shall be allowed for member on official travel.

Article 32: Expenses – Legislative Conference *(For those NOT on official travel)*

Section 1. A \$1.00 per month additional dues levy will be assessed for all active members. These funds will be deposited into a special fund at the NAPUS Federal Credit Union, reserved for Legislative Conference only. On 12/31 of each year- to prior to the Annual Legislative Conference the previous year's funds will be reserved for equal distribution to all active members and members of Illinois Postmaster's Retired, not on official travel, who attend the Annual Legislative Conference and who visit Congressional offices. Amount of reimbursement will be determined by number of attendees, but will not exceed the authorized distribution expense limit set by the Executive Board. Any funds not utilized will be returned to the NAPUS Federal Credit Union Legislative fund for future expenses.

Article 33: Expenses State Convention

Section 1. Lodging, and mileage at 75% of the rate paid by the USPS to all non-bargaining unit employees for all State Officers: President, Secretary-Treasurer, Editor, seven (7) Vice-Presidents, Postmaster Representation Chairman, State Convention Chair, Service Representative and Political Action Chairman and President of Postmasters Retired. Immediate Past Presidents, Sec/Treasurer, and Editor will be paid for a period not to exceed one year shall be paid for attending State Convention. Lodging at the average single hotel and motel room rate will be paid for three days attending the State Convention. Committee Chairs will receive one nights lodging and mileage at 75% of the rate paid by the USPS to attend the Executive Board Meeting if their presence is requested by the President.

Section 2. The Executive Board, upon due notice from the President, unless otherwise instructed by the Chapter at its State Convention, may fix and determine the time and place of the State Convention of the Chapter or may authorize the President to do so. The selection of a site shall be made two (2) years prior to the approved date.

Article 34: Expenses – Mid States Conference

Section 1. Travel, lodging and registration shall be paid for the following: President, Secretary/Treasurer, Editor, and the National VP if not invited by the National NAPUS office.

Article 35: Expenses – National Convention

Section 1. The Officers of Illinois Chapter No. 6 – the President, the seven Vice-Presidents, the Secretary-Treasurer and the Editor shall head the delegation of this Chapter to the National Convention.

Section 2. The allowable expenses for the President, Secretary-Treasurer and the Editor shall be \$850.00. The allowable expenses for the Postmaster Representation Chairman, the President of Postmasters Retired, Membership Chairman, Service Representative, the seven (7) Vice-Presidents and the Chairman of the Political Action Committee, shall be \$550.00. These funds shall be used to cover transportation, lodging and verified registration. If any additional funds are required, they must be approved at the State Convention by a majority of the members present and voting.

Article 36: Expenses – Training Conference/Changeover Meeting

Section 1. Mileage at 75% of the rate paid by the USPS to all non-bargaining unit employees and one nights lodging will be paid for the Executive Board members and any Committee Chairs whose attendance is requested by the President for attending the Executive Board Meeting and or Changeover Meeting at the Training Conference. No other expenses will be reimbursed.

Article 37: Amendments

Section 1. All proposed amendments to the By Laws from individual members or groups of member shall be submitted in writing or by email to the Chairman of the Committee on Constitution and By Laws at least thirty (30) days prior to the State Convention.

Section 2. All proposed amendments from the Executive Board of Illinois Chapter No. 6, NAPUS shall be submitted in writing or by email prior to the final meeting of the Committee on Constitution and By Laws at the State Convention.

Section 3. Copies of all amendments to be considered shall be made available to the members in attendance at the State Convention by the Constitution and By Laws Committee at one meeting of the Convention, and acted upon at the following meeting of the Convention prior to the adjournment of the Convention.

Section 4. These By Laws may be altered or amended by a majority of votes of members in attendance at the State Convention.

Article 38: Order of Business

Section 1. At Executive Board Meetings and, where feasible at the State Convention of this Chapter, the following shall be the order of business:

Call to Order
Invocation and Pledge of Allegiance
Roll Call of Officers
Announcement of Convention Committees
Adoption of Rules
Adoption of preliminary report of Credentials Committee
President's Report
Report of Secretary-Treasurer
Editor's Report
Reports of Committees
Unfinished Business
Elections of Officers
New Business
Installation of Officers
Benediction
Adjournment

Wherein these By Laws fail to provide, Roberts Rules of Order will be followed.

Constitution and By-Laws Of Postmasters Retired

Article 1 – Organization

This organization was formed as an affiliate of the National Association of Postmasters of the United States, and Illinois Chapter #6 and shall be known as Illinois Postmaster/Associate Retired. All relationships shall be governed by the rules, constitution and by-laws of NAPUS, and Illinois Chapter #6.

Article 2 – Membership

Membership in the above named organization shall be open to all persons having been officially named during a Postal Career as Postmaster and/or O.I.C.

Article 3 – Dues

Membership dues shall not be charged on an annual basis as established mutually by NAPUS and Illinois Chapter #6. Such dues shall be paid annually on a calendar year basis.

Article 4 – Meetings

The elected officers will arrange or appoint a Chairman to arrange for meetings or programs of

interest to be held for all Illinois Postmaster/Associate Retired and guests. Time and places will be decided by the executive body of the organization.

Article 5 – Officers

Section 1 – The Officers shall be composed of the President, Secretary-Treasurer, the immediate Past-President, the immediate past Secretary-Treasurer and a member at large who will be appointed by the President. These five (5) people will be the executive body of this organization.

Section 2 – The President shall appoint all standing committees necessary for the benefit and operation of this organization.

Section 3A – the President and Secretary-Treasurer shall not serve more than two (2) consecutive terms of one (1) year each.

Section 3B – In the event of death or resignation of the President, the executive body will meet and select from within the executive body one member to serve out the duration of the expired term. This action will not preclude the right of the selected person from seeking and holding the office of President for not more than two (2) consecutive terms of one (1) year each as a duly elected officer.

Section 3C – If vacancies should occur in the offices of other officer, the President with the consent of the executive body shall appoint replacements to fill the unexpired term.

Article 6 – Election of Officers

The election of officers will be conducted at the Annual Illinois Chapter #6 State Convention. A candidate for any of the aforementioned officer positions must be present at the Annual Convention when his or her name is placed in nomination. Elected officers shall assume their duties January 1st following the Annual State Convention to coincide with Illinois Chapter No. 6.

Article 7 – Control of Funds

All expenses incurred by officers or members necessary to fulfill their duties and obligations for the benefit of the organizations, shall be approved by the President and paid by the Secretary-Treasurer from available funds.

Article 8 – Amendments

These By-Laws may be amended at the Annual Convention by any member or members in good standing, presenting a written petition to the President. He/she will have it read as an item under new business, and then it will come up for consideration.

Article 9 – Intent and Purpose

The intent and purpose of Illinois Postmaster/Associate Retired shall be to promote, assist and instruct the above in all areas of personal and related items of interest or concern. Illinois Postmaster/Associate Retired shall dedicate themselves and their organization to be of every possible assistance to NAPUS and Illinois Chapter #6. A prime purpose shall be to work cooperatively in the advancement of NAPUS aims and goals and to strive always to continue the honorable position reflected in association of NAPUS, always actively engaged in working for and in the best interest of NAPUS.

Article 10 – Publication

These By-Laws shall be printed in the Illinois Postmaster News and the Illinois Postmaster Directory. After the initial printing, any approved changes will be printed and updated in the above mention publication.

