



**MASSACHUSETTS CHAPTER OF THE  
UNITED POSTMASTERS AND MANAGERS  
OF AMERICA**

**FISCAL POLICY EFFECTIVE JAN 1 – DEC 31, 2022**

The Secretary/Treasurer shall furnish a surety bond for an amount not less than the current balance of all accounts, with the exception of the CD's. The premium of said bond is to be paid by the Chapter and the bond to be held with the records of the Sec/Treasurer during his/her term of office.

The President or designee will be reimbursed for mileage and meal expenses to attend regional chapter meetings.

The Secretary/Treasurer shall receive \$350.00 per month as compensation for services rendered.

The Editor shall receive \$250.00 compensation for every publication in support of the Chapter.

The Chapter Member Representatives will have mileage reimbursement to attend meetings representing a MA UPMA member where e-Travel is not authorized.

The Sec/Treasurer will pay \$7.50 annually for each retired/associate member to the MA Retirees' Secretary/Treasurer.

**Regional Chapters** - In an effort to promote membership and attendance the following policy has been adopted. Each regional treasury (6 exist as of the adoption of this policy: 010-013; 014-017; 018-019; 020-024; 025-026; and 027) is eligible to apply to the MA UPMA E-Board for 4 stipends of \$125 each.

Eligibility requirements and the application process are outlined as follows:

- Regional Chapters must not charge members annual local dues. Regional Chapters may request members to contribute to luncheons or refreshment meetings, raffles, and any other activities sanctioned by the Regional Vice President.
- The RVP or designee must attend a minimum of eight (8) E-Board meetings per year, virtually or in person.
- Each regional treasury group as outlined above should have a minimum of 4 meetings per calendar year, virtually or in person, with attendance sheets and minutes.
- Minutes of the meetings must be submitted to the MA Editor for website posting.
- Each regional treasury group as outlined above must provide at least 1 article, with pictures if possible, for each issue of The Baystater.
- A voucher provided by the MA Sec/Treasurer must be submitted by the RVP with copies of the attendance sheet, minutes of the meeting, and an article for the Baystater. Vouchers must be submitted within 30 days of the meeting.
- The stipend must be used to enhance the MA UPMA Chapter.

**Legislative Summit** – The MA Chapter will host a dinner for all MA UPMA members at the Legislative Summit event.

The following E-Board members will have the below listed expenses paid to attend the Legislative Summit:

President  
Exec Vice-President  
Sec/Treasurer  
Editor  
Retiree President  
Legislative/PAC Chair

- Early registration
- Airfare transportation if required, up to 10% over the Sec/Treasurer due to departing point.
- For members that drive, mileage and tolls will be paid up to the airfare transportation of the Sec/Treasurer, as well as hotel parking up to \$50 total with the submission of receipts.
- One luggage fee each way if applicable.
- Hotel room at the convention rate.
- Up to \$50 with receipts for airport parking or transportation to and from airports. UPMA or hotel provided transportation to hotels must be used if provided. Any required charges for UPMA provided transportation will also be reimbursed with receipts.

**Legislative Fund** - All other MA UPMA members are eligible for partial reimbursement as outlined below. Members requesting any reimbursement must assist and fully participate in conducting UPMA business while at the Legislative Summit. MA UPMA members who receive compensation for the Legislative Summit, be it national reimbursements or in accordance with the current MA Chapter bylaws and fiscal policy will not receive any monies from this fund thereby allowing the distribution to more members.

Depending upon the availability of funds, the distribution of the funds will be as follows:

- A. All members' registration fee, if any, not to exceed the early registration fee. Then,
- B. All members' travel/transportation costs in accordance with the transportation provisions outlined above for officers. Then,
- C. All members' hotel room rate not to exceed one half (1/2) of the hotel rate selected by either the national office or the MA E-Board.

**State Convention** - The following E-Board members will have the below listed expenses paid to attend the State Convention:

President  
Exec Vice-President  
Sec/Treasurer  
Editor  
Retiree President  
Legislative/PAC Chair

- Hotel room at the convention rate.
- There will be no registration or transportation costs associated with the state convention.

All other MA UPMA members' expenses will be set as follows:

- Early registration for all members will be set at \$49 if postmarked by the date printed on the registration form. These registrations will be refunded at the conclusion of the state convention to members that fully participated in convention activities.
- Full registration after the early registration date will be \$99, with no reimbursement.
- Partial registration will be set by meal selection(s).
- There will be a \$20 daily business session fee without meal(s).
- Hotel room rate not to exceed one half (1/2) of the hotel rate selected by the MA E-Board.
- Full non-member registration will be set at \$150 or partial registration will be set by meal selections.

All net proceeds from the Ad Book and the Auction will be designated for the scholarship fund.

Up to five (5) \$1,000 scholarships will be awarded at the state convention.

\$2,000 will be allotted for door prize drawings at the state convention for MA members only, excluding the six (6) positions listed above and National Officers.

There will be one 50/50 drawing at the state convention designated for PAC.

**National Convention** - The MA Chapter may host a dinner for all MA UPMA members at the National Convention.

The following E-Board members will have the below listed expenses paid to attend the National Convention:

- President
- Exec Vice-President
- Sec/Treasurer
- Editor
- Retiree President
- Any below listed officer or chair when there is scheduled training:
- Legislative/PAC Chair
- Chapter Member Rep Chair
- Membership Chair

- Early registration
- Airfare transportation if required, up to 10% over the Sec/Treasurer due to departing point.
- For members that drive, mileage and tolls will be paid up to the airfare transportation of the Sec/Treasurer, as well as hotel parking up to \$50 total with the submission of receipts.
- One luggage fee each way if applicable.
- Hotel room at the convention rate.
- Up to \$50 with receipts for airport parking or transportation to and from airports. UPMA or hotel provided transportation to hotels must be used if provided. Any required charges for UPMA provided transportation will also be reimbursed with receipts.

All other MA UPMA members may be entitled to partial reimbursement as outlined below. Members requesting any reimbursement must assist and fully participate in conducting UPMA business while attending the national convention. MA UPMA members who receive compensation for the national convention, be it national reimbursements or in accordance with the current MA Chapter bylaws and fiscal policy are not entitled to reimbursements.

- Early registration
- Airfare transportation if required, up to 10% over the Sec/Treasurer due to departing point.
- For members that drive, mileage and tolls will be paid up to the airfare transportation of the Sec/Treasurer, as well as hotel parking up to \$50 total with the submission of receipts.
- One luggage fee each way if applicable.
- Hotel room rate not to exceed one half (1/2) of the hotel rate selected by either the national office or the MA E-Board.
- Up to \$50 with receipts for airport parking or transportation to and from airports. UPMA or hotel provided transportation to hotels must be used if provided. Any required charges for UPMA provided transportation will also be reimbursed with receipts.

**Northeast Council Conference** (if scheduled) - The following E-Board members will have the below listed expenses paid to attend the Northeast Council Conference:

President

Exec Vice-President

Sec/Treasurer

Editor

Retiree President

Any MA Executive Board member with a scheduled training class, holding a Northeast Council elected position, or conducting a training class.

- Early registration
- Hotel room at the conference rate
- There will be no transportation costs associated with the Northeast Council Conference.

All other MA UPMA members may be entitled to partial reimbursement as outlined below. Members requesting any reimbursement must assist and fully participate in conducting UPMA business while attending the Northeast Council Conference.

- Early registration
- Hotel room at the conference rate not to exceed one half (1/2) of the selected hotel.

**The fiscal policy will be effective January 1 – December 31. It will be reviewed and amended annually by the Executive Committee no later than November 1. Presentation and a quorum vote of the Executive Board will be held no later than December 31 each year.**

**This fiscal policy was proposed by the MA UPMA Executive Committee and approved by a quorum vote of the MA UPMA Executive Board at a meeting held on November 18, 2021.**