



## **BYLAWS OF THE MASSACHUSETTS CHAPTER OF THE UNITED POSTMASTERS AND MANAGERS OF AMERICA (UPMA)**

### **Preamble**

The purposes for which this Chapter is organized as a part of national organization, United Postmasters and Managers of America (UPMA), shall be to provide a vehicle through which members may assist one another in matters connected with their employment in the United States Postal Service; to foster a favorable image of public service; to assure the users of the mails the best service possible; to improve the conditions under which individuals work, having concern for salaries, hours of employment, working environment, and related issues; to cooperate with other groups and levels of postal management in the achievement of common goals.

### **Article I – Name**

This organization shall be known as the Massachusetts Chapter of the United Postmasters and Managers of America (UPMA).

### **Article II – Purpose**

The purpose of this organization shall be to affiliate with and become a part of the national UPMA organization.

### **Article III – Membership**

Any person as designated by the UPMA Governing Documents to be a member of the national Organization shall be considered a member in this Chapter but no member in arrears for dues shall be recognized or permitted any of the privileges at its conventions.

### **Article IV – Meetings**

#### **Section 1**

The state convention of the organization shall be held annually. At the discretion of the President, the site will be decided by the President with approval of the majority of the Executive Board or by vote at an annual convention one year or more prior to that state convention. The President may, with the approval of the majority of the Executive Committee, and for good and sufficient reason, change the time and/or place previously fixed. All chapter conventions must be completed prior to the start of the National Convention.

#### **Section 2**

Special meetings may be called by the President, and shall be called on the request in writing by a majority of the Executive Board or on demand in writing of ten (10) percent of the paid up membership of this chapter. The chapter Secretary/Treasurer shall notify members of the Executive Board at least ten (10) days prior to the date specified for such meetings.

### **Section 3**

In any convention of this chapter, all members who are present and registered for the convention shall constitute a quorum and shall be entitled to vote on local matters pertaining to the welfare and benefit of the Massachusetts Chapter of United Postmasters and Managers of America.

### **Section 4**

“Robert’s Rules of Order, Newly Revised”, shall govern the deliberations of the proceedings at any session of a state convention or other meeting of this Chapter, except that where any provisions of these Bylaws are inconsistent or in conflict with “Robert’s Rules of Order,” then these Bylaws shall prevail.

## **Article V – Election of Officers**

### **Section 1**

The President and the Executive Vice President shall be elected at the annual convention in odd numbered years to serve a term of two years. These officers shall be limited to two consecutive terms of office. The Secretary/Treasurer and the Editor shall be elected at the annual convention in even numbered years to serve a term of two years. The Secretary-Treasurer and Editor may be elected to serve unlimited terms of office. The term of office for all newly elected officers shall commence on the first day of the month following the state convention.

### **Section 2**

The new Executive Board shall hold an organizational meeting within 60 days of the newly elected officers’ commencement date each year.

### **Section 3**

Any member of this chapter, in good standing, may nominate a candidate from the floor for any elective office provided the nominee is present during the nomination and election, except with an acceptable reason as determined by the Executive Board.

### **Section 4**

The election of officers shall take place during the state convention of this chapter and it shall require a majority of the vote cast to be elected. In the event of a tie vote, the Executive Board shall decide the election; each member will cast one vote. All elections must be held by written ballot, with the exception of an unopposed candidate who may be elected by the casting of one vote by either the President or the Secretary/Treasurer.

### **Section 5**

With the exception of the positions of President and Executive Vice President, which shall be limited to active EAS members who are members in good standing of the organization, Retired Postmasters, retired EAS employees and Postmaster Reliefs shall be permitted to hold office in this chapter provided they are present at the meeting where the vote will be taken and that no other active EAS member seeks the office. Any active member who is an officer of this chapter, who during their term shall resign or be removed for any cause whatsoever, from the position that qualified them for active membership, shall immediately become ineligible to hold office and their office shall be declared vacant.

## **Article VI – President**

The President shall preside at all meetings of the chapter, shall call special meetings when requested to do so as provided in Article IV. They shall also preside at the meetings of the Executive Board and appoint all committees for the proper handling of the business of this chapter and in general perform such duties as may pertain to the office. The President must be an active member. The president shall receive such compensation for their services as provided for in the fiscal policy.

## **Article VII – Executive Vice President**

The Executive Vice President shall serve in the absence or disability of the President and work with the President as needed. This position will be a separately elected position and must be an active member. Should the office of the President be vacated, the Executive Vice President will serve the remaining term. The remaining term of the vacant position of the Executive Vice President shall be filled in accordance with Article X, Order of Succession Section 2. The Executive Vice President will have additional duties assigned by the President from the list of Committee Chair positions outlined in Article XII. The Executive Vice President shall receive such compensation for their services as provided for in the fiscal policy.

## **Article VIII – Secretary/Treasurer**

### **Section 1**

The Secretary/Treasurer shall combine the office of Secretary and Treasurer, and may perform all duties commonly incident to both offices. The Secretary/Treasurer shall be bonded as provided in Article XV hereof. The Secretary/Treasurer shall keep all records, record the proceedings of all conventions and meetings of the Executive Committee and Board, deposit, withdraw and have custody of the funds of the chapter and shall be responsible to keep an accurate and complete account of the receipts, vouchers and membership. In the event of a vacancy in the position of Secretary/Treasurer, the vacancy shall be filled in accordance with Article X, Order of Succession Section 3. The Secretary/Treasurer shall receive such compensation for their services as provided for in the fiscal policy.

### **Section 2**

The President shall appoint an Audit Committee consisting of three (3) members not on the Executive Board. It shall be the duty of this committee to examine the financial affairs of the Chapter to compare its assets and liabilities with the accounts and records kept by the Secretary/Treasurer. The audit report will be published for the membership and provided to the National Office as required.

## **Article IX – Editor**

It shall be the Editor's duty to publish the official newspaper of the Massachusetts Chapter of UPMA. In the event of a vacancy in the position of the Editor, the vacancy shall be filled in accordance with Article X, Order of Succession Section 4. The Editor shall receive such compensation for their services as provided for in the fiscal policy.

## **Article X - Order of Succession**

### **Section 1**

In case of a vacancy of the President, the Executive Vice President shall succeed to the position until the next annual state convention at which time an election will be held to fill the unexpired term.

### **Section 2**

In case of a vacancy of the Executive Vice President, the Executive Board will vote by written ballot to elect an Executive Vice President to succeed to the unexpired term. The selection must be a member of the current Executive Board.

**Section 3**

In case of a vacancy of the Secretary/Treasurer, the President, with the approval of the Executive Board shall name a member to fill the unexpired term.

**Section 4**

In case of a vacancy of the Editor, the President, with the approval of the Executive Board shall name a member to fill the unexpired term.

**Section 5**

In case of a vacancy of the President Retired, the Vice President Retired shall immediately assume the office of the President Retired.

**Section 6**

In case of a vacancy of a Regional Vice President, the affected Regional Chapter will hold an election within 60 days to fill the vacancy.

**Article XI – Executive Committee/Executive Board**

**Section 1**

The officers of the Executive Committee of the chapter shall be President, Executive Vice President, Secretary/Treasurer, Editor and President Retired.

**Section 2**

The officers of the Executive Board of the Chapter shall be the 5 elected officers of the Executive Committee, the 5 elected Regional Vice Presidents, any MA member serving in a national position, all with voting privileges at all Executive Board meetings, and the immediate Past President who will be a non-voting member and shall serve a term of one year beginning on the commencement date of the newly elected President.

The 5 regional areas by 3 digit zip code are as follows:

Area Zip Codes

010-013

014-017

018-019

020-024

025-027

**Section 3**

The Executive Committee shall be responsible for developing a fiscal policy. It shall be the duty of the Executive Committee to carry out the orders of the Chapter as expressed at the convention. It shall have direct control of all business of the Chapter and its affairs; to audit all accounts; and in general perform all the functions ordinarily attached to such Committee.

**Section 4**

The Executive Board shall review and vote to approve the fiscal policy. The Executive Board shall be the governing body of the Chapter and shall have the power to remove any of its members for good and sufficient reason by two-thirds vote of the board when in session.

## **Article XII – Assignment of Committee Chairs**

The President will be responsible for the assignment of committee chairs for the following duties. Duties may be combined as deemed necessary by the President.

- a) Membership Chair: It shall be their duty to promote membership for the organization, and insure that the chapter always has a strong membership.
- b) Legislative/PAC Chair: It shall be their duty to continually monitor legislative activity and communicate legislative information to the members via all available methods. They shall handle any PAC activities within the chapter. They shall handle any PAC activities within the chapter.
- c) Education Chair: It shall be their duty to work with the President in aligning training that is deemed necessary and appropriate for the membership. They shall be responsible for communicating educational resources to the members via all available methods.
- d) Chapter Member Rep Chair: It shall be their duty to provide representation to active UPMA members in all areas, including adverse actions for the protection of their rights of employment and tenure.
- e) Parliamentarian: It shall be their duty to assist the Chapter in the drafting and interpretation of bylaws and rules of order, the planning and conducting of meetings and maintaining current written MA Bylaws and MA Fiscal Policy. They shall serve as an adviser to the officers and members and must be familiar with the National Bylaws and “Robert’s Rules of Order, Newly Revised”.

## **Article XIII – Sergeant-At-Arms**

At the opening of each convention the President may appoint a Master Sergeant-At-Arms and the necessary Assistant Sergeants-At-Arms, and it shall be their duty to maintain order and perform such other duties as designated by the President.

## **Article XIV – National Convention Roll Call Voting Procedure**

### **Section 1**

When preparing for roll call votes to be cast on elections, amendments, etc. at the National Convention, the vote shall be taken by paper ballot at the annual Chapter Convention. The results of that paper ballot shall govern the procedure, by percentage, for how the Chapter’s votes will be cast at the National Convention by the Chapter President or his/her designee. The results of the votes shall be recorded by the National Officer present at the State Convention, as well as in the official minutes of the Chapter Convention. On the issue of elections, the Chapter’s official vote must be taken at the Chapter Convention in the year that the election will take place at the National Convention.

### **Section 2**

In the event there are issues presented at the National Convention that were not considered or available at the Chapter State Convention that require a roll call vote, the MA Chapter reserves the right to vote or change a vote at the national convention. Each MA active member present for the vote at the national convention shall have one vote that will determine how the votes are cast by percentage. Issues presented may be, but are not limited to, additional national bylaws

and/or articles of incorporation proposals that were not available at state convention; amendments to national bylaws and/or articles of incorporation proposed changes that were not available at state convention; when after hearing the “for” and “against” arguments at national convention, the active MA Chapter attendees determine it is in the best interest of the Chapter to change a vote because all information was not available at state convention; and additional national candidates come forward after the state convention.

#### **Article XV – Bonds**

The Secretary/Treasurer shall be required to be bonded in the amount deemed sufficient by the Executive Committee, said bond to be executed by a surety company approved the Executive Committee and the premium on such bond shall be paid by the Chapter.

#### **Article XVI – Dues**

The annual dues of the members of this Chapter shall be the same as provided in the governing documents of the national organization.

#### **Article XVII – Official Publication**

There may be established an official publication of this Chapter, to be published 4 times per year. The publication will be distributed to the membership and others. The official publication will be named The Baystater. In addition, the Chapter may maintain a website for the dissemination of information. The Executive Committee, as the governing body of the Chapter, shall have editorial control over the official publication(s).

#### **Article XVIII – Scholarship**

##### **Section 1**

The President will appoint a member to serve as the Scholarship Chair of the Committee. The President Retired will serve on the Scholarship Committee. The President will appoint a third member, not a member of the Executive Board, to serve on the Scholarship Committee. If an applicant relationship conflict exists with any appointed member of the Scholarship Committee, the MA Chapter President will appoint a replacement with an active member and/or retiree member as necessary.

##### **Section 2**

The chair is responsible for providing all committee members with a copy of the current scholarship article from the bylaws, copies of all applications, and a copy of the Fiscal Policy as it pertains to the scholarship. The Chair is responsible for conducting a meeting with the committee, via conference call, in person, or zoom, to discuss and select the recipient(s) for the scholarship(s). The Chair will inform the President of the selection(s) for the President to notify the recipient(s). The Chair will send recipient and non-recipient letters to all applicants. The Chair will write an article for The Baystater including pictures and bios of each recipient.

##### **Section 3**

The number of scholarships and the financial amount of each scholarship will be decided by the Executive Committee and approved by the Executive Board as part of the Fiscal Policy each year.

##### **Section 4**

The scholarship committee will review all applications and determine requirement eligibility of each applicant which includes any relationship to a MA UPMA member as outlined in Section 5, full completion of the application with all required documentation and timely submission with

tracking service. Previous recipients will not be considered unless there are not enough eligible first time applicants.

**Section 5**

Scholarship recipients must be a son, daughter, grandson, granddaughter, nephew, niece or ward of an active member, retired member, or associate member. Selection(s) shall be by lottery and payment of the scholarship award is dependent upon successful completion of one full semester and submission of the recipient's corresponding transcript.

**Section 6**

Scholarships awarded each year shall be given the following names:

- The Stanley Skamarycz Scholarship
- The Winnie McLaughlin Memorial Scholarship
- The Donna Legro Scholarship

**Section 7**

The Executive Board will determine when a named scholarship should be added or deleted by majority vote prior to the scholarship application deadline each year. The bylaw change will be recorded with the printing of the bylaws following the close of the state convention of that year.

**Section 8**

Moneys raised by various activities of the Chapter will contribute to the scholarship fund. The scholarship fund has the right to be named as recipients of wills, bequests and trust funds.

**Article XIX – Amendments**

**Section 1**

All proposed amendment(s) must be submitted in writing to the Chapter President and the Parliamentarian at least sixty (60) days prior to the opening of the annual Chapter Convention. The proposed amendment(s) shall be published or posted prior to the Convention.

**Section 2**

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

**Section 3**

Any proposed amendment(s) shall be read at one session of the Convention and voted on at a subsequent session.

**Section 4**

These amendment(s) shall become effective immediately upon the adjournment of the Convention unless otherwise specified in the amendment.