



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

**FISCAL POLICY EFFECTIVE JAN 1 – DEC 31, 2026**

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 with mapping/mileage documentation 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 \$300.00 compensation for every publication in support of the Chapter.

The Chapter Member Representatives and the President will have mileage reimbursement with mapping/mileage documentation to attend meetings representing a MA UPMA member where e-Travel is not authorized.

The Sec/Treasurer will pay \$10.00 annually for each retired/associate member to the MA Retired Secretary/Treasurer in January. The MA Chapter will reimburse the retirees for E-Board members that attend retired luncheon meetings.

**REGIONAL CHAPTERS:** In an effort to promote membership, attendance and member involvement, each regional treasury (six exist as of the adoption of this policy: 010-012; 013-016; 017-019; , 020, 023, 027; 021-022, 024; 025-026) will be eligible for a stipend of \$750 from the MA Chapter in January with the submission of a specific voucher provided by the Sec/Treasurer, the previous year's regional area annual treasurer report, copies of all meeting minutes and copies of all Baystater articles submitted for each issue. If additional funds are required during the year, the RVP must rationalize in writing to the President who will present the request to the Executive Committee for a vote.

**REIMBURSEMENT ELIGIBILITY FOR ALL EVENTS:** To be eligible for reimbursement for attending any listed UPMA event, a specific voucher for each event will be provided by the Sec/Treasurer and must be used. The specific event voucher, all listed required documentation as outlined below under each event, and a copy of the article submitted to The Baystater for the time period, must be submitted to the Sec/Treasurer within 30 days of the event. Members requesting any reimbursement must assist and fully participate in conducting UPMA business while at the event(s). This is defined as being in attendance at all President mandated events from beginning to end. MA UPMA members who receive compensation for attending the event(s) from another UPMA source are not entitled to MA Chapter reimbursement.

## **LEGISLATIVE SUMMIT:**

### **Legislative Summit Eligible Reimbursement for:**

President  
Exec Vice-President/Legislative Chair  
Sec/Treasurer  
Editor  
Retiree President  
Regional Vice Presidents (6)

- Early registration as indicated on the event registration form.
- Airfare transportation will be reimbursed up to that of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. If necessary, an increase of 10% will be allowed due to a different departing airport. All flight documentation must include an itemized itinerary showing the departing/arriving airports, times of flights, any additional charges itemized, and the amount paid for the flight, excluding any travel points used.
- One luggage fee each way if applicable.
- For members that drive, mileage, tolls and hotel parking will be reimbursed up to the airfare of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. All receipts and mapping/mileage documentation must also be submitted.
- Hotel room for Sunday and Monday night at the event rate as indicated on the event registration form. The State President may authorize a Tuesday night hotel stay due to late appointments on Tuesday.
- 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. If no UPMA or hotel transportation provided, rideshares, buses, taxis, etc will be reimbursed up to a maximum of \$100 for this event. Members are expected to carpool to the extent possible.

### **ALL OTHER MA UPMA MEMBERS meeting eligibility for Legislative Summit reimbursement:**

- Eligible legislative expenses for members other than elected Executive Board members will be reimbursed from the legislative funds. Any eligible reimbursements in excess of the available legislative funds will be distributed from the MA Chapter checking account.
- A stipend up to \$775 upon submission of a specific voucher with a copy of a submitted article to The Baystater, documentation for early registration, airfare (excluding travel points or mileage) or mileage, tolls and hotel parking for those that drive, and Sunday and Monday hotel nights at the event rate as indicated on the event registration form.

## **STATE CONVENTION:**

- There will be one 50/50 drawing at the state convention designated for PAC.
- All net proceeds from the auction fundraising activities will be designated for the scholarship fund.
- All other proceeds from other fundraising activities will be split 50/50 for the scholarship fund and PAC.

- Up to five (5) \$1,000 scholarships will be awarded at the state convention.
- \$1000 will be allotted for door prize drawings at the state convention for registered MA members only.
- There will be no transportation costs associated with the state convention.
- Full registration AFTER the early registration date will be \$99.
- Full non-member registration will be set at \$200 or partial registration will be set by meal selections as indicated on the registration form.

**State Convention Eligible Reimbursement for:**

President  
 Exec Vice-President/Legislative Chair  
 Sec/Treasurer  
 Editor  
 Retiree President  
 Regional Vice Presidents (6)  
 Membership Chair  
 Chapter Member Rep Chair  
 Education Chair  
 Nat'l Adverse Action Rep

- There will be no registration costs associated with the state convention, but a registration form is required by all officers.
- Hotel room at the convention rate as indicated on the event registration form.

**ALL OTHER MA UPMA MEMBERS meeting eligibility for State Convention reimbursement:**

- Early registration for all members will be set at \$49 if postmarked by the date indicated on the registration form.
- Partial registration will be set by meal selections as indicated on the event registration form.
- There will be a \$20 daily business session fee without meals.
- Hotel room at one half (1/2) the event rate as indicated on the event registration form.

**NATIONAL CONVENTION:**

- The MA Chapter will make a donation to the national office for door prize drawings in the amount requested by them.

**National Convention Eligible Reimbursement for:**

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

- Early registration as indicated on the event registration form March 31, 2026.

- Airfare transportation will be reimbursed up to that of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. If necessary, an increase of 10% will be allowed due to a different departing airport. All flight documentation must include an itemized itinerary showing the departing/arriving airports, times of flights, any additional charges itemized, and the amount paid for the flight, excluding any travel points used.
- One luggage fee each way if applicable.
- For members that drive, mileage, tolls and hotel parking will be reimbursed up to the airfare of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. All receipts and mapping/mileage documentation must also be submitted.
- Hotel room at the event rate as indicated on the event registration form.
- Up to \$75 with receipts for departing airport parking or for combined transportation to and from the departing airport to include parking at Logan express, bus tickets, rideshares, etc. There will be no mileage reimbursement to and from the home base airport.
- 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. If no UPMA or hotel transportation provided, rideshares, buses, taxis, etc will be reimbursed up to a maximum of \$100 for this event. Members are expected to carpool to the extent possible.

**ALL OTHER MA UPMA MEMBERS meeting eligibility for National Convention reimbursement:**

- A stipend up to \$1225 upon submission of a specific voucher with a copy of a submitted article to The Baystater, documentation for early registration (March 31, 2026), airfare (excluding travel points or mileage), or mileage, tolls and hotel parking for those that drive, and hotel nights at the event rate as indicated on the event registration form.

**ATLANTIC CONFERENCE ONLY:**

- If requested by the hosting state, a donation will be made by the MA Chapter to help offset conference expenses.
- All reimbursements/stipends are subject to vote of the Executive Committee based upon the location of the Conference.

**Atlantic Conference Eligible Reimbursement for:**

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

- Early registration as indicated on the event registration form.
- Airfare, if authorized, will be reimbursed up to that of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. If necessary, an increase of 10% will be allowed due to a different departing airport. All flight documentation must include an itemized

itinerary showing the departing/arriving airports, times of flights, any additional charges itemized, and the amount paid for the flight, excluding any travel points or mileage used.

- One luggage fee each way if applicable.
- Driving, if authorized, includes mileage, tolls and hotel parking will be reimbursed up to the airfare of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. All receipts and mapping/mileage documentation must be submitted.
- Hotel room at the event rate as indicated on the event registration form.
- 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. If no UPMA or hotel transportation provided, rideshares, buses, taxis, etc will be reimbursed up to a maximum of \$100 for this event. Members are expected to carpool to the extent possible.

**ALL OTHER MA UPMA MEMBERS** interested in attending the Atlantic Conference should contact the MA President requesting authorization and a stipend to attend. The President will present the request to the Executive Committee for a vote.

#### **NATIONAL UPMA ACADEMIES/MEETINGS:**

- The President will authorize members to attend National UPMA Academies/Meetings.
- Transportation expenses will be reimbursed at the most cost effective means based on location and decided by the President.

#### **National UPMA Academies/Meetings Eligible Reimbursement for:**

President

Exec Vice-President/Legislative Chair

Sec/Treasurer

Editor

Retiree President

- Registration fee.
- Airfare, if authorized, will be reimbursed up to that of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. If necessary, an increase of 10% will be allowed due to a different departing airport. All flight documentation must include an itemized itinerary showing the departing/arriving airports, times of flights, any additional charges itemized, and the amount paid for the flight, excluding any travel points or mileage used.
- Driving, if authorized, includes mileage, tolls and hotel parking will be reimbursed up to the airfare of the Sec/Treasurer if attended. Otherwise up to the airfare expense of the highest ranking Executive Board member as listed above that attends the event. All receipts and mapping/mileage documentation must be submitted.
- Hotel room at the nationally contracted rate.

**ALL OTHER MA UPMA MEMBERS** interested in attending a national UPMA Academy or meeting should contact the MA President requesting authorization and a stipend to attend. The President will present the request to the Executive Committee for a vote.

**The fiscal policy will be effective January 1 – December 31, 2026. 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 13, 2025.**