

# **BYLAWS OF THE UNITED POSTMASTERS AND MANAGERS OF AMERICA, INDIANA CHAPTER INC.**

04/07/2025

## **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 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, improve the conditions under which individual members 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 United Postmasters and Managers of America (UPMA), Indiana Chapter Inc...

## **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 privileges at its conventions.

## **Article IV – Meetings**

The annual convention of the organization shall be held at the time and city as set by the President with the majority approval of the Executive board one year or more prior to that convention, provided however, that the President may, with majority approval of the Executive board, 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.

Special meetings may be called by the President and shall be called on the request in writing by majority of the Executive Committee or when ten (10) percent of the paid membership of this Chapter demand so in writing.

For good and sufficient reasons Executive Board and Special meetings may be held via electronic or other remote access means as reasonably necessary.

The Chapter Secretary/Treasurer shall mail, or otherwise notify via electronic means, notice of meetings to members of the Executive Committee at least ten (10) days prior to the date specified for such meetings.

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In any convention of this Chapter, all members who are present and registered for the convention shall constitute a quorum.

“Roberts Rules of Order, Newly Revised” shall govern the deliberations of this Chapter.

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

The officers of this Chapter shall be a President, Executive Vice President, a Secretary/Treasurer, the immediate Past President who shall serve for a term of one year beginning on July 1 of the year a newly elected President shall assume office, the President of Postmasters Retired, Editor, who together with the five Vice Presidents, shall constitute the Executive Committee, and the governing body of this Chapter.

The President, Executive Vice President, and four At Large Vice President(s) shall be elected at the annual convention to serve a term of two years. The term of the office shall commence on July 1<sup>st</sup> and will end on June 30<sup>th</sup>. The officers shall be limited to two terms of office. The Secretary/Treasurer shall be elected at the annual convention in an even year to serve a term of unlimited years. The term of office shall commence on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

The new Executive Committee shall hold an organizational meeting within 60 days of July 1<sup>st</sup> each year.

Additional or other nominations may be made from the floor, if seconded and approved, and shall be included with the list of recommendations made by the Nominating Committee for determining by ballot of those present and qualified to vote in said election. If there shall be more than two nominations for any office, balloting shall continue until one candidate receives majority of the votes cast. With the exceptions of the positions of President, Executive Vice President, which shall be limited to active EAS members who are 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 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 Committee 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 shall receive such compensation for their services as the Executive Committee may provide.

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## **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 by the Executive Committee. The Executive President shall receive such compensation for their services as the Executive Committee may provide.

## **Article VIII – At Large Vice Presidents**

The At Large Vice Presidents will be responsible for the following duties:

Vice President 2 position will be elected in the even years.

Vice President 3 position will be elected in the odd years.

Vice President 4 position will be elected in the even years.

Vice President 5 position will be elected in the odd years.

The above Vice Presidents will have their duties assigned by the Executive Committee at the Executive Board organizational meeting.

In the event of a vacancy in the Vice-Presidential position, the vacancy shall be filled by the Executive Committee.

## **Article IX – Secretary – Treasurer**

The Secretary-Treasurer shall combine the office of secretary and treasurer and shall perform all duties commonly incident to both offices. The Secretary-Treasurer shall be bonded as provided in Article XV hereof and shall receive such compensation for their services as the Executive Committee may provide. The Secretary-Treasurer shall keep all records, record the proceedings of all conventions and meetings of the Executive Committee, deposit, withdraw and have custody of the funds of the Chapter and shall be responsible to keep an accurate and complete account of receipts, vouchers, and membership. In the event of a vacancy in the position of Secretary-Treasurer, the vacancy shall be filled by the Executive Committee.

## **Article X – Editor**

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An Editor may be appointed by the Executive Committee. At which time they become a voting member of the Committee. It shall be the Editor's duty to publish the official newspaper of the Indiana Chapter UPMA. The Editor shall receive such compensation for their services as the Executive Committee may provide.

### **Article XI – Executive Committee**

The officers of this Chapter shall be a President, Executive Vice President, four At Large Vice Presidents, a Secretary-Treasurer, the immediate Past President who shall serve a term of one year beginning on July 1<sup>st</sup> of the year a newly elected President assumes office, the President of Postmasters Retired and Editor, shall constitute the Executive Committee and the governing body of the Chapter.

It shall be the duty of the Executive Committee to carry out the orders of the Chapter as expressed in the convention, it shall have direct control of all business of the Chapter and its affairs, it shall be the power of convention, it shall be the power of Executive Committee to authorize necessary expenditures; to audit all accounts; approve the expenses of the Executive officers and in general perform all the functions ordinarily attached to such Committee.

The Executive Committee shall have the power to remove any of its members for good and sufficient reason by two-thirds vote of the Committee when in session.

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

At the opening of each convention the President shall 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 XIII – National Convention Roll Call Voting Procedure**

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. The results of the votes shall be recorded by the National Officer present at the convention, as well as in the official minutes of the Chapter Convention. The National Officer and the Chapter President must send the results to the National Office within ten (10) days of the conclusion 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.

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## **Article XIV – 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 by the Executive Committee and the premium on such bond shall be paid by the Chapter.

## **Article XV – 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 XVI – Official Publication**

There may be established an official publication of this Chapter, to be published five times per year. The publication will be distributed to the membership and others. The official publication will be named – Indiana Hoosier UPMA. 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 XVII – Amendments**

All proposed amendment(s) must be submitted in writing to the Chapter President at least thirty (30) days prior to the opening of the annual Chapter Convention. The proposed amendments(s) shall be published prior to the convention. These bylaws may be amended at any convention of the Chapter by a two-thirds vote of the delegates present and voting. Any proposed amendment(s) shall be read at one session of the convention and voted on at a subsequent session. These amendment(s) shall become effective immediately upon the adjournment of the convention unless otherwise specified in the amendment.