

Preamble

As an affiliate of United Postmasters and Managers of America (UPMA) and subject to the Articles of Incorporation and Bylaws of UPMA, the purpose of this Organization is to promote, assist and instruct retired Postmasters and Managers in all areas of personal and related items of interest or concern and to work cooperatively in the advancement of UPMA aims and goals.

BYLAWS

ARTICLE I – NAME

This Organization is an affiliate of the United Postmasters and Managers of America, shall be known as United Postmasters and Managers of America (UPMA) Retired, and shall conform to the Bylaws of the United Postmasters and Managers of America.

ARTICLE II – MEMBERSHIP

Section 1: A UPMA Retired member shall be any person who has retired from the Postal Service, pays membership dues, and includes the following:

- a. All persons having held the title of Postmaster at any time during their career.
- b. All persons having held an EAS position at any time during their career.

Section 2: An Associate member shall be an individual who pays dues, has all privileges of other members, and exercises an interest in the Organization to include the following:

- a. U.S. Postal Service employees (not otherwise described).
- b. Former Postal Service employees (not covered in the above article, but including Postmaster Reliefs at the conclusion of their position with the Postal Service).
- c. Surviving Spouses.
- d. Associate members shall be considered members of the UPMA Retired Organization.

ARTICLE III --- ORGANIZATION

Section 1: The members of this Organization shall organize units corresponding to UPMA Chapters, subject to rules, Articles of Incorporation and Bylaws of UPMA as mutually provided.

Section 2: Executive Areas

This Organization shall establish fifteen (15) separate areas to be known as UPMA Retired Executive Areas, numbered one (1) through fifteen (15). These Executive Areas shall have reasonable uniformity in geographical size as follows:

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| Area One: | MA, ME, NH, VT |
| Area Two: | CT, NY, RI, PR/VI |
| Area Three: | DE, NJ, PA |
| Area Four: | IN, KY, OH |
| Area Five: | DC, MD, VA, WV |
| Area Six: | FL, GA, NC, SC |
| Area Seven: | IL, MI |

Area Eight: AR, IA, MO
Area Nine: MN, ND, SD, WI
Area Ten: KS, NE, OK
Area Eleven: LA, TX
Area Twelve: AZ, CA, HI, NV
Area Thirteen: AL, MS, TN
Area Fourteen: CO, NM, UT, WY
Area Fifteen: AK, ID, MT, OR, WA

ARTICLE IV – DUES

Membership dues shall be charged on an annual basis as established mutually by UPMA and UPMA Retired. (8-16-21)

ARTICLE V – OFFICERS

The officers of this Organization shall be as follows:

Section 1: President – their duties shall be to preside at all meetings of the Organization; call all special meetings; appoint all committees required by the Bylaws and all committees authorized by the Executive Board necessary for the proper conduct of the business of the Organization; request reports from time to time of the Treasurer of the financial condition of the Organization; approve all vouchers upon the treasury; serve as a member of the UPMA Executive Board as provided in the UPMA Bylaws; and other such duties as may pertain to the office. The President shall be elected to one two-year term in odd-numbered years or until his/her successor is elected. (7-29-19)

Section 2: Vice-President –their duties shall be to assist the President with the responsibilities of their office as may be required; represent the President at various functions and meetings in their absence and perform such other duties as may pertain to the office. The Vice President shall be elected concurrently with the election of President for one two-year term or until his/her successor is elected. (7-29-19)

Section 3: Secretary - their duties shall be to take the minutes of meetings, handle correspondence, and make reports as required and other duties as assigned by the President. The Secretary shall be elected for a two-year term in even- numbered years or until his/her successor is elected. (7-29-19)

Section 4: Treasurer – their duties shall be to keep all financial records; have custody of all funds; deposit and withdraw them upon approval of the President and shall keep accurate and complete accounts, vouchers and receipts, provide a financial statement at the annual meeting of the Organization and perform other duties incident to the office of Treasurer. They shall be bonded as required and approved by the Executive Board. The Treasurer shall be elected for a two-year term in even-numbered years or until his/her successor is elected. (7-29-19)

Section 5: Executive Board – this board shall be composed of the President who shall serve as chair, the Vice-President, the Secretary, the Treasurer and the Immediate Past President. The Executive Board shall have full control of the affairs of the Organization between conventions. Fifty-one (51) percent of the Executive Board shall constitute a quorum.

Section 6: Advisory Board – the Advisory Board shall be composed of one member, an Area Representative, from each of the fifteen Executive Areas as established in Article III, Section 2, and one Associate member-at-Large, all of whom shall be appointed by the President, based on state rotation within the Executive Area. The

duties of the Advisory Board members shall be advisory in nature and to assist the President with the responsibilities of their office as may be required. (7-29-19)

ARTICLE VI – ELECTION OF OFFICERS

Section 1: The election of officers shall be conducted at the annual convention as set forth in Article IX – Meetings. The time and location of elections shall be included in the UPMA Convention schedule. Candidates to be elected to respective offices must be present when their name is placed in nomination. Members in good standing who are registered for the national convention and present when ballots are cast are eligible to vote in national officer elections. Elections shall be by majority vote cast by ballot. In the event that no majority is reached, the two candidates with the most votes will compete in a run-off election. Where no contests exist, election may be by acclamation.

Section 2: An elected National Officer may not serve a consecutive term in the same office.

Section 3: The elected officers shall take their prescribed oaths of office at the annual convention from the installing officer, who shall be the UPMA National President, or a UPMA National Officer representing the National President. They may commence preparations of their programs which they will place in effect when their term of office begins the first day of **January** following their election and ending on the 31st day of **December**. (Amended 8-22-22)

ARTICLE VII – COMPENSATION

All officers of this Organization shall serve without compensation. Allowable expenses will be reimbursed as provided in UPMA Retired Fiscal Policy. Expense vouchers must be submitted to the National President of UPMA Retired within thirty (30) days for review and approval. The National President shall promptly review and send vouchers to the National Treasurer for payment.

ARTICLE VIII – VACANCIES

Section 1: President – in the event of a vacancy in the office of the President, the Vice-President shall immediately assume the office of President. This action shall not preclude the right of that officer from seeking and holding that office for one full term.

Section 2: Other offices – a vacancy in any other office shall be filled for the unexpired term by appointment by the President with the approval of a majority of the Executive Board at a special meeting or teleconference called by the President. This action shall not preclude the right of that officer from seeking and holding that office for one full term.

Section 3: Removal from Office – in the event that any elected or appointed officer of this Organization refuses or failed to act and/or properly fulfill the duties of their office; or if any such officer conducts their office in a manner that causes UPMA or UPMA Retired to be brought into a dispute or to be otherwise injured, the Executive Board shall appoint a committee of three (3) to make an investigation. If after review of the evidence, the Board deems it necessary, charges may be filed against such official. After proper service of the charges upon the accused and ample time for answer and defense has elapsed, but in no case less than fifteen (15) days nor more than thirty (30) days, the Board may, if in its opinion the charges are substantiated or the accused failed to answer the charges, declare the office vacant, but only upon a majority vote of two-thirds of the Executive Board members present.

ARTICLE IX – MEETINGS

Section 1: The elected officials shall arrange for meetings, programs of interest and instructive seminars in conjunction with the UPMA National Convention. Registration for attendance and participation, and arrangements for all such activities shall be made in cooperation with and approval of the UPMA President.

Section 2: Special meetings of UPMA Retired may be called from time to time by the President with the approval of a majority of the Executive Board, and a special meeting shall be called by the President upon written request of twenty five (25) or more members. The Secretary shall, upon request of the President, give notice of the purpose, time and place of such meetings to the membership. The Executive Board shall meet from time to time at the request of the President or as otherwise provided for in these Bylaws.

Section 3: At any convention, or other meeting of the National Organization, fifty (50) members in good standing shall constitute a quorum. The UPMA Retired Organization is authorized to conduct their annual National Convention by a technology which allows all persons participating to hear each other at the same time. The Retired Executive Board will be the authorizing body for approval of such meetings. (8-16-21)

Section 4: The Executive Board or committees are authorized to meet by video conference or teleconference. Such meetings must be conducted by technology that allows all persons participating to hear each other at the same time.

ARTICLE X - COMMITTEES

Section 1: The following Committees shall be appointed as needed by the President to serve during the National Convention or for other purposes as he or she may direct, with a minimum number of members as specified below:

- a) Credentials/Teller Committee, three (3) members, to verify members in good standing, who intend to vote in the proceedings.
- b) Bylaws Committee, three (3) members, who shall receive, evaluate, and recommend for official action all proposals for amendment of the Bylaws.
- c) Financial Audit Committee, three (3) members who shall prepare a complete annual financial report to be available at the National Convention or other meeting.
- d) Budget Committee shall consist of the Treasurer, and two (2) members who are not on the Executive Board appointed by the President, to formulate an annual budget to present to the Executive Board for approval at the first board meeting each fiscal year.
- e) Nominating Committee, three (3) members, to find candidates for each elective office due for an election, make sure the candidates are members in good standing, and present a slate of candidates for consideration in the approved election process.
- f) Legislative Committee, four (4) members, to inform the Organization of legislation affecting UPMA Retired.
- g) Membership, three (3) members, to continually seek to bring new members into UPMA Retired.
- h) Scholarships, three (3) members, to receive, evaluate and rate UPMA Retired Scholarship applications.
- i) Other committees with appropriate number of members as may be necessary.

(J Deleted 7-29-19)

Section 2: The National UPMA Retired President and the Vice President are Ex-Officio members and shall be included on all committees, so as to have input. **(Added 8-22-22)**

ARTICLE XI – SERGEANT-AT-ARMS AND PARLIAMENTARIAN

At each annual meeting the President shall appoint a Sergeant-at-Arms with such assistants as may be necessary, who shall maintain order and perform such other duties as the President may assign. The President shall appoint a Parliamentarian to advise on parliamentary procedure. Robert's Rules of Order Newly Revised shall govern the deliberations of the proceedings at any session of a National Convention or other meeting of this Organization, except that where any provisions of these Bylaws are inconsistent or in conflict with Robert's Rules of Order Newly Revised, then these Bylaws shall prevail.

ARTICLE XII – REPRESENTATION AT NATIONAL CONVENTIONS

Representation for UPMA Retired at National Conventions shall conform to the Bylaws of the United Postmasters and Managers of America. Each member registered for the National Convention, present and in good standing, shall be entitled to a vote at such proceedings as provided therein. During a scheduled business session at the National Convention, the UPMA Retired National President will conduct a ballot vote for any issue where a UPMA Retired vote is authorized by UPMA Bylaws. The Retired National President will then cast the appropriate number of UPMA Retired votes for each issue. In the event a subsequent vote is required on the floor of the National Convention, the UPMA Retired National President will call for a caucus to determine the UPMA Retired votes for each of the remaining issues. The Retired National President will then cast the appropriate number of UPMA Retired votes for each issue. **(8-1-18)**

ARTICLE XIII – OFFICIAL PUBLICATION

There may be established an official publication of UPMA Retired. The official publication will be named "*In The Mailbox*". In addition, UPMA Retired may maintain a website and/or an email network for the dissemination of information. The Executive Board, as the governing body of UPMA Retired, shall have editorial control over the official publication(s).

ARTICLE XIV – AMENDMENTS

These Bylaws may be amended at any National Convention, by a two-thirds majority of the members in good standing present and voting. Proposals for such amendments shall be submitted in writing to the Bylaws Committee at least sixty (60) days prior to the National Convention at which they are to be considered. The proposed amendment or amendments to the Bylaws shall be published prior to the National Convention at which they are to be considered. Those proposals that are not submitted in time must be presented to the Bylaws Committee for consideration at the National Convention.

Transition Article XV – Deleted after 11-1-18

Amended effective 8-1-18

Amended 7-29-19

Amended 8-16-21

Amended 8-22-22