

**United Postmasters and Managers of America Auxiliary
Bylaws**

Adopted August 2017

Article I

The name of this organization shall be "United Postmasters and Managers of America Auxiliary" provided however that this name shall in the future reflect any change in the name of the United Postmaster and Managers of America. Such change shall become effective according to the provisions of Article XVI, Section 2, hereof. Wherever used in these documents, the use of UPMA Auxiliary or Organization shall stand for the full name of the organization.

**Article II
Purpose**

Section 1.

- a) To promote and maintain contact between the members of the UPMA and the UPMA Auxiliary in a friendly, social and fraternal manner;
- b) To provide additional programs and activities at meetings and conventions;
- c) To help create a greater interest in the work of the UPMA;
- d) To cooperate in seeking beneficial legislation for the UPMA, under the direction of the majority of the Executive Boards of the UPMA and UPMA Auxiliary;
- e) To assist the UPMA in any matter of mutual interest and concern;
- f) To promote the principles and policies set forth in the Bylaws of the UPMA.

**Article III
Organization**

Section 1.

The members of the UPMA Auxiliary shall be grouped in Chapters where the geographical design of the Chapters are identical to that of the Chapters of the UPMA. A Member Chapter may be established in any area where a Chapter of the UPMA is established. In order to be an organized Chapter there must be at least three (3) officers.

Section 2.

Each Member Chapter shall adopt Bylaws which shall not conflict with the Articles of Incorporation or Bylaws of the National UPMA Auxiliary. Any amendments in the Bylaws of the UPMA Auxiliary which pertain to Member Chapters shall automatically become part of the Bylaws of each member Chapter. The Bylaws shall provide for the holding of an annual meeting for the officers and members and for the election of a President, one or more Vice Presidents, a Secretary and a Treasurer, the last two of which offices may be combined and any such other offices as may be deemed advisable. Agree to collect and forward to the National UPMA Auxiliary annual dues for its members (un-prorated); show that the group has complied with the above requirements; be suspended by the National UPMA Auxiliary if they fail to pay any financial obligations and be granted the right to resign from this organization. Such resignation may become effective

immediately upon acceptance by the majority of the Executive Board, with the surrender of all rights to use the name or any identifying insignia of this organization.

Article IV Membership

Section 1.

There shall be four classes of membership:

- a) Chapter members
- b) Individual members
- c) BRATS
- d) Associate members

Section 2.

Chapter members shall be:

- a) Members in good standing in Member Chapters;
- b) Members of the family of an Active Postmaster and Managers or Retired Postmasters and Managers who remain Associate Members of the UPMA, but limited to the spouses, sons, daughters, father, mother or grandchild.
- c) Retired Postmasters and Managers who remain an Associate Member of the National UPMA.
- d) Active Postmasters and Managers who are members of the UPMA.

Section 3.

Individual members shall be:

- a) Qualified persons in the areas that do not have a Chapter of the UPMA or a UPMA Auxiliary organized.
- b) Ineligible for this class of membership when a Member Chapter is organized in the area of his or her occupancy.

Section 4.

BRATS shall be:

- a) Auxiliary members who are between the ages of six and twenty-one.
- b) BRATS below the age of eighteen will not have voting rights within the organization.
- c) BRATS eighteen to twenty-one have voting rights in the Auxiliary only if they are registered as an Auxiliary Delegate.

Section 5.

Associate Members shall be:

- a) Any person supportive of the UPMA. This would include but not be limited to the following: Postmaster and Manager-in-Laws, nieces, nephews, employees of the UPMA and their family members and special friends.
- b) Associate members would be entitled to all membership privileges except the right to hold office in the Auxiliary.

Section 6.

Exact titles of members shall change in the future to reflect corresponding titles which

may be adopted for its members by the UPMA, such changes to become effective according to the provisions of Article IV, Section 2, hereof.

Section 7.

Any family member (spouse, son, daughter, brother, sister, mother, grandchild) may still remain a member of the UPMA Auxiliary after the Postmaster's and Manager's death who was a member of the UPMA.

Article V Executive Board

Section 1.

The Executive Board shall have full authority over the affairs of this organization when convention is not in session. The Executive Board shall consist of the elected Officers (or those appointed to fill a vacancy) and the Immediate Past President, who shall serve a maximum of one year, and must be a member in good standing.

- a) The elected Officers shall be the President two (2) Vice Presidents, a Secretary and a Treasurer, the last two of which offices may be combined.
- b) Following the election of the Vice Presidents, the annual National Convention shall ballot to elect one of them to be Executive Vice President.
- c) National Officers elected by the convention shall take office immediately upon the close of the annual convention at which they were elected.
- d) In case of a vacancy in the office of President, the Executive Vice President shall succeed to the unexpired term.
- e) Upon the succession of the Executive Vice President, the one remaining Vice President shall succeed to the vacancy. In the case of a vacancy in the office of the Executive Vice President by some other reason, the office shall be filled in the same manner.
- f) In the case of a vacancy in the office of a Vice President, the President, with the approval of the majority of the Executive Board, shall name a member in good standing to succeed to the unexpired term.
- g) In case of a vacancy in the office of the Secretary or Treasurer, the President, with the approval of the majority of the Executive Board, shall name a member in good standing to succeed to the unexpired term.
- h) In case of vacancy in the office of immediate past president, the office shall remain vacant until the next past president is available.
- i) The Executive Board shall have the power by affirmative vote of three (3) members to remove any inactive, incompetent or delinquent National Officer. Such officers shall have been given due notice in writing by Certified Return Receipt Mail at least thirty (30) days prior to such action. Such officer shall be given the opportunity to be heard in person, by letter (Certified, Return Receipt Mail) or by such Officer's designated representative.

Section 2.

Members of the Executive Board shall adopt a yearly budget, providing funds are available.

Section 3.

Members of the Executive Board may vote by mail and/or electronic mail on business of the UPMA Auxiliary, but no vote may be made by proxy.

Section 4.

All votes by mail and/or electronic mail of the members of the Executive Board or Chapter Members shall be returned to the Officer calling for the vote within twenty (20) days after mailing of the ballots.

Section 5.

A quorum of the Executive Board shall be three (3) members thereof.

**Article VI
Duties of Officers**

Section 1.

The President shall preside at meetings and act as Chairman of the Executive Board.

Section 2.

The Executive Vice President shall act for or instead of the President at the request of the President or in case of the inability of that Officer to act.

Section 3.

The other Vice Presidents and Immediate Past President shall work closely with the President and perform such duties as are directed by the President or the Executive Board.

Section 4.

The Secretary shall perform such acts as are consistent with the title and office, including but not limited to the following:

- a) Keep the written record of all meetings of the UPMA Auxiliary and its Executive Board.
- b) Prepare and submit such reports as are requested by the President or the Executive Board.
- c) Act as custodian of all records and papers.
 1. Keep an accurate listing of names and addresses of Chapter Officers and chairmen.
- d) Promptly deliver to his or her successor all pertinent records and materials belonging to the UPMA Auxiliary.

Section 5.

The Treasurer shall perform such duties as are consistent with the title and office, including but not limited to the following:

- a) Receive and hold in trust all funds of the UPMA Auxiliary, disbursing such funds in accordance with the adopted budget and formal instructions from the Executive Board or annual convention; status of the organization;
- b) Periodically report, upon request of the President or Executive Board, on financial and membership.
- c) Prepare and submit at the annual convention a written statement as to the current financial and membership status of the organization.

- d) Designate, based upon dues receipts, the number of delegates each Member Chapter is entitled to seat at the annual convention; and submit this information to the President of each Active Member Chapter and to the National President.
- e) Prepare for, and cooperate with, the committee designated to audit the books as provided by the Bylaws, or as requested by the Executive Board;
- f) Furnish at the expense of the organization, a position bond in favor of the UPMA Auxiliary, in an amount to be determined by the Executive Board;
- g) Delegate portions of these responsibilities and duties to members in good standing as necessary, but the final responsibility for accounting for all funds shall remain with the Treasurer personally;
- h) Promptly deliver to his or her successor all pertinent records and funds, and materials belonging to the UPMA Auxiliary.

Article VII Finances and Dues

Section 1.

The revenues of the UPMA Auxiliary shall be derived from:

- a) Membership dues, and
- b) Fundraising projects, and
- c) Such other activities as may be in keeping with the policy and dignity of the UPMA Auxiliary.

Section 2.

Annual dues of Chapter members shall be ten (\$10.00) dollars for the primary Auxiliary member of which four (\$4.00) dollars shall be retained in the Member Chapters and six (\$6.00) dollars forwarded to the national Treasurer of UPMA Auxiliary. Dues for each additional family member enrolled shall be Five (\$5.00) dollars of which two (\$2.00) dollars shall be retained in the Member Chapters and three (\$3.00) dollars forwarded to the national Treasurer of UPMA Auxiliary.

Section 3.

Annual dues of individual members shall be ten (\$10.00) dollars of which four (\$4.00) dollars shall be retained in the Member Chapters and six (\$6.00) dollars forwarded to the national Treasurer of the UPMA Auxiliary. Dues for each additional family member enrolled shall be Five (\$5.00) dollars of which two (\$2.00) dollars shall be retained in the Member Chapters and three (\$3.00) dollars forwarded to the national Treasurer of the UPMA Auxiliary. If no Member Chapter is in existence then the full dues shall be paid to the national Treasurer of the United Postmaster and Managers of America Auxiliary

Section 4.

Annual dues shall not be prorated for a fractional part of a dues year.

Section 5.

The dues year of the Member Chapters and individual members shall be the same as the fiscal year of the UPMA Auxiliary, November 1 to October 31.

Section 6.

No Member Chapter shall have the authority to incur expenses chargeable to this organization.

Section 7.

Funds of this organization shall be deposited in a depository designated by the Executive Board.

Section 8.

At the discretion of the Executive Board, funds considered to be in excess of annual operating expenses may be deposited in one or more savings accounts.

Section 9.

Gifts or bequests may be accepted for the UPMA Auxiliary provided that in the opinion of the Executive Board, and conditions attached to acceptance are not inconsistent with the objectives and purpose of this organization.

Section 10.

The Executive Board may, when the treasury has a sufficient amount of funds to meet the annual normal operating expenses, appropriate funds to meet the expenses of the Executive Board which are incident to the administration of the organization. Such expenses shall include only transportation, lodging, registrations at conventions and per diem within the limits set by the Executive Board.

Section 11.

The National Auxiliary President shall have four (4) nights at the National Convention paid by the UPMA Auxiliary except when their spouse has any or all of the nights paid for by the UPMA or the UPMA Retirees Executive Board. The Auxiliary Executive Board shall determine if any room nights will be paid.

Article VIII**Convention and Election of Officers****Section 1.**

The annual convention shall be the governing body of this organization. The Executive Board shall be guided by the policies established at the annual convention. The annual convention shall be held at the same time and place as the annual convention of the UPMA.

Section 2.

- a) Each Member Chapter shall be entitled to representation by one delegate to the National Convention plus one additional delegate for each twenty-five (25) Chapter Members or fraction thereof who were in good standing in the UPMA Auxiliary on October thirty first (31st) preceding the annual convention.

- b) In the absence of any otherwise eligible delegate or alternate, the President or Chairman of a Chapter delegation shall certify any member active in that Chapter at the date of the National Convention as a delegate with the Credentials Committee.

Section 3.

- a) Past National Presidents in attendance at the annual convention who are members in good standing shall be delegates at large and shall be entitled to one vote.
- b) The elected National Officers of the UPMA Auxiliary shall be delegates at large, and shall be entitled to one vote.

Section 4.

The elected officers of the UPMA Auxiliary shall be members in good standing in the UPMA Auxiliary. Such officers shall be a National President, (2) National Vice Presidents, a National Secretary and a National Treasurer. Such Officers shall be elected at a National Convention for term of two years, or until a successor is elected. The National President, one National Vice President and the National Treasurer shall be elected in even-numbered years. One National Vice President and the National Secretary shall be elected in odd numbered years. A National Officer shall serve no more than two successive two-year elected terms to any one National Office. Appointments to an unexpired term shall not be considered a part of the two-year term. Election to a one-year term constitutes a full term.

Section 5.

Candidates for an elected national office shall be nominated by a nominating committee or from the floor at each annual convention without regard to geography of residence. Each nominating speech shall be limited to three (3) minutes. There shall be one seconding speech, which shall be limited to two (2) minutes. They shall be elected by secret ballot.

Section 6.

Following the election of the Vice Presidents, the Delegates to the National Convention shall elect one of the two Vice Presidents to be Executive Vice President each year.

Section 7.

A majority of the certified delegates as of the first day shall constitute a quorum.

Section 8.

Only accredited delegates who are registered at the convention shall be entitled to vote.

Article IX Committees

Section 1.

There shall be two (2) Standing Committees. The President shall appoint the members

of each committee with the approval of the Executive Board. Each committee shall have three (3) members.

Section 2.

There shall be a committee on the Bylaws. This committee shall continually review such Bylaws and recommend changes to the Executive Board.

Section 3.

There shall be a Committee on Membership. This committee shall act continuously to encourage eligible persons to become members of the UPMA Auxiliary.

Section 4.

Prior to the annual convention the President shall appoint the following committees, each consisting of two (2) members, to serve at the convention:

- a) Finance and Audit Committee which shall examine the records kept by the Treasurer and report its findings and recommendations to the Executive Board and the annual convention.
- b) Credentials Committee which shall accredit delegates according to the requirements set forth herein.
- c) Election Committee which shall do those things necessary; and tabulate the results of voting by the delegates.
- d) Rules Committee which shall rule on points of order and interpret the Bylaws for the presiding officer.

Section 5.

The President shall be the ex-officio member of all committees and, if the business of the committee is conducted by mail and/or electronic mail, shall receive copies of all intra-committee correspondence.

Article X Meetings

Section 1.

The Executive Board shall meet in the convention city for their annual meetings once before the first general membership meeting and again after the second general membership meeting.

Section 2.

Special meetings may be called by the President with the approval of the Executive Board or upon the written request of two-thirds (2/3) of the Member Chapters in good standing. All rules pertaining to the annual meeting shall also apply to special meetings.

Article XI Notice

Section 1.

Notice of meeting dates, proposed amendments or resolutions shall be made officially by mail and/or electronic mail to all members or member Chapters or by publication in

the UPMA official publication, or on an official UPMA Auxiliary website.

Article XII In Good Standing

Section 1.

“In good standing” as used in the Bylaws refers to Chapter Members and Individual Members who have paid their dues for the current dues year and such dues have been received by the National Treasurer.

Article XIII Rules of Order

Section 1.

All proceedings of this organization shall be conducted under and pursuant to the Robert’s Rules of Order Newly Revised providing they are not inconsistent with these Bylaws or any special rules of order the UPMA Auxiliary may have established.

Article XIV Politics

Section 1.

The Executive Board of the UPMA Auxiliary shall not endorse any candidate for office in the UPMA.

Article XV Bylaws Conflict

Section 1.

Any section of these Bylaws which may be inconsistent or in conflict with the Bylaws of the UPMA shall be deemed to be an act of omission rather than an act of commission. Such inconsistency shall not invalidate these Bylaws, but shall render ineffective only the inconsistent or conflicting section.

Section 2.

Being cognizant of the fact that legislation to reorganize the United States Postal Service will bring about changes in the titles of those persons charged with the responsibility of operating individual post offices, and that such changes may bring about changes in the name of the UPMA and the titles of those eligible to membership therein, this Bylaws shall automatically reflect the sense of such change upon the effective date of their adoption by the UPMA; providing further that the exact wording of these automatic reflections shall be the subject of Bylaws amendments at the next annual convention of this organization.

Article XVI Amendments

Section 1.

Any five or more members over their signatures may submit to the President of the UPMA Auxiliary a proposal for amendment of this Bylaws. The President shall forward the proposal to the Committee of the Bylaws for their consideration.

Section 2.

Copies of the proposed amendments shall be printed in one issue of official AUXILIARY publications prior to the annual convention.

Section 3.

The proposed amendments shall then be placed on the convention agenda for consideration.

Section 4.

The proposed amendments shall be read and voted upon at the first general session of the convention. A two-thirds (2/3) vote shall adopt.

Section 5.

Unless otherwise specified, the effective date of an amendment so adopted shall be immediately upon the adjournment of the convention.

Section 6.

An amendment, adopted by the general membership, which restructures the Executive Board of the UPMA Auxiliary, shall become effective immediately upon the close of the vote on amendments to the Bylaws.