

**BYLAWS OF THE MINNESOTA CHAPTER of the
UNITED POSTMASTERS AND MANAGERS OF AMERICA**

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 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 Minnesota 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

The annual convention of the organization shall be held at the time and city as set by the "annual convention one year or more prior to that convention," provided however, that the President may, with the approval of the majority 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 a majority of the Executive Committee or on demand in writing of ten (10) percent of the paid-up membership of this Chapter.

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

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

Robert Rules of Order shall govern the deliberations of this Chapter. If there is a conflict between Roberts Rules of Order and these Bylaws, the Bylaws shall take precedence.

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 the Minnesota Chapter of UPMA Retired, the Editor, who together with the three Vice Presidents, shall constitute the Executive Committee, and the governing body of the Chapter.

The President, Executive Vice President, and one Vice President shall be elected at the annual convention to serve a term of two years. The term of office shall commence on July 1 and will end on June 30. The officers shall be limited to two consecutive terms of office. The Secretary/Treasurer, the other two Vice Presidents and the Editor shall be elected at the annual convention in a subsequent year to serve a term of two years. The term of office shall commence on July 1 and end on June 30. The Secretary/Treasurer and the Editor may be elected to serve up to five consecutive terms of office.

The new Executive Committee shall hold an organizational meeting within 60 days of July 1 each year.

A nominating committee, with at least two (2) members, shall be appointed by the president at least thirty (30) days prior to the beginning of the annual Chapter Convention. It shall be the duty of the nominating committee to solicit members to serve in the various offices that are up for election that year. The nominating committee shall interview all potential candidate to determine eligibility to hold office and shall make a report at the Chapter Convention of the names they have gathered. 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 a majority of the votes cast. With the exception of the positions of President and Executive Vice President, which shall be limited to active EAS 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 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 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.

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.

In addition, the Executive Vice President shall serve as the Membership Chair for the chapter. It shall be their duty to promote membership for the organization and insure that the Chapter always has a strong membership. The Executive Vice 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:

One Vice President will serve as Education and Convention Chair. It will be their duty to work with the President in aligning training that is deemed necessary and appropriate for the membership as well as work with the President to coordinate the annual Chapter convention and any other meetings as deemed appropriate and as assigned by the President.

One Vice President will serve as the Legislative and Political Action Committee (PAC) Chair. It shall be their duty to coordinate legislative and PAC activity within the Chapter.

One Vice President will serve as the Chapter Member Representative (CMR) Committee Chair. This individual shall be responsible for overseeing the CMR program for the Chapter.

The above three 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 the 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

An Editor shall be elected at the annual convention of this chapter as prescribed in Article V of these by-laws. The Editor shall be a voting member of the Executive committee. It shall be the Editor's duty to publish the official newspaper of the Minnesota Chapter of UPMA. The Editor shall receive such compensation for their services as the Executive Committee may provide. In the event of a vacancy in the position of Editor, the vacancy shall be filled by the Executive Committee.

Article XI – Executive Committee

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 the Minnesota Chapter of UPMA Retired, the Editor, who together with the three Vice Presidents, 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 the 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. Prior to the casting of ballots, the Chapter has the option to decide, by a minimum two-thirds majority of those present at the Chapter convention to vote to cast a unanimous ballot for the person, or issue, being voted on (based on the person, or issue, receiving a minimum two-thirds majority). This decision can be made as it relates to any matter, or national election, that may come before the convention. If there is no motion made, and vote taken to cast a unanimous ballot, 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 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.

Article XIV - Bonds

The Chapter 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 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 eight times per year. The publication will be distributed to the membership and others. The official publication will be named Postmark Minnesota. 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 amendment(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.

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