

**BYLAWS OF THE MINNESOTA CHAPTER  
UNITED POSTMASTERS AND MANAGERS OF AMERICA RETIRED**

**Preamble**

The purposes for which this Chapter is organized as a part of the national organization, United Postmasters and Managers of America (UPMA) Retired, shall be 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 national UPMA Retired aims and goals.

**Article I – Name**

This organization shall be known as the Minnesota Chapter of United Postmasters and Managers of America (UPMA) Retired.

**Article II – Membership**

Any person as designated by the UPMA Retired Bylaws 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 III - Meetings**

The Annual Convention of this Chapter shall be held in conjunction with the UPMA Minnesota Chapter Annual Convention. Special meetings may be called by the President, and shall be called on the request by a majority of the Executive Board or on demand in writing of ten (10) percent of the paid up membership of this Chapter. The Chapter Secretary shall give notice of meetings to members of the Executive Board at least ten (10) days prior to the date specified for such meetings. In any convention of this Chapter, all members who are present and registered for the convention shall constitute a quorum.

**Article IV – Election of Officers**

**Section 1:** The elected Chapter officers shall be a President, a Vice President, and a Secretary/Treasurer.

**Section 2:** The President and Vice-President, shall be elected at the annual Chapter Convention to serve a term of 2 years. The term of office shall commence on November 1st and will end on October 31st. The Secretary/Treasurer, shall be elected at the annual Chapter Convention in a subsequent year to serve a term of 2 years. The term of office shall commence on November 1st and will end on October 31<sup>st</sup>.

**Section 3:** The election of officers shall be conducted at the annual Chapter Convention. 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 annual Chapter Convention and present when ballots are cast are eligible to vote in Chapter 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 4:** Additional or other nominations may be made from the floor, if seconded and approved, and shall be included with the list of candidates presented by the nominating committee.

### **Article V – 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 Board 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 Board may provide.

### **Article VI – Vice President**

The Vice President shall serve in the absence or disability of the President and work with the President as needed. Should the office of the President be vacated, the Vice President will serve the remaining term. This would not exclude that person from seeking a full elected term as President. The remaining term of the vacant position of the Vice President shall be filled by the Executive Board. In addition, the Vice President may 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.

### **Article VII – Secretary/Treasurer**

**Section 1:** The Secretary/Treasurer shall take the minutes of meetings, handle correspondence, and make reports as required and other duties as assigned by the President and shall receive such compensation for their services as the Executive Board may provide.

**Section 2:** In the event of a vacancy in the Secretary/Treasurer position, the vacancy shall be filled by the Executive Board. This would not exclude any person, filling an unexpired term, from seeking a full elected term as Secretary/Treasurer.

**Section 3:** The Secretary/Treasurer shall 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 Chapter and perform other duties incident to the office of Secretary/Treasurer.

**Section 4:** The Secretary/Treasurer shall be bonded as required and approved by the Executive Board and shall receive such compensation for their services as the Executive Board may provide.

**Section 5:** In the event of a vacancy in the Secretary/Treasurer position, the vacancy shall be filled by the Executive Board. This would not exclude any person, filling an unexpired term, from seeking a full elected term as Secretary/Treasurer.

### **Article VIII – Executive Board**

**Section 1:** The officers of this Chapter shall be a President, Vice President, a Secretary/Treasurer. The Chapter officers will decide whether or not to include the Immediate Past President, who shall (if included) serve a term of 2 years beginning on the first day a newly elected President assumes office. These officers shall constitute the Executive Board and the governing body of the Chapter.

**Section 2:** It shall be the duty of the Executive Board 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 Board to authorize necessary expenditures; to audit all accounts; approve the expenses of the officers and in general perform all the functions ordinarily attached to such committee. The Executive Board shall have full control of the affairs of the Organization between conventions.

**Section 3:** The Executive Board shall have the power to remove any of its members for good and sufficient reason by two-thirds (2/3) vote of the board when in session.

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

At the opening of each convention the President shall appoint a Sergeant-at-Arms Chairperson and the necessary assistant Sergeants-at-Arms. It shall be their duty to maintain order and perform such other duties as designated by the President.

#### **Article X - Bonds**

The Secretary/Treasurer will be required to be bonded in the amount deemed sufficient by the Executive Board, said bond to be executed by a surety company approved by the Executive Board and the premium on such bond shall be paid by the Chapter.

#### **Article XI – 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 XII – Parliamentary Procedure**

Robert’s Rules of Order Newly Revised shall govern the deliberations of the proceedings at any session of a UPMA Retired Chapter 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 XIII – Amendments**

All proposed amendment(s) must be submitted in writing to the UPMA Retired Chapter President at least thirty (30) days prior to the opening of the annual Chapter convention. These Bylaws may be amended at any convention of the UPMA Retired Chapter by a two-thirds (2/3) vote of the delegates present and voting. These amendment(s) shall become effective immediately upon the adjournment of the convention unless otherwise specified in the amendment.