**Updated 06/04/2023**

## Preamble

The purposes for which this Chapter is organized as a part of the 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 Ohio 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 at the prior annual 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. The chapter convention must be completed prior to the start of the National Convention.(amended June 2022)

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 notify members of the executive committee at least seven (7) days prior to the date specified for such meetings.

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

The Executive Committee may participate in a meeting by means of a conference telephone call or similar communications equipment through which all persons participating in the meeting can hear each other. Participation in such meeting shall constitute presence in person at a meeting.

Robert Rules of Order Newly Revised (current edition), shall govern the deliberations of this chapter except where any provisions of these bylaws are inconsistent or in conflict with Roberts Rules of Order Newly Revised, then these Bylaws shall prevail.

**Article V – Election of Officers**

The officers of this Ohio Chapter shall be a president, an executive vice president, 1st vice president, 2nd vice president, 3rd vice president, a secretary/treasurer, the president of the Postmasters retired, the editor and the immediate past president. The immediate past president shall serve a term of one year beginning on January 1 of the year a newly elected president shall assume office.

The officers shall constitute the executive committee and the governing body of the chapter.

The president, executive vice president and 1st vice president shall be elected at the annual chapter convention to serve a term of two years in odd numbered years. The term of office shall commence on January 1 and will end on December 31. The secretary/treasurer, 2nd vice president and 3rd vice president shall be elected at the annual chapter convention to serve a term of two years in even numbered years. The term of office shall commence on January 1 and will end on December 31. All officers shall be limited to two full consecutive terms of office. The secretary/treasurer may be elected to serve unlimited terms of office.

The new executive committee shall hold an organizational meeting within 60 days of January 1 each year. (amended June 2023)

**Section 1.** Additional nominations may be made from the floor, 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. (amended June 2023)

**Section** **2**. With the exception of the positions of President and Executive Vice President, which shall be limited to active EAS members who are 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 other active EAS member seeks the office.

**Section** **3**. Any active members who are officers 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. An active member that is an officer of this chapter, who during their term shall retire from the position that qualified them for active membership, shall serve the remaining term of their elected position. (amended June 2022)

## Article VI – President

The president shall preside at all meetings of the chapter with the exception of the nominating committee, shall call special meetings when requested to do so as provided in Article IV, shall 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 expenses 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. The executive vice president shall receive such compensation for their expenses as the executive committee may provide*.*

**Article VIII – 1st, 2nd and 3rd Vice Presidents**

The 1st vice president, the 2nd vice president and the 3rd vice president will have their duties assigned by the executive committee at the Executive Board meeting. These three vice president positions shall receive such compensation for their expenses as the executive committee may provide. In the event of a vacancy in either of these vice-presidential positions, the vacancy shall be filled by the executive committee. (amended June 2023)

**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 XIV hereof and shall receive such compensation for their expenses 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. (amended June 2023)

## Article X – Editor

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 Ohio Chapter of UPMA. The editor shall receive such compensation for their expenses as the executive committee may provide.

Article XI – Executive Committee

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.

Beginning November 1, 2019 prior to voting on National issues the chapter will decide by vote whether they will vote by block or percentage. This vote shall determine how the Chapter’s authorized 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.

In the event there are issues presented at the national convention that were not considered at the chapter convention that require a roll-call vote, this Ohio Chapter authorizes the attending members of the Ohio Chapter Executive Committee to decide how the votes are to be cast. **Amended 7/2020**

## 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 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 four times per year. The publication will be distributed to the membership and others. The official publication will be named Ohio Postscripts. 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

Proposed amendment(s) shall 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 members present and voting. Proposed amendments may be submitted in writing, to the Chapter secretary, during the first session of the convention. Amendments submitted during the first session, without having met the thirty (30) day requirement, must require 80% approval from the membership 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.

**Article XVIII Committees**

There shall be five standing committees, which may be composed of active and retired members. The President shall appoint the members and chair of each committee.

Section 1. The Adverse Action Member Representation Committee shall provide representation for members of the organization for the protection of their rights of employment and tenure.

Section 2. The Articles and Bylaws Committee shall continuously review the governing documents of the Chapter and recommend proposed changes.

Section 3. The Education Committee shall be responsible for communication of educational resources to the chapter members.

Section 4. The Legislation Committee shall be responsible for the communication of Legislative information to the Chapter members.

Section 5. The Membership Committee shall continuously seek out eligible persons as members of the Chapter.

Section 6. All committees shall report to the Chapter’s Executive Committee on a regular basis.

**Article XIX Standing Rules**

The Chapter shall formulate "Standing Rules" to control details of administration of the Chapter. These rules shall remain in effect until amended or rescinded. A Standing Rule may be created at any Executive Committee meeting or at the Annual Convention by a majority vote of those present and voting. A Standing Rule may be amended or rescinded at an Executive Board meeting or at the Annual Convention by a 2/3 vote of those present and voting.

File:UPMA Ohio bylaws June 2023