# BYLAWS OF THE WISCONSIN 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; 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. The United Postmasters and Managers of America exists to support our membership through communication, education, and representation.

## Article I - Name

This organization shall be known as the Wisconsin 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 Executive Committee, provided however, that the president may, with the approval of the majority of the Executive Committee, 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. Electronic meetings/voting are allowed to conduct all Chapter business as determined by the Executive Committee.

The Chapter Secretary/Treasurer or President shall mail notice via email and hard copy 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 members who are present and registered for the Convention shall constitute a quorum.

Robert Rules of Order shall govern the deliberations of this Chapter.

## Article V - Election of Officers

The officers of this chapter shall be a President, Executive Vice President, a Secretary/Treasurer, the Immediate Past President beginning when the newly elected President assumes office, the President of the Postmasters Retired, Editor, Parliamentarian, who together with the 2 Vice Presidents, shall constitute the Executive Committee, and the governing body of the Chapter.

The President, Executive Vice-President, shall be elected at the annual Convention to serve a term of 2 years. The term of office shall commence on January 1st and will end on December 31st of the following year. The officers shall be limited to 2 terms of office. The Secretary/Treasurer, and the 2 Vice Presidents shall be elected at the annual convention in the subsequent year to serve a term of 2 years. The term of office shall commence on January 1st and end on December 31st of the following year. The Secretary-Treasurer may be elected to serve 3 terms of office.

The new Executive Committee shall hold an organizational meeting within 30 days of January 1st each year which shall consist of an organization financial audit by the audit committee. The Executive Committee will have sole control for any changes to the dates in conducting the business of the organization, which includes but does not limit it to the audit, should an exigent circumstance occur.

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 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. 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. An acceptable choice of ballot may include paper, voice, or an electronic method authorized by the Executive Committee.

## 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 the event the Executive Vice President can not accept the President's vacant position, the Executive Board will appoint an eligible member.

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 ensure 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 Chair. It will be their duty to work with the President in aligning training that is deemed necessary and appropriate for the membership.

One Vice President will serve as the Legislative/Political Action Committee (PAC) Chair. It will be their duty to handle legislative activity within the chapter.

The above two 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 incidental to both offices. The Secretary-Treasurer 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 may be appointed by the Executive Committee. It shall be the Editor's duty to publish the official newspaper of the Wisconsin Chapter of UPMA. The Editor shall receive such compensation for their services as the Executive Committee may provide.

## Article XI - Executive Committee

The officers of this Chapter shall be a President, Executive Vice President, two at large Vice Presidents, a Secretary-Treasurer, the Immediate Past President (who shall serve a term of one year beginning on January 1st or the year a newly elected President assumes office), the President of Postmasters Retired, Parliamentarian, and Editor, shall constitute the Executive Committee and the governing body of the Chapter. The Immediate Past President, Parliamentarian and Editor shall be non-voting members.

## Article XII - Sergeant-At-Arms

Prior to 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 and/or electronic ballot at the annual Chapter 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 Wisconsin Chapter authorizes the attending members of the Wisconsin Executive Board to determine how the votes are to be cast. The results of that 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 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

## Article XIV - Bonds

The Secretary-Treasurer, Chapter President, Scholarship Chair and Vice President of Legislative/PAC 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 by 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 (up to) 6 times per year. The publication will be distributed to the membership and others. The official publication will be named - Zip Line. 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 in the Zip Line and/or Wisconsin UPMA website. 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.

## ARTICLE XVIII - ORDER OF BUSINESS

The Order of Business at any Chapter Convention or other meetings of this Association shall be:

A) Call to Order
B) Invocation then Pledge of Allegiance
C) Roll Call of Officers and Board Members
D) Agenda-Additions/Corrections
E) Reports of Officers
F) Reports of Committees
G) Unfinished Business
H) New Business
I) Open Forum
J) Election of Officers
K) Benediction
L) Adjournment

**WI UPMA Chapter By-Laws 2016-2018**

Updated – May 3, 2017
Amended - July 25, 2021
Amended - April 30, 2022
Amended - May 5, 2023
Amended - April 27, 2024
Amended - April 26, 2025
Amended - April 11, 2026