United Postmasters and Managers of America's (UPMA) WI Chapter Code of Ethics

Description

This document contains statements concerning behaviors, perceptions, and actions of all members related to ethical compliance while acting within all areas of UPMA. This document is a guideline and does not represent the entire breadth of what constitutes good conduct and ethical behavior.

Purpose

UPMA designed the Code to foster trust and mutual respect among UPMA members. To clearly set expectations so individuals will know how to always act ethically. UPMA expects all UPMA members to comply with the UPMA Code of Ethics. When in doubt, members are responsible for seeking clarification from the UPMA ethics committee.

Governing Authorities: UPMA Wisconsin Chapter Bylaws

Scope

- This Policy covers all UPMA members' behaviors when acting in any capacity of UPMA membership. Individuals applying for and being accepted for membership in UPMA expressly agree to abide by the rules and regulations that govern the Association, which includes these Code of Ethics statements.
- Only the UPMA National Executive Board can approve the expulsion of a Member from UPMA.

Confidentiality

- UPMA members shall not disclose, directly or indirectly, any confidential information relating to UPMA business, staff, or other UPMA members.
- UPMA members shall be encouraged to share (within bounds of confidentiality and proprietary) educational and professional development information with the membership.
- UPMA members shall maintain the highest professional standards and ethical behavior in their Association relationships. This includes, but is not limited to, the use of mail lists, membership information, and membership resources, or any calls, contacts, or working relationships outside of UPMA.

Conflicts of Interest

- Promptly disclose any known conflict of interest to the UPMA ethics committee and use any reasonable means to resolve such conflicts.
- UPMA Members shall not engage in financial transactions using nonpublic UPMA information or allow the improper use of such information to further any private interest.

Compliance with Laws

- "Public Service is a Public Trust" requiring all UPMA members to comply with all civil and criminal laws that may apply to them within the scope of their UPMA membership.
- UPMA members will not engage in unlawful discrimination based on race, sex, creed, age, physical or mental limitation, national origin, or any other category protected by law in their dealings within the scope of their UPMA membership
- UPMA members shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards outlined in this part.
- Whether particular circumstances create an appearance that a violation of the law or these standards shall be determined from the perspective of a reasonable person with knowledge of relevant facts as presented to the UPMA ethics committee.

Responsibility to the Profession

UPMA members shall abide by the Association's Articles of Incorporation and Bylaws. They shall support the objectives of its strategic plan and show respect in interactions with the interests of the Association.

- UPMA members shall put forth honest effort in the performance of their duties.
- UPMA members shall not engage in professional misconduct, nor shall they make any misrepresentation concerning professional designations authorized by UPMA, nor shall any member misrepresent their educational qualifications, credentials, or working experience.
- UPMA members shall treat each other with respect when dealing with matters that could affect their professional reputations.
- UPMA members shall use UPMA membership as a means of professional development and not for personal gain.

Timeliness

- To be considered by the ethics committee, any charge pertaining to violations of this Policy must be brought forward immediately, or within one year after the alleged cause of the charge occurs.

Protection of Assets

- Individuals who oversee UPMA assets shall apply the best available knowledge and techniques to preserve asset value and integrity.
- UPMA members shall not knowingly make unauthorized commitments or promises of any kind that would be binding upon UPMA.

Fair Dealing

- UPMA members shall endeavor to deal fairly with other members, competitors, vendors, and employees. No member shall take unfair advantage of anyone through manipulation, concealment, misrepresentation of material facts, or any other unfair dealing practice.

- UPMA members shall not use UPMA property for other than authorized activities. This does not preclude incidental use that does not significantly impede or cost to UPMA.
- UPMA members will not use their membership or position within UPMA to unfairly gain a business advantage for themselves, their family members, vendors, or any other business entity.

Reporting of any Illegal or Unethical Behavior

- UPMA members are responsible for reporting to the UPMA ethics committee the actions of individuals or groups considered contrary to this Code of Ethics.
- UPMA shall follow standard procedures for enforcing this Code as approved by the UPMA Wisconsin Chapter Executive Board.

Ethics Committee

- The UPMA Ethics Committee shall comprise the Chapter President, the Chapter Secretary- Treasurer, the Chapter President of UPMA Retired, and two Wisconsin Chapter executive board members chosen by random draw to sit on the committee performed by the Wisconsin Chapter President.
- In the event one of these members is the subject of the investigation or is the one bringing the charges, then they shall be replaced in a random draw performed by the Wisconsin Chapter President to fill the vacancy for that case.
- The Wisconsin Chapter President shall serve as the Chair of the committee.
    - Each member of the committee shall review the complaint individually. Then, the Chair shall convene a telecom meeting to discuss the charges and lay out a course of action for handling the review of the complaint.
    - At a minimum, the committee shall interview the complainant and the person the complaint is brought against.
    - In addition, the committee members shall interview any other individuals they feel would have pertinent information in the case.
    - Under no circumstances shall recordings be made of these interviews.
    - It is up to the committee members to ask pertinent questions and seek clarification of statements made for their personal notes as necessary.
    - Following the interviews, the committee shall reconvene to prepare a written report with a recommendation regarding the validity of the charges to be given to the Wisconsin Chapter Executive board in executive session for consideration. Such a report is considered a confidential document and a copy will be stored in a secure location with the WI Chapter Secretary-Treasurer.
    - If the individual is found guilty of the charges, the discipline guidelines outlined in Robert's Rules of Order, newly revised edition, will determine the severity of that discipline.

Amendments or Changes

The UPMA Wisconsin Chapter Executive Board may only amend this Code by a two-thirds (2/3) majority vote.

Adopted 1/24/26