

BYLAWS OF THE FLORIDA CHAPTER of the UNITED POSTMASTERS AND MANAGERS OF AMERICA

Approved and ratified at Florida Chapter Convention on June 9, 2017

Amended at State Convention 2018, 2019, 2020, 2021

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 *Florida* 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

At the Annual Chapter convention recommendations for time and place shall be taken from the floor of the convention. The State President will use due diligence in attempting to secure the time and location recommended. If the time and/or location recommended cannot be secured for good and sufficient reasons, the President with majority approval of the Executive Board may change the time and/or location recommended

Executive Committee shall meet when required by the Executive Board to conduct business of the chapter. Meetings shall be held in person, or by Telecon or other electronic means.

Special meetings may be called by the president, or shall be called on the request in writing by a majority of the executive committee or in writing of ten (10) percent of the active members in good standing of the Florida Chapter.

The chapter secretary shall mail/email/text notice of meetings to members of the executive committee at least three (3) days prior to the date specified for such meetings. An emergency meeting may be called provided a 24-hour notice has been given.

In any convention of this chapter, all members who are present and registered for the convention shall constitute a quorum. The Executive Board, for good and sufficient reason, has the right to set a cutoff date and/or other restrictions for registration to the Chapter Convention.

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, the president of the postmasters retired who together with the five (5) vice presidents 1 from each District which are Gulf Atlantic, Suncoast, and South Florida, and 2 at-large vice presidents who be assigned duties as directed from the Chapter President. shall constitute the executive committee, and the governing body of the chapter.

At the 2022 Chapter Convention the positions of Secretary and Treasurer will be combined as one position. If either position becomes vacant prior to the 2022 Chapter Convention this provision will take effect immediately.

The term of office will start on the first day of the month immediately following the end of the *original scheduled National* Convention. The term of all offices shall be for two (2) years.

In the event a Chapter Convention cannot be held all officers will retain their positions until such time as a Convention and elections can be held.

The editor will be an appointed position by the executive board.

Additional or other nominations may be made from the floor, if seconded and shall be included with the list of recommendations made by the nominating committee. 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

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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.

Only active members in good standing who are registered and attending the Chapter Convention shall be eligible to vote

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.

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.

Article VIII – District Vice Presidents

The District Vice Presidents areas, duties, and responsibilities will be determined by the Executive Committee. These duties may include but are not limited to the following:

- Chapter Members Representative
- Education Chair
- Legislative Chair
- Political Action Committee

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

Legislative Chair- It will be their duty to handle legislative activity within the chapter.

Political Action Committee (PAC) Chair - It will be their duty to handle any PAC activities within the chapter.

The above 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

The secretary shall keep all records, record the proceedings of all conventions and meetings of the executive committee, and shall perform all duties customary of the office. In the event of a vacancy in the position of secretary, the vacancy shall be filled by the executive committee.

Article X – Treasurer

The treasurer shall keep all records of all deposits, withdraws, 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 treasurer, the vacancy shall be filled by the executive committee.

The 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 by the executive committee and the premium on such bond shall be paid by the chapter.

Article XI– Editor

An editor shall be appointed by the executive committee. At which time they become a member of the Executive Committee. It shall be the editor's duty to publish the official newspaper of the Florida Chapter of UPMA.

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Article XII – Executive Committee

The officers of this chapter shall be a president, executive vice president, vice presidents, a secretary, treasurer, the immediate past president, who shall serve a term of one year, the president of Postmasters Retired, *and editor*, 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 XIII – 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 XIV – 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 vote on each issue a vote will be taken to determine if the Chapter shall vote as a block or by percentage of votes cast. The results of ballot shall govern the procedure 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. This procedure cannot be changed prior to October 31, 2018, in accordance with the National Bylaws, Article XI, Section 1, paragraph 14.

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

The official publication of this Chapter will be published when instructed by the Executive Committee. The publication will be distributed to the membership and others. The official publication will be named – The Florid Gator. 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 active members 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.