



GEORGIA CHAPTER



United Postmasters & Managers of America

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*I have shewed you all things, how
that so labouring ye out to
support the weak, and to
remember the words of the Lord
Jesus, how he said, **It is more
blessed to give than to receive.***

Acts 20:35 KJV

*“It all comes to this: The simplest
way to be happy is to do good.”*

Helen Keller



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*“Faith is taking the first step
even when you don’t see the
whole staircase.”*

Martin Luther King, Jr.





President — Becky Manley

~ Seek And Never Settle ~

Well it's approaching that time of year we all have been looking forward to, fall! I am especially fond of football and the foliage. The cooler temperatures are just the icing on the cake.

This time of year also signifies the closing of FY '23 and the beginning of FY '24. I don't know about you, but I have spent this year rebuilding my team. It has been a tough year. If you have issues in your office that have directly impacted your NPA the mitigation process will open with a very short window. Please start preparing now.

Looking ahead the Career Conference is just around the corner. This is your opportunity to get started on your journey of seeking not settling. I went to my first Career Conference in 2006 with a dream that a MPOO gave life to in 2008. I reach out to her every year on the anniversary of my first appointment to thank her again for believing in me, and trusting me enough to do the job she gave me. There are so many opportunities now it shouldn't take two years for you, but this will not be an easy path. The challenges are real and awaiting you around every turn. You have to take this first step. If you are a member of UPMA or sign up at the Conference, you will be reimbursed for your registration. What a great organization to partner with. I am proud to be a part of UPMA. You might run into people who think you don't need UPMA. Believe me you do!

Decide for yourself. Please stop by the UPMA table and look at what we have to offer. Then there are the things you don't pay for because money can't buy them. I am talking about the friendships not only in Georgia but across the nation. The extended family that awaits you in the Georgia chapter and the networking. All of us are eager to help and if we can't, we can get in touch with someone who can.

As your president I have a seek not settle agenda also. The culture and the climate of the USPS has definitely changed. The micro managing is almost unbearable and personally I believe unnecessary. We all have jobs to do and we have to do them, but at the end of the day I am a postmaster not a magician. If you are having issues and not quite sure of the process please reach out to me or Roy Shaffer. If we can't resolve it with the District Manager locally then we prepare a Consultative Log and push it up to the Area, from there if no resolution then to UPMA National Office to be presented at Headquarters meetings by the National President, Edmund Carley.

We are in this together. There is strength in numbers and remember, we work for you.



Chapter Secretary/Treasurer - Tammy Cantrell

~ Your UPMA Chapter ~

This year's National Convention in Denver was another great success with almost 1000 members and guest in attendance. If you've ever been involved in planning a state meeting, you know how much work goes into the preparation. The Denver Chapter and the National Office did a great job. A special thank you goes out to Executive Assistant to the National President, Gerri Swarm. Gerri works tirelessly before, during and after these National meetings to make sure that everything goes off without a hitch! Gerri will be retiring at the end of September with 42 years of service to our great organization and she will be missed! Your Georgia Executive Board set aside \$22,500 with the stipulation that no member could receive more than \$1500 and didn't receive any reimbursement from the State or National. This money was set aside to encourage attendance to the National Convention by helping offset expenses. We

had nine members take advantage of this offer only using \$13,500 of the \$22,500 set aside.

Below you will find the financial statement for the Georgia UPMA State Convention this year. All expenses have been finalized and the totals are shown. As you will see, the state convention cost the chapter approximately \$14,000. This expense was primarily due to your Executive Board voting for free registration and a \$100 incentive for early registration. Your Executive Board always works to give back to the membership by subsidizing the cost of meetings to keep registration fees low. This is your organization, and all members should reap the benefits it has to offer. Please let your fellow managers and future managers know what a great organization it is and sign them up as a member, so they enjoy the benefits as well!



GA UPMA 2023 State Convention Financial Statement

Georgia Chapter UPMA

State Convention

Amicalola Falls State Park, Dawsonville GA

June 7-9, 2023

RECEIPTS

Georgia Chapter UPMA	<u>14002.77</u>
Atlanta Postal Credit Union	1200.00
Vendors	2740.00
Registration	<u>1120.00</u>
Total Receipts	14662.77

DISBURSEMENTS

Amicalola Falls State Park	11471.68
\$100 Early Registration Incentive	4400.00
Decoration, Goodie Bags & Misc.	595.19
Entertainment	700.00
Hospitality Room	331.23
Postage, Printing, Labels & Badges	<u>1564.67</u>
Total Disbursements	19062.77

This is a true statement for the Georgia Chapter UPMA State Convention submitted by Tammy Cantrell, Secretary/Treasurer.

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4. Paid Distribution by Other Classes of Mail Through the USPS		0	0
c. Total Paid Distribution (Sum of 1b(1), (2), (3), and (4))		1016	1016
d. Free or Nominal Rate Distribution (Sum of 1b(1), (2), (3), and (4))			
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h. Total (Sum of 1f and g)		1016	1016
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Executive VP/Membership Rep - Gina Talley ~ Remember That Time At The Convention..... ~

What a wonderful convention! About eight years ago my youngest moved to Denver. So, of course the beautiful mile high city holds a special place in my heart. What a great time and epic memories we all made this year at our 7th Annual National Convention. So many special guests, great sessions to attend, wonderful friends to visit, and sights to see. We were all so very busy! If you didn't attend, you really missed a superior event. Please make plans to join us next year to support our neighbors in Florida. We will be traveling to Orlando August 2024 for the National Convention, and we want you to be a part of the fun!

Have you ever sat by a small stream in the woods and watched the water after a hard rain? The stream of water starts small and the longer you watch the higher the water gets the swifter it flows and the louder it roars. Then finally after a while it begins to calm back down and suddenly it is the small branch again. That pretty much sums up the whole week in a convention. Slow to wide open and back to slow again except for I somehow missed the slow down portion of the event. The only change I would make is to add more hours in each day. I love it more each year!

There is something special about UPMA that is hard to describe to those who are not a part of our organization. When we are together old friendships are rekindled as if only an hour has passed since the last visit. We see that budding love interest turn into a forever love, like my sweet friend Jeanette. I see excitement in the first timers' eyes and the bonds they make with one another. As well as chapter members that they have not been able to spend that extra time with before. The bonds created and rekindled during these events; it is really a beautiful thing to witness. Those who really know me, know that I really love to visit & I love good company. That is what we are at UPMA we make good company!

UPMA is a great organization, and it is an important asset for you and your career awareness and advancement. We are continuing to work to grow our chapter by reaching out to the areas of the state which are not as well represented, and we need your help. Every time that you are in contact with another member of management or someone acting as a manager, make sure they are a member of

UPMA. If they are not give them copy of an 1187 to get them signed up. Remember that first year's membership is free. Never miss an opportunity to bring someone into the circle.

Now let us set some goals. We all need goals to get us through the day, the week, the month the year right. Well let's work together to all get at least a new member or two to come on board before we hit the busy season. Just one or two should not be hard for each of us. The more the merrier! We have been working on the membership all year long. Let's as a team round out this year with a bang! I set a high goal for myself for membership this year and I really must continue to work hard to reach my personal. I am asking that you just try and get one or two. That isn't so much, right? You can get an associate, a retiree, or an EAS member. I have the faith you will not let me down.

Work is hectic right now. Who am I kidding work has been hectic for a while and there seems to be no end in sight. We are all in this together and with the support of UPMA we will get the support needed to withstand some of the turmoil. I do encourage you to not focus on the hustle and bustle of work, but to also enjoy some of the good stuff. Too often we are hearing or seeing those sad notices that we have lost friends and acquaintances much too soon. Life is short and tomorrow is not promised for any of us.

I have a special goal for each day of my life. I would like to share with you. I encourage you to have a happy goal as well. Each day I try to make just one person laugh or smile. I feel that if I accomplish this just once in a day that my day is a win. Simple right, but that one smile could mean the world to somebody and a lot of days it means the world to me! I hope this might make you smile today.





Legislative/PAC Chair — Amanda King

~ Leading Through Change ~

You always hear: ‘One thing that never changes in the Postal Service is the guarantee for Change’.

We have experienced several changes within the last few years as an organization. From the new PMG, the Delivering for America Plan, S&DCs, CRDO reports, RRECs and DSR – boy... what a whirlwind of change! What would our predecessors think? We can honestly say that we are a part of the new structure for the Postal Service!

So, what does that mean for you and your team? Do you sit in the chaos, or do you strive to lead everyone through it? You must remain the source of stability for your team and lead them to the bigger purpose. Embrace and communicate! What do you discuss in your morning huddles? Do you explain the ‘why’? Our employees are craving the education that you can give them. You have been put in your position for a reason. Someone saw something in you that they believed in. Be that **Agent for Change!**

We attended the National UPMA Convention in Denver at the end of August, and I will have to say, “Wow! What a great convention!” We had the

opportunity to hear PMG DeJoy, Dr. Colin and many other great leaders in our company. We were taught by great facilitators out of HQ, as well as visited by some awesome vendors that lavished us all with gifts. I challenge you to attend a UPMA convention/conference of some kind this year! We have several to choose from in all directions of the country. Building positive relationships with likeminded peers promotes growth. I am looking forward to seeing you there!



Editor - Scarlet Middleton

~ UPMA National Conventions ~

If you didn't attend the UPMA National Convention you missed a great one! I was thinking about all of the ones I have attended and which were the most enjoyable, and Denver was one of the best. It was in a nice location with beautiful places to visit within driving distance. The weather in Denver was wonderful. I wished I could have brought some of it back home to south Georgia.

Make sure to mark your calendar for August 2024 and make your hotel reservation & complete your registration for Orlando. Hotel reservation information is on the registration form that can be found at unitedpma.org, and/or you can scan the QR code that I created for the registration form.



Scan me!





2nd VP/Convention Chair – Robin Bugg

~ Another Reason to Attend the UPMA National Conventions ~

Why I love to go to conventions! You see, we can always find something we haven't seen or a place we haven't explored, while in another city. This year in Denver for the UPMA National Convention me, Robbie, Theresa, and Freddy went on a tour of the U.S. Mint -Denver Facility. Let me tell you a little bit about mints.....

In 1792 Congress passed the Coinage Act, establishing the first national mint in the United States. During the Colonial Period, monetary transactions were handled using foreign or colonial currency, livestock, or produce. After the Revolutionary War, the U.S. was governed by the Articles of Confederation, which authorized states to mint their own coins. In 1788, the Constitution was ratified by most states and discussions soon began about the need for a national mint.

Congress chose Philadelphia, what was then the nation's capital, as the site of our first Mint. Coin production began immediately. In March 1793, the Mint delivered its first circulating coins: 11,178 copper cents. In 1795, the Mint became the first federal agency to employ woman: Sarah Waldrake and Rachael Summers were hired as adjusters.

In the early 1800's, America experienced its first gold rushes: first in North Carolina and then in Georgia. Demand on the Philadelphia Mint to melt, refine, and produce coins from this gold pushed the Mint to its limits. In 1835, Congress passed legislation to establish three new branch Mints located in Charlotte, NC; Dahlonega, GA; and New Orleans, LA. Charlotte and Dahlonega concentrated on processing the miners' gold into coins, while New Orleans minted both gold and silver coins to keep up with a growing America.

In 1849, the California Gold Rush brought a flood of people west for the chance to get rich. Transporting the gold east all the way to the Philadelphia Mint was time consuming and risky.

Gold fever spread to Colorado in 1858, bringing hundreds of people to settle around the new city of Denver. In 1862, Congress approved a branch Mint in Denver. The following year the Denver Mint opened as an assay office for miners to bring gold to be melted, assayed, and cast into bars. It didn't produce any gold coins, as was originally intended, in 1895, Congress converted the Denver facility back to a Mint, and in 1906 it produced its first gold and silver coins.

Gold and silver pouring in from strikes throughout the West created the need for assay offices around the country to assess and process the metal ore. Most closed in the early 1900's when the metal deposits decreased. The New York Assay Office in Manhattan was the notable exception: it stayed in operation for almost 130 years, finally closing in 1982.

The Mint's demand for the gold and silver needed to produce coins in increasing quantity for the growing U.S. population meant that there needed to be a secure location to store the country's bullion. In 1936, the Fort Knox Bullion Deposit opened in Kentucky. The next year, the facility received its first shipment of gold from the Philadelphia Mint and New York Assay Office. The bullion was shipped by train through the U.S. Mail.

Today, the Mint maintains production facilities in Philadelphia, San Francisco, Denver, and West Point, and a bullion depository in Fort Knox.

The Mint, along with the United States Postal Service, is self-sustaining and operates at no cost to the taxpayer.

Don't be jealous, just load up next time and attend the convention and look for your adventure!

I hope you enjoyed the little bit of U.S. Mint history! I know I did....

Plan to attend the UPMA Legislative Summit in Washington, D.C.

It will be 2024 before you know it.





Retiree President – Louise Nix

~ Recycled Teenagers ~

As you have already read, we have just returned from the UPMA National Convention in Denver.

What a great time was had by all and certainly our retirees in attendance experienced their share of fun. It is always so good to be with our friends from Georgia and all the many friends we have made in the past 40 yrs. All of these people are added blessings in our lives.

Though it was a wonderful time, we were faced with the news one of our retired Postmaster James Deaton, Braselton, GA passed away while we were there. James a great postmaster and good friend to so many. It always saddens us to hear of a fellow postmaster passing away.

On Saturday morning, we received notification Ms. Wilda Dorman, Postmaster Retired from Sumner, GA passed away in her sleep. This passing really hit hard, we were Facebook friends, so I had kept up with her throughout the years. Ms. Wilda was a southern lady through and through. She was always dressed to perfection, had a smile, was kind to everyone, was spunky, funny, but most of all she loved the Lord with all of her heart. To repeat what a friend said, “She was my prayer warrior and what a warrior she was.” Wilma was loved by all who knew her. She was a very active member of our Postmaster’s organization. After retirement, she continued to have monthly lunches with her postmaster friends. The Lord showed her grace by allowing her to continue to be active in all phases of her life until he called her home. It is always hard to lose friends, especially when it is sudden, but then it is not about us. Ms. Wilda was given the

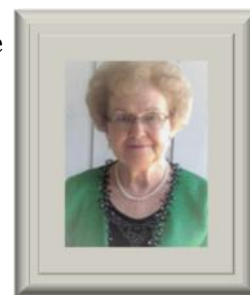
honor of going to sleep and waking up in heaven! What a special reward.

We are not promised tomorrow or the next five minutes. Let me encourage each of you to live your life as it is your last day. Love your family, friends, do those things you have been planning on doing, attend the next state convention and reunite with old friends, attend the 2024 National Convention, but most of all, take time for yourself. Realize we each are loved by so many. Take the time to enjoy the love, and EAT THE CAKE!

Rodney Boland, Past National Presidents, UPMA Retired, lost his mother-in-law Thursday, August 24. Ms. Lee would have been 95 on Sunday, August 27. Rodney, of course missed the convention.

Please keep the Deaton, Dorman, and Lee families in your prayers.

Retirees, let me encourage you to become more active in our organization. Don’t just sit down and decide you aren’t going to be active! Stay involved, this was your life at one time, these are your friends, be a Ms. Wilda stay engaged, and let us show you our love.



We can’t spell _PMA without U.



Guest Writer - Lisa Roberts, Postmaster Hazlehurst

~ What An Experience! ~

I recently attended the GA UPMA Chapter Convention in Dawsonville as a First Timer. I enjoyed the networking and fellowship with fellow Postmasters/Managers. I don’t want to forget the retirees! So, in that regard I thought of how much I wanted to be more involved in UPMA, not just a “silent” member reading the publications each month. I decided to attend my first UPMA National Convention.

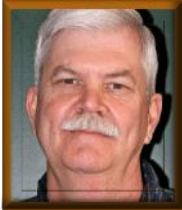
After arriving on Saturday and settling in, I went down to register. From the very start people were welcoming and helpful to answer any of our questions. There were a lot of vendors and representatives from different companies like APCU, Signature FCU, FESA, Blue Cross/Blue Shield, etc. I met many Postmasters/Managers from other states, and I made a lot of new friends, along with possible career opportunities. How many of us can say that we have had a conversation with the

UPMA National President, Edmund Carley?

The week began with Postmaster General, Louis DeJoy speaking and allowing attendees an opportunity to ask him questions. Each afternoon there were classes/seminars that we could choose from to attend. Were they required? No, but that was what made it great. “You” selected the subject matter that interested you the most. TSP, Managing Rural Delivery, Supervisor Workload Credit, NPA, Grievance handling and many more.

As a First Timer we were recognized and appreciated for our participation. I highly recommend to all members to take the next opportunity to attend a conference/convention, as this is a fabulous way to make your voices heard.

What about you? Will you be a First Timer in Orlando FL 2024? You will not be disappointed!



National Adverse Action Counselor - Roy Shaffer

~ Ramblings Of An Old Man ~

The new Atlanta District Manager has brought with him high expectations and accountability.

As I've stated previously, EAS employees should be held to a higher standard than craft employees. The higher the level EAS, the higher the standard. In the last three weeks, there's been an increased amount of discipline issued to EAS employees. Because of this, I want to remind everyone of the processes and timelines.

Section 651.2 of the ELM states in part "employees have free choice of representation" and "may request representation during investigative questioning if the employee has a reasonable belief disciplinary action may ensue". YOU choose your representative and YOU SHOULD request representation for anything which may lead to discipline.

All discipline (Letter of Warning, Letter of Warning in Lieu of a 7 Day Time-Off Suspension, or Letter of Warning in Lieu of a 14 Day Time-off Suspension) remain in an EAS employee's official personnel folder (OPF) and/or electronic official personnel folder (eOPF) for a period of two calendar years unless otherwise resolved or cited in subsequent disciplinary action. All discipline issued will list your appeal rights.

A Letter of Warning is appealed, **WITHIN 10 DAYS**, to the issuing official. If the issuing official doesn't agree to remove the Letter of Warning or reduce the two-year retention period, consideration can be requested from the Area Human Resource Manager to remove the Letter of Warning or to reduce the two-year retention period.

With a Letter of Warning in Lieu of a 7 Day or 14 Day Time-Off Suspension, you can request mediation by completing PS Form 650 and mailing, **WITHIN 10 DAYS**, the completed form along with a copy of the discipline letter to the address listed in the discipline letter. If you choose mediation, you **MUST** notify the Deciding Official, the Manager of Labor Relations, and the Issuing Official that you have requested mediation. You should **ALWAYS** request mediation because everyone should try and resolve discipline at the lowest level. If you're unable to resolve the matter during mediation, you can appeal, **WITHIN 10 DAYS of the mediation non-agreement letter**, the discipline to the Deciding Official listed in the letter. Unlike a Letter of Warning, the Deciding Official is someone other than the Issuing Official and must be at least one level higher than the Issuing Official. After the meeting with the Deciding Official, the Deciding Official has no later than 30 days to render a decision letter. The decision letter will advise the employee that he or she may appeal in writing within 15 calendar days of receipt of the letter of decision.

With an Adverse Action ([Suspension of more than 14 days, a Proposed Downgrade, or a Proposed Removal](#)), you'll be entitled to the UPMA Legal Defense Fund provided that you have been a UPMA member for one year prior to the date of the Adverse Action. With an Adverse Action, you request mediation, **WITHIN 10 DAYS**, and if the mediation is denied as too egregious or is granted but you're unable to resolve the Adverse Action, you appeal to the Deciding Official **WITHIN 10 DAYS**. After the meeting with the Deciding Official, the

Deciding Official has no later than 30 days to render a decision letter. The decision letter will advise the employee of your next option based on whether or not you are entitled to MSPB (Merits Systems Protection Board).

Letter of Warning and Letter of Warning in Lieu of 7 Day or 14 Day Time-Off Suspensions are handled by one of the eight state Chapter Member Reps. All Adverse Actions (Suspension of more than 14 days, a Proposed Downgrade, or a Proposed Removal) are handled by a National Member Rep.

When you are notified of an Investigative Interview you should notify one of the Chapter Member Reps if that's who you choose as **your** representative. During the investigative interview you must cooperate, you must be truthful, you should keep your answers as brief as possible, you should be respectful, and DO NOT get confrontational. The Chapter Member Rep's duty during an investigative interview is to write the answers you give to the questions asked. The Chapter Member Rep will not speak unless he/she feels the investigative interview is going off subject or if one of the two participants is being loud or disrespectful. Usually after all the questions have been asked and answered, the person conducting the investigative interview will ask the Chapter Member Rep if there are any questions or comments. If discipline is issued as a result of the findings of the investigative interview, you must notify the Chapter Member Rep as soon as any discipline is received. Based on the type of discipline issued, either the Chapter Member Rep or National Member Rep will handle the appeal process. You should have a representative of your choosing (either a Chapter Member Rep or another EAS) at any/all Investigative Interviews.

Pre-Disciplinary Interview (PDI) is a term which was primarily used in the Northeast instead of the Investigative Interview (ii). I've never used the term Pre-Disciplinary Interview (PDI) because you're presumed guilty before the first question is asked. Which is just the opposite of our legal system of presumed innocent before guilty.

Some discipline is being issued without an investigative interview. In my opinion, that's completely wrong and the sign of a weak or lazy manager.

Always remember these two questions when you get that call from your boss.

Do I need representation? If the answer is no, may I bring representation?

If I can ever be of any assistance, please call,

Roy Shaffer
404-357-9596
Semper Fidelis

"Honor is doing the right thing no matter the cost or consequences to oneself."



Guest Writer—Lisa Baker, Postmaster Pelham, GA

~ What Does a “First Timer” Really Mean? ~

I was called a "First Timer" from the day I signed up to go to the National UPMA convention in Denver Colorado. The registration form even asked if I was a first timer. That meant I received a discount on my registration fee and that I would get my registration fee back when I checked in at the convention. I had First Timer nerves the moment the plane landed in Denver. I didn't know what to expect, where to go or what to do. I attended the convention with another first timer. After taking an Uber to the hotel and getting settled in the room, we headed down to the convention registration area. From there the journey began. We were joined by our fellow Georgia UPMA members who explained the order of events and what to expect. They informed us of where we needed to be and when. We attended sessions on Sunday and then on Monday we had our first official session that included the Postmaster General Louis DeJoy as the guest speaker. It was an honor to be able to see and hear the Postmaster General in person and to see him do a question and answer session with fellow Postmasters/Managers. Later that day we had a meeting with all first timers to get acquainted with each other. We were tasked to collect business cards throughout the remainder of the week. This was presented as a challenge to get as many business cards as possible by Wednesday. The winner would receive paid registration for the 2024 UPMA National Convention. Although this was presented as a challenge in collecting the most business cards it really turned out to be a way for first timers to start a conversation and network with people they normally would never have approached. I may not have won the contest, but I have business cards from fellow postmasters & managers from across the nation that I can call upon anytime for help or advice. That is the most valuable thing that I took away from attending. We had a week's worth of meetings with headquarter personnel, training classes, and evenings full of fun and entertainment.

made new lifelong friends, new career acquaintances, met new nationwide coworkers and learned invaluable information. By being a First Timer, I was able to learn the roles of the leadership in UPMA and what it all means. Being a First Timer showed me although we all have our own office, employees, and neighboring postmasters/managers, we also have an entire network of like-minded people we can call on when we need advice or assistance in understanding of a new report or program. It means that we are not alone in all our daily tasks and situations. It means that we truly can have a voice in this organization if we are willing to step out of our comfort zone and participate in UPMA to let our voices be heard. So, let this be an encouragement to you to be a "First Timer" next year at the Georgia State Convention or at the National Convention in Orlando, Florida. You will not regret it!

So, what does being a "First Timer" really mean? It means by stepping out of my comfort zone and going to the convention I



First Timers—Lisa Roberts, Amanda King, and Lisa Baker with President Becky



Roy T. Shaffer Scholarship Donations

By: Roy Shaffer

In Memory of Chad Dowling, Chuck Holmes,
Wilda Dorman and Rosa Gonzales' sister, Wynell.



2023 UPMA National Convention
Denver, CO





**Articles and Bylaws of the Georgia Chapter
United Postmaster and Managers of America**

Preamble

The purpose 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.

Articles

Article I

Name

This organization shall be known as the Georgia 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 "annual convention one or more prior to that 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. All chapter conventions must be completed prior to the start of the National Convention. This chapter shall meet at such time and place as the Executive Board may designate. It is provided however, that the Executive Board may delegate such to the Committee on Time and Place to be named by the President. In order to encourage attendance at Postmasters/Managers meetings and to hold expenses of Postmasters/Managers at an absolute minimum while attending these meetings, the Time and Place Committee shall be instructed to consider lesser expensive sites as opposed to resort locations. To reduce registration fees to a minimum, the Chapter will pay the first \$4,000.00 for the State Convention and the first \$1,000.00 of the Fall Conference. This amount of funds must be included in pre-planning and setting of functions. Special meetings may be called by the President and Secretary-Treasurer of this Chapter upon request of twenty-five (25) or more members. The Chapter Secretary-Treasurer shall mail notice of meetings to member of the Executive Board at least ten (10) days prior to the date specified for such meeting. In any convention of this chapter, all members who are present and registered for the convention shall constitute a quorum. "Robert's Rules of Order" shall govern the deliberation of this chapter.

Article V

Election of Officers and Organization

The officers of this chapter shall be a President, Executive Vice President, 2nd Vice President, a Secretary/Treasurer, the immediate past President who shall serve for a term of one year beginning on November 1 of the year a newly elected President shall assume office, Editor, the President of the Postmasters Retired, shall constitute the Executive Board, and the governing body of this chapter. The President shall be elected at the annual convention to service a term of 3 years. The term of office shall commence on January 1 and will end on December 31st. The office shall be limited to one (1) three (3) year term in office. The Executive Vice President shall be elected at the annual convention to serve a one (1) year term. The office shall be limited to three (3) one (1) year terms in office. The 2nd Vice President shall be elected at the annual convention to serve a one (1) year term. The office shall be limited to two (2) one (1) year terms in office. The Secretary/Treasurer shall be elected at annual convention to serve a term of three (3) years. The office shall have no term limit. The Editor shall be elected at the annual convention to serve a two (2) year term. The office shall have no term limit. A nominating committee, consisting of members and a chairman, with fair representation of the state, shall be appointed by the President to report to the convention a recommended slate of officers.

Continued Article V

Qualifications of the President, Executive Vice President/Membership Chairman, 2nd Vice President/Conference Chairman, Secretary/Treasurer and Editor; must have been a member in good standing of this chapter for not less than two (2) continuous years and have attend two (2) state conventions, one (1) National Convention or annual Legislative Summit. Additional nominations may be made from the floor, if seconded and approved and qualified to vote in said election. Voting will be by secret ballot and only Registered Active Postmasters/Managers shall be entitled to vote on the election of officers. The nominating committee shall meet on the first day of the convention to certify the credentials of proposed candidates and recommend to the convention a slate of qualified candidates for each elected office. This chapter shall have in addition to its officers, an Executive Board. The state President shall appoint the Legislative/PAC Chairman for a one-year (1) term. This appointee may be reappointed not to exceed three (3) consecutive years. The Chapter Member Representative shall be appointed by the Executive Board at the Fall Conference for one three (3) year term. The position shall have no term limit. A second Chapter Member Representative shall be appointed to a three (3) year terms the following year. This position shall have no term limits. The Executive Board may appoint more Chapter Member Representatives if they deem necessary. Representatives shall be located in the northern part of the state, while others are located in the southern part of the state. The Executive Board may appoint the Chapter Members Representative for subsequent three-year (3) terms, with no limit.

Article VI

President

The President shall be the Executive Officer of this Chapter, contract debts, make contracts and issue letters and instructions, prepare plans, all of which are subject to the approval of the Executive Board. 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. They shall approve all vouchers for expenditures whenever in their judgement said expenditures are for the welfare of this chapter and which have been duly authorized by the President themselves or the Executive Board. All other officers are subordinate to the President except as herein provided. The President is empowered to appoint such committees from time to time as their judgement they may deem necessary in the interest of and for the welfare of this Chapter, and to fix and determine the rules and regulations which may be necessary to define their respective duties. The President is required to submit an article for every issue of "Peaches & Print." The President shall be reimbursed for travel, **not to exceed \$5,000.00** to coincide with the mileage rate paid to Postmasters/Managers by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the President shall receive no more mileage than the cost of tourist airfare. Mileage and/or airfare shall be **paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change-Over Meetings. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expenses and expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President.**

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 will be 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 Board. In addition, the Executive Vice President shall serve as the Membership Chair/Service Representative for the chapter. It shall be their duty to promote membership for the organization and ensure that the chapter always has a strong membership. They will also attend any training for both Service Representative and Membership Chairman. They will perform any and all Service Representative Duties, including but not limited, to having a table at each Fall and State Convention, with literature to better inform our members. The duties of the Executive Vice President shall be to attend all meetings of this chapter and of the Executive Board. The Executive Vice President is required to submit an article for every issue of "Peaches & Print." The Executive Vice President shall be reimbursed for travel, **not to exceed \$4,200.00** to coincide with the mileage rate aid to Postmasters/Managers by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the Executive Vice President shall receive no more mileage that the cost of tourist airfare. Mileage and/or airfare shall be **paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change-Over Meeting. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expenses and expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President.**

Article VIII

2nd Vice President

The duties of the 2nd Vice President shall be to attend all meetings of this Chapter and of the Executive Committee. They shall plan and run the State Convention and Fall Conference. They shall be responsible for the vendors at all meetings, to include the State Convention and Fall Conference. The Executive Board shall make an appointment to fill the unexpired term of the 2nd Vice President/Conference Chairman. The 2nd Vice President/ is required to submit an article for every issue of "Peaches & Print." The 2nd Vice President shall be reimbursed for travel, **not to exceed \$4,200.00**, to coincide with the mileage rate paid to Postmasters/Managers by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the 2nd Vice President shall receive no more mileage than the cost of tourist airfare. Mileage and/or airfare shall be **paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change-Over Meeting. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expenses and expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President.**

Article IX

Secretary/Treasurer

The duties of the Secretary/Treasurer shall be to attend all meetings of this Chapter and Executive Committee. They shall keep minutes of the meeting of said Chapter and Committee in a neat and orderly manner and shall keep such other records as may be committed to their care. They shall incur no indebtedness or shall make or enter into an agreement or contract in the name of this Chapter, without the approval of the Executive Board. They will be responsible for ordering all stationery and envelopes, not to exceed \$450.00 annually. They shall be responsible for ordering officers' pins and plaques/awards for outgoing President, Executive Vice President/Membership Chairman, and Vice President/Conference Chairman, Secretary/Treasurer, Editor, North and South Chapter Membership Representatives, with the cost of each plaque/award not to exceed \$100.00. They will be responsible for ordering certificates for scholarship winner. They shall perform such other duties as usually pertain to the office of Secretary/Treasurer. The Secretary/Treasurer shall deposit the same, to get them with any other funds or monies belonging to the Chapter, in a depository designated by the Executive Board, and issue check making withdraws from the same only upon authority of the Chapter, the Executive Board, or the President and shall well and faithfully keep books for accounts showing amount received and expended and shall pay no monies out of the funds of the Chapter except on authority of the President or Executive Board a line item list of all general ledger entry totals will be provided to the Executive Board at the State Convention. They shall make a report of the expenditures of their office to the Chapter at its annual meeting each year. A financial statement will be given at the State Convention, Fall Conference and at the close of the year, submitting a copy within 45 days after each meeting to the Editor for publication in the "Peaches & Print." The outgoing Secretary/Treasurer shall wind up the affairs of their office in the last month of the physical year in which the State Convention was held. The Secretary/Treasurer shall be bonded by the Chapter in the Amount of \$100,000.00. The Secretary/Treasurer shall be reimbursed for travel, **not to exceed \$5,000.00** to coincide with the mileage rate paid to Postmasters/Managers by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the Secretary/Treasurer shall receive no more mileage than the cost of tourist airfare. Mileage and/or airfare shall be **paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change-Over Meetings. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expenses and expense vouchers shall be submitted for approval of the President.**

Article X

Editor

The duties of the Editor shall be to attend all meetings of this Chapter and of the Executive Board. It shall be the Editor's duty to publish "Peaches & Print" the official publication of the Georgia Chapter of UPMA. The Editor shall assemble news and layout for the official chapter publication to be published every other month beginning in January of each year. The Editor shall be responsible for publishing a corrected copy of the Articles & Bylaws in the September/October issue of the official publication. Following the State Convention, Legislative Summit in Washington DC, Fall Conference and close of the physical year, the Editor shall publish a copy of financial statement, which has been furnished by the Secretary/Treasurer. The office publication is expected to be **deposited for mailing by the 6th day** of the first month in which the issue is published, with the exception of the months following the State and National Convention, when it is expected to be deposited by the 15th of the month. The annual budget for the publication is \$22,000.00. The Editor is required to submit an article for every issue of "Peaches & Print." The Editor shall be reimbursed for travel, not to exceed \$4,200.00, to coincide with the mileage rate paid to Postmasters/Managers by the U.S. Postal Service when traveling by private automobile. When out of state travel is involved, the Editor shall receive no more than the cost of tourist airfare. Mileage and/or airfare shall be paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change-Over Meeting. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expense and expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President.

Article XI

Chapter Member Representative

The duties of the Chapter Member Representative shall be to assist any UPMA Postmaster/Manager with action cases filed and consultation. They will attend with the Postmaster/Manager any meeting held between the Postmaster/Manager and U.S.P.S. Official on the Postmasters/Managers behalf. The North and South Representatives is required to submit an article for every issue of the "Peaches & Print." The two Senior Chapter Member Representatives shall be reimbursed for lodging expense, registration fee and travel, to attend the National Legislative Summit, held in Washington, D.C. each year. The duties of the North/South Representative shall be reimbursed for actual expenses in representing a Postmaster/Manager not to exceed \$1,000.00 per case. In addition, the North/South representatives shall be **reimbursed for lodging expenses and registration fee to attend the Fall Conference, State Convention, and National Convention** provided reservation are made at the established rate per room availability during the room block where they will be required to attend all Postmaster/Manager Representative meetings and general sessions. When out of state travel is involved, the Postmaster/Manager Representatives shall receive no more than the cost of tourist airfare. Mileage and/or airfare shall be **paid for attendance to State and National Conventions, Fall Conference and Change over Meeting. The reimbursement shall cover lodging, registration fees, office expenses and tips. A copy of all expenses and expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President.**

Article XII

Legislative/PAC Chairman

The duties of the Legislative/PAC Chairman shall be to coordinate state efforts with the National Legislative Committee; including PAC funds solicitations, Congressional Representative and Senator and appoint committee members to ensure representation from each state district. The Legislative/PAC Chairman shall be reimbursed for attendance to the State, National Convention, Legislative Summit in Washington DC, along with changeover meeting. The reimbursement shall cover registration fees, travel, and lodging, provided reservations are made at the established rate per room availability during the room block, not to exceed \$3000.00 per year. The Legislative/PAC Chairman shall be allowed office expenses and gifts for Congressmen/ Senators, not to exceed \$500.00. When out of state travel is involved, the Legislative/PAC Chairman shall receive no more than the cost of tourist airfare. Mileage and/or airfare shall be paid for attendance to State and National Conventions, Legislative Summit in Washington DC, Fall Conference and Change over Meeting. A copy of all expense vouchers shall be rendered to the Secretary-Treasurer after approval of the President mileage.

Article XIII

Parliamentarian

The Parliamentarian is required to attend all chapter meetings. They are responsible for keeping the chapter meetings in order as pertaining to Robert's Rules of Order. They shall be reimbursed for registration, lodging and mileage to attend the State Convention and Fall Conference, provided reservations are made at the established rate per room available during the room block. Mileage will be paid to attend Changeover Meeting. A copy of all expense vouchers shall be rendered to the Secretary/Treasurer after approval by the President.

Article XIV

Webmaster

The duties of the Webmaster shall be to maintain and keep up to date Chapter Website. Reimbursed for registration, lodging and mileage to attend the State Convention, provided reservations are made at the established rate per room available during the room block. A copy of all expense vouchers shall be rendered to the Secretary/Treasurer after approval by the President.

Article XV

Hospitality Chairman

The duties of the Hospitality Chairman shall be to staff and maintain the Hospitality Room at the State Convention and the Fall Conference. Reimbursements for expenses to attend the State Convention and Fall Conference will include registration fees and lodging expense provided reservations are made at the established rate per room available during the room block. If a complimentary room is provided by the hotel, it shall be used by the Hospitality Chairman. A copy of all expense vouchers shall be rendered to the Secretary/Treasurer after approval by the President.

Article XVI

Executive Board

The officers of the chapter shall be a President, Executive Vice President, 2nd Vice President, Secretary/Treasurer, and Editor, the immediate past President who shall serve a term of one year beginning on November 1st of the year a newly elected President assumes office, President of the Postmaster/Managers Retired, The Two Senior Chapter Member Representatives, Articles and Bylaws Chairman, and Legislative/PAC Chairman shall be members of the Executive Board with voting rights. A Parliamentarian shall also be a part of the Executive Board with no voting rights. All other past Presidents of the Chapter shall be honorary members of the Executive Board without voting privileges. The Executive Board shall control the affairs of this chapter and makes rules for the proper conduct of the chapter. The President, however, shall have full power to act in any emergency matter that may arise during a recess of the Executive Board. It is provided, however, that any action taken by the President during recess of the Executive Board, affecting any matter or matters that might constitute a continuing policy, shall be subject to confirmation by the Executive Board at its next session after such action is taken, and it shall be the duty of the President to bring such matter to the attention of the Executive Board as soon as such board meets. A quorum of the Executive Board shall be a majority of its members.

Article XVII

Vacancies in Office

In the event of a vacancy in any office of the Chapter Offices other than the President and Executive Vice President, for which provision is made in Article VII and VIII, from any cause whatsoever, the Chapter President, shall fill the vacancy by appointment with the approval of the Executive Board. Such appointee shall serve until the next State Convention and this interim service shall be construed as a "Term" under the limitations of tenure imposed by Article V. In the event of an emergency situation whereas no active member is available or meets the qualifications, qualified retirees can be appointed, including the President and Executive Vice President positions. Retirees may run for any position, with the exception of President and Executive Vice President, as long as the majority of officers are active members. For a retiree to run for President or Executive Vice President, it would have to be deemed an emergency situation.

Articles XVIII

Amendments

These bylaws may be altered or amended at any Georgia UPMA State Convention by a two-thirds (2/3) vote of members in attendance at the business session. All amendments must be submitted in writing to the Articles and Bylaws Chairman by March 1st prior to the State Convention for publication in the March/April issue of the "Peaches & Print." Any amendments not received by the Articles and Bylaws Committee may be brought to the floor by the membership with a two/third (2/3) vote.

Article XIX

Presentation at National Convention

National Convention Roll Call Voting Procedure. When preparing for roll call votes to be cast on elections, amendments, etc. at the National Convention, vote shall be taken by paper ballot at the annual chapter Convention. The results of the election 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 Office. The Chapter President must send the results to the National Office within 10 days of the conclusion of the convention. On the issue of elections, the Chapter's official vote must be taken at the Chapter Convention the year that the election will take place at the National Convention. The Chapter will have the option to majority or percentage vote.

In the event that there are issues that are presented at the National Convention that were not available to be considered at the Chapter Convention that requires a roll call vote, the vote will be handled in the same manner (majority or percentage) as at the Chapter Convention of the same year.

Article XX

Change Over Meeting

A one-day change over meeting for the purpose of transfer of chapter business from outgoing to

incoming officers, shall be held during one of the first two week in the month of November each year at a central location. A telecom may be used for this meeting if so desired by the President. The purpose of this meeting shall be to establish goals and objectives for the year. The outgoing and incoming President, Executive Vice President, 2nd Vice President, Secretary/Treasurer, Editor, and incoming Executive Board members are required to be at this meeting. All Other outgoing Executive Board members are invited but are not required to be at this meeting. The chapter will pay for one meal for the outgoing and incoming elected officers and Executive Board members only. Any other expenses shall be as covered in other articles of the Bylaws of the Georgia Chapter United Postmasters and Managers of America.

Article XXI

Retirees

The Secretary/Treasurer of the Georgia Chapter shall be directed to redirect an amount of \$9.00 for each retired Postmaster/Manager and Associate Member of the Georgia Chapter of UPMA, to the Secretary of the Retirees Organization of Georgia, at the beginning of each calendar year. Retired UPMA Postmaster/Manager shall have one (1) vote, for each member registered and in attendance at the annual State Convention, for time and place of future conventions.

Article XXII

Audit

At the end of the calendar year, for the purpose of IRS reporting, a licensed Tax Preparer shall audit the books of the Secretary/Treasurer. An audit shall also be conducted at the State Convention by an audit committee appointed by the President.

Article XXIII

Order of Business

At all annual meetings of this Chapter, the following shall be the order of business

- * Calling the meeting to order by the President
- * Reading the Minutes of the last meeting
- * Report of Officers
- * Appointment of temporary committee, including committee of three or more on Credential, committee of three or more to audit the books of the Chapter
- * Regular Business, unfinished business, good of the Chapter
- * Election of officers
- * Adjournment

Continued **Article XXIII**

1. There shall be no solicitation of assessment from Postmaster/Managers for gifts for Retiring Officers.
2. A memorial gift of \$100.00 in memory of a deceased Postmaster/Manager whose dues have been paid shall be made to the Roy T. Shaffer Scholarship Fund. The memorial gift will be made by the Secretary/Treasurer based on the information furnished by the memorial Chairman and /or membership.
3. An ongoing Articles and Bylaws Committee shall be composed Past Presidents.
4. Any elected and/or appointed official of this chapter may be removed from their office position for conduct that is detrimental to UPMA determined by a majority of the Executive Board.
5. Where these Bylaws fail to provide, Robert's Rules of Order will be followed. Amendments, these Bylaws may be amended at any Chapter Convention by a majority vote of the convention according to Article XVIII.

Article XXIV

Roy T. Shaffer Scholarship

The Roy T. Shaffer Scholarship Fund will provide for two (2) scholarships to be awarded at the State Convention. The scholarships will be awarded to either active/retiree Georgia UPMA member child or grandchild. The President will appoint a committee of three to the Scholarship Committee. Scholarship Rules and applications will be published in the November/December and January/February issue of "Preach & Print", deadline for submission of application will be the last day of February. Rules, as per scholarship rules, are a permanent attach to the Articles and Bylaws.

Any changes become effective January 1 after adoption unless otherwise stated. The Articles and Bylaws as printed in this issue include all parts, amendments and changes made prior to and through the Annual Convention.

Roy T. Shaffer

Scholarship Rules

1. Applicants must be the child or grandchild of an active UPMA Member or Postmaster Retired member of Georgia UPMA to be eligible.
2. We will be awarding two scholarships. Each will be awarded to a current year high school graduate.
3. Applicant must be a high school senior, planning to attend an accredited college or academic institution.
4. Award will be \$1000.00 each.
5. Selection of winner is made based on a GPA and no more than five extracurricular activities sanctioned by the church, school, or community. A limited two sports and two clubs will be considered. Selection will be made by the scholarship committee and will be approved by the president.
6. A transcript from an accredited school showing the GPA must be attached to the UPMA application when submitted to the scholarship chairman for consideration.
7. Winners will be notified in April by the Secretary-Treasurer.
8. Winners and/or their sponsors are expected to attend the award ceremony that will take place at the State Convention in May. Winners will be asked to give a short acceptance speech. One (1) night's room for the winner and winner's banquet meal will be paid by Georgia UPMA to offset the expense of attending the banquet when the award is issue.
9. Actual funds will be mailed directly to the college in July.
10. If you wish confirmation that your application was received, please send your application by certified mail, or enclose a self-address postcard that will be returned to you.

These Articles and Bylaws were amended.

May 2018, State Convention, Lake Blackshear

May 2019, State Convention, Brasstown Valley

Changes were voted to start immediately after 2019 convention.

July 17, 2020, State Convention, Callaway Gardens

Changes to start immediately after 2020 convention.

June 10, 2022, State Convention, Peachtree City

June 8, 2023, State Convention, Amicalola Falls, Dawsonville, Ga.

Changes to start immediately after convention.

Periodical Postage

PAID at

Lexington, GA 30648

