

United Postal Stationery Society, Inc.

By-Laws

As Amended November 2024

Article I - Membership

Section 1. The membership of the United Postal Stationery Society shall include:

- (a) Active Members, consisting of individuals 18 years of age or older.
- (b) Junior Members, consisting of individuals over the age of 14 and under the age of 18. Junior Members shall automatically become Active Members upon reaching the age of 18 and upon the payment of dues assessed against Active Members. No person shall be accepted into Junior Membership unless the application has been guaranteed by a parent or guardian. Junior Members shall not have the right to vote or hold office in the Society.
- (c) Fellows of Postal Stationery, consisting of Active or deceased Members who have contributed materially to the Society or its welfare; performed outstanding service to the Society or to the field of postal stationery; and who have been elected to the status of Fellow by the unanimous vote of the Executive Committee, excluding, however, the vote of a designee. A person elected as a Fellow may include "FPS" after his/her name. Individuals previously chosen by the Society as "Honorary Life" members shall be redesignated "Fellow".
- (d) Life Members, consisting of Active Members who have paid, prior to December 31, 2014, a Life Membership fee, shall not be assessed annual dues and shall be entitled to all of the privileges of the Society.
- (e) Spouse Members, consisting of husband or wife of an Active Member who shall pay 1/2 dues per year as long as the spouse is a current member. Only one journal will be mailed per family if the active member pays the rate to receive it in written form, but spouse will enjoy all other membership privileges.
- (f) Century Life Members, consisting of those Active members who joined the Society prior to December 31, 2014 and whose years of paid continuous membership and whose age, when added, equal one hundred (100) or more. The Century Life Memberships will be funded by a transfer of a life-member fee from the Lewandowski Endowment Fund to the Life Member Reserve. Foreign Century Life Members will be responsible for an annual payment of postage beyond that required for U.S. Domestic mail if they choose to receive a printed journal.

Section 2. Members shall be assigned membership numbers in the order in which they become members of the Society.

Section 3. Application for membership shall be in such form as the Board of Directors shall prescribe and shall be accompanied by the first year's dues. The Board of Directors shall prescribe the manner of handling and accepting applications for membership.

Section 4. Resignations shall be published in the membership report.

Section 5. Any member may be suspended for a definite period or expelled from membership in the Society by the Executive Committee, when said member has been found guilty of any conduct which has been determined to be unbecoming a member.

Article II- Payment of Dues

Section 1. Annual dues shall be assessed at rates set by the Executive Board. The rates will be reviewed annually.

Section 2. A renewal notice shall be sent approximately six weeks prior to the expiration of a member's subscription period. A second renewal notice will be sent two weeks after the expiration of a member's membership if dues have not been remitted. Membership will be terminated two months after the expiration date if the dues are not paid. No further journals will be mailed following the termination.

Section 3. A former member terminated for non-payment of dues may request reinstatement and resumption of his/her former membership number. A terminated member shall make new application for membership in the regular manner.

Article III- Officers and Directors

Section 1. The affairs of the Society shall be managed by the Board of Directors.

Section 2. The officers of the Society shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer, who shall comprise the Executive Committee. A quorum for the Executive Committee shall be three members. The offices of Secretary and Treasurer may be combined by a vote of the Board of Directors.

Section 3. The Board of Directors shall consist of nine (9) members. Eight (8) director positions shall be elected. The ninth position shall be the Society's most recent past president, who is an Active Member and who concludes a term of office, as an ex-officio director with full voting rights.

Section 4. The Board of Directors shall consist of the officers and directors.

Section 5. All officers shall be elected for a four (4) year term. The directors shall be elected for four (4) year terms, with a proportionate number of directors being elected every other year.

Section 6. In the event of a vacancy occurring in the office of the President, the 1st Vice- President shall succeed as President for the balance of the term of office. All other vacancies may be filled by the Executive Committee for the unexpired term.

Section 7. The President may appoint, with the Executive Committee's approval, ex-officio Executive Board members from the administrative staff, however, these members shall have no voting privileges.

Section 8. The President shall function as chair of the board in conducting Executive Committee and Board of Directors meetings and shall have the right to appoint all committees and their committee chairmen deemed desirable, with full right of removal or substitution, and must appoint a committee on the recommendation of any three (3) members of the Board of Directors. The President shall be a member, ex-officio, of all committees. All committees and appointments cease to exist upon the completion of the President's term of office.

Section 9. The Board of Directors is vested with full power to determine the privileges and responsibilities of all elected officers, ex-officio officers, directors, committee chairmen and committees, and shall specifically outline, by way of resolution, the duties of the above elected officers, ex-officio officers, directors, committee chairmen and committee. The outlines of these duties shall be reevaluated by the Executive Committee at the first meeting following the election or re-election of the President.

Section 10. Summaries of the annual reports of officers may be published in the Society journal, as directed by the Board of Directors. The Treasurer shall cause to have published in a Society journal financial statements or reports for the membership.

Section 11. A quorum for the Board of Directors shall be seven, including at least two officers. No official business requiring Board approval shall be effective unless:

- (a) a is present at a meeting, in person or via teleconference (telephone and/or video), and
- (b) a minimum of seven members cast their votes in person, by voice vote, by mail, by electronic transmission (e-mail or FAX), or by proxy written and signed.

Section 12. The Board of Directors shall meet at least twice each year, one of which shall be in person at the Society's annual meeting. Additional meetings, in any permitted form noted in Section 10, may be held upon advance notice to all Board members.

Article IV - Funds

Section 1. The Executive Board is authorized to establish and maintain such "funds" or "accounts" as may be required from time to time.

Section 2. The General Fund shall comprise all income from; annual dues, advertising revenue and any profit from any venture approved by the Executive Board.

Section 3. The Publication Fund shall be used to fund, encourage and publish philatelic research and literature in the field of postal stationery and related fields. This fund shall consist of: (a) All profits from the sale of handbooks or other literary material, excluding periodic society publications; (b) any monies from specific activities approved by the Executive Board; and (c) any amount appropriated for the above purpose. These monies shall be set up and reported as a special account. The administration and expenditure of such monies shall be prescribed by the Executive Board.

Section 4. The Life Member Reserve Fund shall include all Life Member dues. The fund shall be established with monies from the Lewandowski Endowment Fund equal to the number of life members multiplied by the current Life Member dues on December 31, 2010. Life memberships received after Dec 31, 2010 shall be added to the fund as well as earnings of the fund. An amount shall be transferred to the General Fund annually equal to dues foregone from Life Members. The board of directors may elect to fund shortfalls in the Reserve Fund from the Lewandowski Endowment Fund.

Section 5. The Lewandowski Endowment Fund is established with monies received from the estate of Artur Lewandowski. Monies are to be prudently invested with the interest or dividends accruing. Grants from this fund will be used to encourage

the publication of original books and articles on postal stationery or related fields, by the awarding of cash grants for deserving projects. The number and amount may vary from year to year. An independent committee appointed by the Executive Board will select the recipients, with at least one Executive Board member serving on this committee. The Executive Board will determine the amounts awarded. Monies from this fund may also: (a) be used to purchase equipment, such as computers, as needed for the operation of the Society; (b) be loaned to the Publication Fund, if needed, for publication costs. The loan will be repaid from book sales; (c) be transferred to the Life Member Reserve as required by Section 4; (d) be used to support society publications.

Section 6. The Executive Board may establish petty cash accounts as necessary, which fund may be replenished from time to time as required on submission to the Treasurer of vouchers covering accrued expenses. The person responsible for said account shall make annual reports of all such expenditures to the Treasurer and to the Executive Board, unless more often directed by either.

Section 7. There shall be an audit covering the past two year period every even numbered year, by a committee appointed by the Executive Board.

Section 8. No monies can be used for the entertainment of members, officers or directors; however, reimbursement of expenses incurred while conducting official business is permitted.

Article V - Meetings

Section 1. The annual meeting of the Society in convention form shall be held each year at a time and place as determined by the Executive Board. The UPSS “Champion of Champions” contest shall be held at said convention. A semi-annual meeting may be held at a time and place as determined by the Executive Board.

Section 2. Notice of meetings shall be published in the Society journal at least sixty (60) days prior to each meeting.

Article VI - Society Journal

Section 1. The Executive Board is authorized to cause to be published a society journal to be known as *Postal Stationery*, which shall be an official publication of the Society.

Section 2. All official notices published in *Postal Stationery*, whether printed and sent in the mail or delivered electronically to those members who choose that delivery method, shall be deemed proper notice to all members.

Article VII - Elections

Section 1. The **Executive** Committee shall, on or before September 1st of each even numbered calendar year, present to the Secretary a slate of nominees (together with their written or email acceptances for nomination) for each of the scheduled vacancies.

Section 2. Independent nominations may be made over the written signatures of at least twenty-five (25) voting members and submitted to the Secretary on or before September 1st. They must be shown on the ballot without distinction as to source of nomination. A notice of this opportunity shall be published by the Secretary in the Society journal for the month of April, May or June.

Section 3. The election shall be held at the date set by the Executive Committee, but no later than October 20th. Notice of the election shall be made in the Society journal at least 30 days prior to the election. Officers and Directors shall be elected by ballot under the direction of the Secretary. The ballot shall contain spaces for writing in of other names by the voting membership. The ballot may be printed and/or be electronic in form. A plurality of votes cast shall be deemed sufficient for election. The ballots shall be distributed in the Society journal, by access to the Society website, or by a separate mailing at least thirty (30) days before the election. The election results shall be published in the Society journal.

Section 4. A President who has been elected as such and who will have completed one term of office shall be eligible for re-election for a second two-year term. Upon completion of the second term, that person shall not be eligible for reelection to the Presidency for the immediately succeeding term.

Section 5. Officers and Directors shall take office January 1st in the year following their election.

Article VIII - Fiscal Year

Section 1. The fiscal year of the Society shall be January 1st to December 31st.

Section 2. A budget for the next fiscal year shall be submitted to the Executive Board by all cost centers by November 1st each year.

Article IX - Amendments

Section 1. Proposals for amendments to these by-laws may be made by either (a) a two-thirds vote of the Executive Board with a quorum voting, or (b) upon a petition signed by twenty-five (25) members of the Society.

Section 2. Amendments shall be approved or disapproved by a majority of members voting by ballot. Notice of proposed amendments shall be published in the Society journal at least (30) days prior to the election date.

Section 3. The results of said ballot will be published in the Society journal in a conspicuous manner which will effectively notify all members of the society.

Section 4. The bylaws of this Society shall be available on the Society's website and sent to any member who requests a copy from the Secretary.