



THE PALMETTO FOCUS

VOL. 16 2025

SOUTH CAROLINA

UNITED POSTMASTERS AND MANAGERS OF AMERICA

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LEGISLATIVE STRENGTH: YOUR VOICE, OUR FUTURE

*Pour something positive
into someone today. This
is a path to success.*

Every day, the United States Postal Service delivers to 169 million homes and businesses, connecting communities, supporting commerce, and strengthening the nation's infrastructure. This reach and reliability are unmatched—and they must be protected.

That protection starts with engagement.

The United Postmasters and Managers of America (UPMA) is committed to working together to strengthen and sustain the Postal Service through legislative advocacy. By aligning with the Postmaster General's message and clearly communicating the operational realities we face, UPMA members bring credibility and clarity to conversations on Capitol Hill.

Effective advocacy means understanding how to tailor our message for each member of Congress. Every Congressman and Senator represents different communities, priorities, and economic interests. When we connect the Postal Service's impact directly to those interests, our message becomes more than information—it becomes influence.

And influence begins with you.

Your voice matters. When you speak, you represent not only your role, but the employees you lead, the customers you serve, and the communities that rely on the Postal Service every day. Advocacy is not limited to a few—it is the responsibility of all who understand the value of what we do.

The economic impact of the United States Postal Service is significant and far-reaching. It supports businesses of all sizes, drives e-commerce, sustains jobs, and ensures that every American—regardless of location—remains connected. It is a vital part of the nation's economic foundation.

UPMA continues to make a difference by actively engaging in the legislative process and supporting laws that impact the Postal Service and its members. This work is essential—because the decisions made today will shape the future of the Postal Service tomorrow.

Why does this matter?

Because our future depends on it.

Because your future depends on it.

When UPMA members step forward and engage, they do more than advocate—they protect a legacy of service, reliability, and trust. Together, with a unified voice and a clear message, we will continue to make a difference for the Postal Service and the nation it serves.

Howard Brown
President



The UPMA National Scholarship Foundation is preparing for a successful 2026 scholarship year. National Retiree President Louise Nix has appointed me as Scholarship Chair, with Rich Hui and Deana Wood serving as committee members. In recent years, 17 to 20 scholarships have been awarded to successful applicants.

Scholarships are available to the children, stepchildren, grandchildren and great-grandchildren of UPMA members. The application is accessible on the UPMA National website, unitedpma.org. The number of scholarships awarded at the National convention in Puerto Rico will depend on the available funds and the number of successful applicants. Applications and supporting documents must be postmarked or emailed by Wednesday, June 3, 2026.

How can you help support scholarship funding? Most fundraising efforts have historically taken place at the National Convention. This year, we will hold a daily and final raffle at the convention. If you would like to donate a raffle item, please let me or a committee member know. Keep in mind that travel to and from Puerto Rico may make transporting large items challenging. We encourage donations of smaller items or gift cards for the daily and final raffles.

Eileen Jenkins, Postmaster retired, Wyoming, has donated a beautiful quilt for a raffle. Dan Mihalko, a retired U.S. postal inspector and self-taught artist based in Virginia, has donated a signed print, Spirit of the Pony Express, to the raffle. Anyone who would like to purchase raffle tickets for the scholarship raffles, but won't be attending the National convention, please let me know. You can contribute throughout the year to honor a special person, event, or simply to support the cause. Donations may be made in memory of members and their families, to celebrate promotions, retirements, births, birthdays, anniversaries, or any other meaningful occasion. Corporate donations are also welcomed. I will be reaching out to potential corporate sponsors for their support, but if you'd like to contact any sponsors yourself-corporate or otherwise, or would rather I do so, please let me know. Support from state chapters is also encourage.

Please send monetary donations to the UPMA National Scholarship Foundation c/o National UPMA Retiree Treasurer Anita Pfiefer at 20576 Kearney Path, Lakeville, MN 55044.

Your support of the 2026 scholarship program will help provide valuable educational opportunities for scholarship recipients.

Sharon Janicek, National Scholarship Chair

sharonjanicek@gmail.com



2026 SCHOLARSHIP APPLICATION

sponsored by

UNITED POSTMASTERS AND MANAGERS OF AMERICA (UPMA) SCHOLARSHIP FOUNDATION

Scholarships are awarded annually. The winners will be announced at the annual National Convention of UPMA. The applicants who are not selected to receive a scholarship will not be notified.

QUALIFICATIONS:

1. Applicants must be the child, stepchild, grandchild, or great-grandchild of a member of UPMA.
2. Applicants must be a high school graduate and/or a current post-secondary student enrolled in a program of no more than four (4) years, and seeking admission to an accredited college, university or trade school. Current students may reapply each year that they continue to meet eligibility requirements.
3. Applicants must have a 2.5 grade point average (GPA) overall.

APPLICATION PROCESS:

Required items to be submitted (do not staple):

1. Application
2. Acceptance Letter – first year or transfer students
3. Transcript from school – mid-term or end of year
4. Narrative

The above items must be

POSTMARKED or EMAILED by WEDNESDAY, JUNE 3, 2026

(you must take to the
Post Office counter to
obtain a postmark)

to:

**UPMA Scholarship Foundation
c/o Sharon Janicek
747 Main St
Sealy, TX 77474**

UPMAScholarship@gmail.com



JOIN US IN DEVELOPING KSAS AND MAKING A DIFFERENCE

Every team succeeds when people grow. Developing Knowledge, Skills, and Abilities (KSA) is how we help others reach their full potential—and you can be a part of that journey.

Why Your Help Matters

We're looking for volunteers to step in as assistants and coaches. Your role isn't just about tasks—it's about inspiring others, sharing what you know, and helping people grow. Every hour you give can make a real impact.

What We're Looking For

- Enthusiasm to Learn and Teach: You don't have to know everything—curiosity and a positive attitude go a long way.
- Willingness to Support Others: Helping someone gain confidence and skills is rewarding in itself.
- Team Spirit: Great things happen when we work together.

How You'll Make a Difference

- Coach and Guide: Share your knowledge and help others develop new abilities.
- Celebrate Progress: Every small win counts. Encourage, cheer, and motivate.
- Build Community: Your support helps create a culture where everyone grows.

Why Volunteer?

Volunteering as a coach or assistant is more than giving time—it's shaping people's futures. You'll see skills grow, confidence soar, and teamwork flourish. And you'll be part of something bigger than yourself: a team committed to learning and success.

"Volunteers don't get paid, not because they're worthless, but because they're priceless." However, the National Office is currently developing a plan to provide compensation for our volunteers—join us to learn what that will look like. Step up. Share your knowledge. Inspire others. Together, we can develop KSAs, strengthen our team, and make a lasting impact.

Tammy Jo Powell
Chapter Editor



SPRING IS RIGHT AROUND THE CORNER — IS YOUR OFFICE READY?

This is the perfect time to give your workspace a thorough spring cleaning. Clear out old documents you no longer need and reduce the clutter that slows down your daily work. If you're new to the office, take time to review the files you inherited. Make sure you're not holding onto unnecessary paperwork. Every office I visit, I "clean house" — keeping only what's required and removing anything that doesn't serve a purpose.

Check that all your essential forms are current: money logs, arrow key logs, key inventory logs, and any other documents your office relies on. Keeping accurate, up-to-date records is critical. You never know when an audit will occur or when you'll need to locate a file quickly. Time management is just as important. Ensure that TACS and RMSS are completed correctly, so employees are paid accurately and on time. With tight budgets, we cannot afford grievances or pay adjustments that could have been avoided by doing things right the first time.

If you are new to an office, make sure the office has been properly transferred to you. Too often, new postmasters walk into a location that was never formally transferred, which creates SOX compliance issues. If this applies to you, ask your POOM to complete the transfer process. Review your finance records each month to ensure your office is not charged for anything it shouldn't be. Staying on top of these details protects your budget and keeps your operations running smoothly. At the end of the day, good recordkeeping and strong financial practices are essential parts of our role as managers. Let's stay organized, stay accountable, and set our offices up for success.

Mellisa Livingston
Secretary - Treasurer



HOMECOMING AND THE VALUE OF MEMBERSHIP

I hope everyone has had a wonderful start to the year. Mine has been especially exciting, as I was recently promoted to Postmaster. I have returned to Walhalla, the office where I spent much of my career as a rural carrier and 204B. It is where my journey began, making this a particularly meaningful homecoming.

I have been warmly welcomed back by both my peers and the customers. Many customers have shared how happy they are to see me return “home,” which has made this transition even more rewarding.

I am deeply grateful for the support of my family, friends, and coworkers who have encouraged and guided me along the way. Their mentorship, encouragement, and unwavering support have helped shape me both personally and professionally. While I cannot name everyone individually, they know who they are, and I sincerely thank each of them.

I am also thankful to be an active member of UPMA. Through this organization, my professional network has expanded across the country. The collective knowledge and willingness to help within this group are truly remarkable. Whenever guidance is needed, there is always someone ready to provide support and insight.

This organization has reinforced the importance of perseverance, continued growth, and building strong professional connections. Career advancement can sometimes feel like a long journey, but it is important to remember that you are not alone. No matter where you are in your career or where you aspire to go, success is achievable with determination and support.

We currently offer the KSA program, and in April, we will be launching a new program focused on the interview process. If you know someone who could benefit from additional guidance, we encourage them to reach out—we are here to help.

I look forward to seeing where this journey takes all of us, even during these uncertain times within the Postal Service.

I also look forward to connecting with many of you soon. Until then, stay positive—we’ve got this.

Kelly Stancil
VP - Membership Chair



UPMA Merchandise Ad

Click on the image to the right to download PNG for use in you chapter publication.

I am excited to announce that the 2026 UPMA Spring and Summer Collection is now live on the UPMA Merchandise Store! This year's collection features a variety of options designed to keep you comfortable and stylish throughout the season. This new collection includes:

- Several T-shirt designs in a wide assortment of colors for both active and retired members
- An assortment of UPMA Polo shirts perfect for any occasion
- UPMA windbreakers to add a layer of comfort and protection
- UPMA hats and caps to complete your outdoor look
- And much more!

Additionally, all T-shirts and polo shirts can be customized with your chapter's specific UPMA-branded logo, available on the specially designated side of the store. This is a great way to showcase your chapter pride while representing UPMA at the upcoming 10th Annual UPMA National Convention in Puerto Rico this August. Visit the UPMA Merchandise Store today to browse the full collection and place your orders. Don't miss out on these exclusive items to enhance your wardrobe and demonstrate your UPMA pride! The link to the UPMA Merchandise store is:

[UPMAmerch – Merch UPMA](https://merchupma.com)

Thank you for your continued support.
Earl Husbands
UPMA National Membership Director



The advertisement for the UPMA Merch Spring/Summer Collection features a central graphic with the text "UPMA Merch" in a large, stylized font, with "UPMA" in gold and "Merch" in white with a red outline. Below this, it says "SPRING/SUMMER COLLECTION" in white. The background is a sunset over water. Surrounding the central text are several circular images of people wearing different items of merchandise: a blue polo shirt, a purple t-shirt, a yellow t-shirt, a tan hat, a green t-shirt, a brown windbreaker, and a tan t-shirt. To the right of these images is a QR code and the text: "Your online store for National and Specialty UPMA-branded items including apparel and other merchandise for members and chapters". At the bottom left of the ad, there is a list of categories: "National Branding", "Chapter Logo Merchandise", "Clothing", and "Memorabilia", each preceded by a yellow arrow. At the bottom right, the website URL "https://merchupma.com" is displayed.



SPRING IS IN THE AIR!

Spring is in the air or is it green in the air or maybe yellow. Allergy season is among us. Most of the employees in our office are struggling with itchy eyes, headaches, sore throat, runny nose and all the things that make one miserable.

You can't stay inside to deliver all the mail. Some of the carriers are going back to the dreaded mask to prevent breathing in so many allergens. With so many different things blooming each day, it is time to start mowing the lawn and many people choose to wear a mask when working outside. At least most of the Bradford Pears have lost the flowers and that awful fish smell and started getting leaves; that is some relief.

Do you ever wonder why you are so tired on top of all the other symptoms? We take all these medications hoping to feel better while nature runs its course. And we deal with the fatigue that sets in. The allergic reaction causes inflammation that can make you feel tired and slow. You are not sleeping well because of congestion and coughing. If your ears become inflamed with fluid build-up, you may feel dizzy and all of this can make you feel tired.

There are many ways to manage fatigue from allergies; you can use non-drowsy antihistamines. Try to stay inside until noon, use air purifiers, when possible, use neti-pots to clear nasal passages and reduce swelling. Take a hot shower before bed and wash all that mess off you that you have been in contact with all day.

If seasonal changes really get you down, you may need to see an allergist and get shots to help treat symptoms and relieve brain fog associated with allergies. Whatever allergies you have, there are numerous remedies and maybe something will help ease your symptoms.

Sometimes we have 4 seasons in a week in SC, so we know next week will bring a different trigger. So, keep the inside of those mail vehicles wiped down to reduce the dust that settles. Wishing you all a quick recovery from irritants in the air that annoy us.

Until next time, stay safe.
Susan O'Neal
VP - PAC/Legislative Chair



SC CHAPTER UPMA RETIREES

On Saturday March 21st, the SC Chapter of UPMA Retirees along with the SC Chapter UPMA hosted a 299-298 Area Mini Conference at the Lowcountry Seafood Restaurant in Varnville, SC. Where lunch and knowledge were provided free of charge. The S C Retirees Executive Board (David Murray, President, Roy Brown, V-President, John Powell, Sect/Tres and Edith Bradshaw, Past President) were present in addition to Howard Brown, President UPMA SC Chapter, Jeanette Johnson, Vice-President Senior Chapter Member Rep and Tammy Powell, Past President UPMA and Editor.

Retiree President Murray welcomed and thanked everyone for taking time out of their busy schedule to make the conference a success. The theme was "Ready for the Next Level," designed to assist all who aspire towards upward mobility within the U S Postal Service. Topics for discussion included How to develop a strong KSA, improve interview skills, newly released Leadership program and What can UPMA do for you.

President Brown welcomed everyone and began by stressing the importance of being prepared and ready when the opportunity arises. He shared information on how to and what to expect in the interview process in addition to a great Q & A session.

We were honored to have Dustin Mixson, a Project -Management Specialist from Headquarters speaking on retail and delivery. Tammy Powell spoke about the importance of membership recruiting along with how to tips. She also elaborated on the KSA development program that is being offered to members and wanted to know if anyone needed help with their E-Career (991). The Retirees thanked all of these presenters for sharing their Postal knowledge with the group. Special thanks to Robert Edwards for the mailing. As Retirees we are committed to helping grow this organization through their membership efforts along with assisting those who need help getting promoted to the next level in their careers.

Future plans call for more 3-digit Mini Conferences. If you need us, let us know. We are here to help. Our State Convention is April 24-25 on Hilton Head Island. Look forward to seeing all of you there!

UNITED POSTMASTERS AND MANAGERS OF AMERICA RETIRED STATE CHAPTER OFFICERS SOUTH CAROLINA

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6 Sugaree Dr, Bluffton S C 29910
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Sec/Treasurer: John Powell Term ends
203 Woodside Ave, Fountain Inn SC 29644
Home: Cell: 864-973-3540
Email: johncpowell@charter.net



LEADING WITH GREATNESS

LEADING WITH GREATNESS: THE STANDARD, NOT THE EXCEPTION

Leadership isn't defined by a title, a badge, or a desk-it's defined by daily actions. Leading with greatness means showing up every day with purpose, setting the tone, and holding the standard even when it's inconvenient. It's not about being the loudest voice in the room; it's about being the most consistent.

Great leaders understand that people are always watching, not just when things are going well, but especially when challenges arise. In moments of pressure, uncertainty, or fatigue, leadership is revealed. Do we react, or do we respond? Do we pass blame, or do we take ownership? Greatness lives in those decisions.

There are three principles in leading with greatness:

1. Set the standard

Great leaders don't just talk about expectations; they live them. Whether it's safety, performance, or respect, the standard starts at the top. If you expect professionalism, you will model it. If you expect accountability, you will demonstrate it. Your team will never consistently rise above what you consistently tolerate.

2. Take care of your people

Leadership is not about managing tasks; it's about leading people. Knowing your team, supporting them, and recognizing their efforts builds trust. When employees feel valued, they perform with pride. A strong culture doesn't happen by accident. It's built through daily interactions, respect, and communication.

3. Be consistent, not convenient

Anyone can lead when it's easy. Great leaders lead when it's hard. Consistency builds credibility. When your team knows what to expect from you, fairness, honesty, and direction, they will follow with confidence. Greatness is not occasional; it is a habit. There will always be obstacles, long days, demanding workloads, and unexpected challenges. But greatness means leaning into those moments, not away from them. It means choosing discipline over shortcuts and accountability over excuses.

A great leader creates more leaders. They inspire others to step up. Their influence extends beyond one day, one season. In any organization, especially one that operates around the clock, leadership sets the rhythm, the tone. Energy, attitude, and expectations all flow from those in charge. When leaders bring focus, positivity, and accountability, the entire team moves with purpose.

Leading with greatness is a choice made daily, in every interaction, and in every decision. It's not about perfection, it's about commitment. Commitment to your people, your standards, and your mission.

Set the tone. Hold the line. Lead from the front.

Greatness is not something you are waiting for. It is something you bring with you.

Sandra Williams
VP - Education Chair



SOUTHERN OFFICER'S CONFERENCE

October 8-11, 2026

Official Registration Form



Name _____ Office _____

Address _____

Email _____ Phone _____

Check one:

___ \$195 Oct 12-Aug 1, 2026

___ \$225 Aug 2-Oct 8, 2026

Check one:

___ Postmaster ___ Manager

___ Supervisor ___ Associate

___ Retiree ___ Guest ___ Sponsor

Hotel Bentley

200 DeSoto St, Alexandria, LA
318-442-2226 Group code: LA UPMA SOC

Overflow hotel next door:

Holiday Inn Alexandria-Downtown

701 4th St, Alexandria, LA
318-541-8333 Group code: LPM

Room rate is \$130 single or double (breakfast included).

ALL MEALS INCLUDED (Thursday dinner, Friday & Saturday lunch & dinner)

Any questions or information
please contact Benny Daigle,
2026 LA SOC Chairman, at
225-335-5111 or
Benny.b.daigle@gmail.com



Send registrations to:

LA UPMA SOC
Tessa Clark
PO Box 352
Cottonport, LA 71327

Email to: tdclarkupma@yahoo.com
PayPal: TClark154
Venmo: Tessa-Clark-1427
CashApp: \$TessaClark1966





SC CHAPTER UPMA AT LEGISLATIVE



Bylaws

South Carolina Chapter

United Postmasters and Managers of America

Preamble

The purposes for which this Chapter is organized as a part of national organization, United Postmasters and Managers of America (UPMA), shall be to provide a vehicle through which members may assist one another in matters connected with their employment in the United States Postal Service; to foster a favorable image of public service; 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 South Carolina 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 year 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.

Special meetings may be called by the president and shall be called on the request in writing by a majority of the executive committee or on demand in writing of ten (10) percent of the paid-up membership of this chapter.

The chapter secretary shall notify members of the executive committee



ten (10) days prior or as soon as applicable to the date specified such meetings. The executive committee can be notified by phone, email, zoom or text when notice of meetings to members of the executive committee are required.

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 deliberations of this chapter.

Article V Executive Board Officers and Elections

Section 1 Officers:

The officers of this chapter shall be a president, executive vice president, **vice presidents, secretary/treasurer**, the immediate past president, the president of the postmasters retired, editor **and webmaster**.

Section 2 Executive Committee:

The Executive Board of this Chapter will be comprised of:

- a) **President**
- b) **Executive Vice President**
- c) **Vice Presidents at Large**
- d) **Secretary/Treasurer**
- e) **President of Postmasters, Retired**
- f) **Immediate Past President**
- g) **Editor**
- h) **Webmaster**

The officers listed 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.

The Executive Board will convene within the first 60 days, if possible, to establish a budget for the upcoming year. Travel to the location identified will be at the prevailing mileage rate established at the beginning of the calendar year. An Executive Board meeting is required prior to the convening of the annual state convention.

Section 3 Election of Officers:

The president, and vice president(s) (one who will be the executive vice-president) shall be elected at the annual state convention.

The President and Secretary/Treasurer shall serve a term of two years that alternate odd and even years of service.



The Vice Presidents shall serve a term of two years that alternate odd and even years of service.

The elected officers may be elected to serve no more than 2 consecutive terms of office for a specific position.

Each officer within two weeks of return from any convention or event attended must submit a written article to the Editor for publishing in The South Carolina Palmetto Focus.

Section 4 Appointment of other Officers:

The President shall appoint the Editor and Webmaster.

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. **The President** shall also preside at the meetings of the executive committee and appoint all committees for the proper handling of the business of this chapter and in general perform such duties as may pertain to the office. The president shall receive such compensation for their services as the executive committee may provide.

The President will be required to attend the Legislative Summit, State Convention, Southern Officers Convention (SOC), and any other functions deemed appropriate when in an official capacity.

The President is required to submit an article to each quarter for The

South Carolina Palmetto Focus and provide input to the webmaster for social media accounts and the upmasc.org website.

The President will be nominated and voted into office only on even number years.

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 **by the executive board immediately following the state convention** 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**.

The Executive Vice-President will be required to attend the Legislative Summit, State Convention, National Convention and any other functions deemed appropriate when acting in an official capacity or approved by the President.

The Executive Vice-President is required to submit an article each quarter for The South Carolina Palmetto Focus and provide input to the webmaster for social media accounts and the upmasc.org website.

The Executive Vice-President will be elected by the executive board



annually at the end of each state convention.

Article VIII At Large Vice Presidents

The At Large Vice Presidents may be responsible for the following duties:

One Vice President shall serve as the Membership Chair for the chapter. It shall be their duty to promote membership for the organization and ensure that the chapter always has a strong membership.

The Membership Chair Vice President will be nominated and voted into office only on odd number years.

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

The Education Chair Vice President will be nominated and voted into office only on even number years.

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

The Legislative-PAC Chair will be nominated and voted into office only on odd number years.

One Vice President shall serve as the Senior Chapter Member Representative (SCMR) Chair. It will be their duty to handle any CMR activities within the chapter. The SCMR will be recognized as an

authorized representative to complete the consultive logs. The SCMR will work closely with the president to assign state cases to the appropriate CMR and be apprised of all cases.

The Senior Chapter Member Rep Chair will be nominated and voted into office only on even number years.

Each Vice-President at large will be required to attend the Legislative Summit, State Convention, National Convention and any other functions deemed appropriate when acting in an official capacity or approved by the President.

Each Vice-President at large is required to submit an article each quarter for The South Carolina Palmetto Focus and provide input to the webmaster for social media accounts and the upmasc.org website.

The Executive Vice-President shall be nominated and selected by the executive board from these Vice-Presidents

In the event of a vacancy in **any of the vice-presidential positions**, the vacancy shall be filled by the executive committee.

Article IX Secretary-Treasurer

The secretary-treasurer shall perform all duties commonly incident to both offices. The secretary-treasurer shall be bonded as provided in Article XVII hereof and shall receive such



compensation for their services as the executive committee may provide. The secretary-treasurer shall keep all records, record the proceedings of all conventions and meetings of the executive committee, deposit, withdraw and have custody of the funds of the chapter and shall be responsible to keep an accurate and complete account of the receipts, vouchers and membership. In the event of a vacancy in the position of secretary-treasurer, the vacancy shall be filled by the executive committee.

The Secretary-Treasurer shall mail notice of meetings to members of the executive committee at least ten (10) days prior to the date specified for such meetings. In cases where the 10 days is not feasible the executive committee can be notified by phone e-mail zoom or text when notice of meetings to members of the executive committee are required.

The secretary treasurer will provide a copy of the budget to its officers at the end of the financial meeting setting the budget for the new fiscal year and prior to posting in the South Carolina Palmetto focus.

The secretary-treasurer will be required to attend the legislative summit state convention National Convention and any other functions appointed or deemed appropriate when acting in an official capacity.

The secretary-treasurer is required to submit an article each quarter for The South Carolina Palmetto Focus and provide input to the webmaster for social media accounts and the upmasc.org website.

The Secretary-Treasurer will be nominated and voted into office only on odd number years.

Article X Editor

The editor will be appointed by the Chapter President with the approval of 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 South Carolina Chapter of UPMA (**The South Carolina Palmetto Focus**) at least quarterly. Consideration of printing should be given to timeliness around scheduled conventions. The editor shall receive such compensation for their services as the executive committee may provide. **The editor will serve a term determined by the President with approval of the executive committee.**

The editor will be required to attend the Legislative Summit, State Convention, National Convention, and any other functions appointed or deemed appropriate when acting in an official capacity or approved by the President.

The editor is required to submit an article each quarter for The South Carolina Palmetto Focus and provide input to the webmaster for social media accounts and the upmasc.org website.

Article XI Webmaster

The Webmaster will be appointed by the Chapter President with the approval of the executive committee.



At which time they become a member of the Executive Committee. It shall be the Webmaster's duty to establish and maintain the website of this chapter upmasc.org. They will work directly with the president and editor with publications online, social media and send notifications by email.

The webmaster shall receive such compensation for their services as the executive committee may provide. The webmaster will serve a term determined by the President with approval of the executive committee.

The webmaster will be required to attend the Legislative Summit, State Convention, National Convention, and any other functions appointed or deemed appropriate when acting in an official capacity or approved by the President.

The webmaster is required to submit an article each quarter for The South Carolina Palmetto Focus and provide input for social media accounts and the upmasc.org website.

Article XII Sergeant-At-Arms

At the start of each convention, the president may appoint a master sergeant-at-arms and the necessary assistant sergeants-at-arms. Their responsibilities include maintaining order and performing other tasks as assigned by the president.

Article XIII National Convention Roll Call Voting Procedure

When preparing for roll call votes to be cast on elections, amendments, etc., at the National Convention the vote shall be taken by paper ballot at the annual Chapter Convention. The results of that paper ballot shall govern the procedure, by percentage, for how the Chapter's votes will be cast at the National Convention by the Chapter President. The results of the votes shall be recorded by the National Officer present at the convention, as well as in the official minutes of the Chapter convention. The National Officer and the Chapter President must send the results to the National Office within ten (10) days of the conclusion of the Chapter convention. On the issue of elections, the Chapter's official vote must be taken at the Chapter convention in the year that the election will take place at the National convention.

Article XIV Bonds

The **secretary**-treasurer shall be required to be bonded in the amount deemed sufficient by the executive committee, said bond to be executed by a surety company approved by the executive committee and the premium on such bond shall be paid by the chapter.

Article XV Dues

The annual dues of the members of this Chapter shall be the same as provided in the governing documents of the national organization.

Article XVI Official Publication



An official publication of this Chapter may be established and published quarterly. This publication will be distributed to members and other relevant parties. The official publication will be titled "The South Carolina Palmetto Focus." Furthermore, the Chapter may maintain a website for disseminating information. The executive committee, serving as the Chapter's governing body, shall retain editorial control over all official publications.

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 available at the convention prior to the Business Meeting. These bylaws may be amended at any convention of the chapter by a two-thirds vote of the delegates present and voting. Any proposed amendment(s) shall be read at one session of the convention and voted on at a subsequent session. These amendment(s) shall become effective immediately after approval.



UPCOMING NATIONAL EVENTS

5TH ANNUAL MEMBERSHIP ACADEMY AND KICKOFF MEETING

JANUARY 17, 2026
HARD ROCK HOTEL, SAN DIEGO, CA

THE 2026 UPMA MEMBERSHIP ACADEMY TRAINING WILL BE HELD AT THE HARD ROCK HOTEL SATURDAY, JANUARY 17, 2026.

A LIGHT BREAKFAST WILL BE AVAILABLE BEGINNING AT 7 AM. LUNCH AND ALL NECESSARY MATERIALS WILL BE ALSO PROVIDED ON SATURDAY. THE TRAINING SESSIONS WILL BEGIN AT 8:30 AM AND ARE EXPECTED TO CONCLUDE BY 5 PM.

UPMA 10TH NATIONAL CONVENTION

AUGUST 1 - 7, 2026
EL CONQUISTADOR RESORT, PUERTO RICO

THE UPMA 10TH NATIONAL CONVENTION WILL BE HELD AT THE EL CONQUISTADOR RESORT, AUGUST 1 - 7, 2026.



TO REGISTER FOR ANY NATIONAL EVENT PLEASE VISIT UNITEDPMA.ORG





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