

ILLINOIS CHAPTER
UNITED POSTMASTERS AND MANAGERS OF AMERICA
SCHOLARSHIP FUND, INC

**I.
DIRECTORS**

There shall be three (3) Directors of the Corporation. The President and the Secretary-Treasurer of Illinois Chapter United Postmasters and Managers of America (UPMA) Retired, shall be ex-officio Directors of the Corporation. The President of the Illinois Chapter UPMA Retired shall select the third member of the Board of Directors.

The terms of the President and Secretary-Treasurer of Illinois Chapter UPMA Retired as Directors in this Corporation shall correspond to their terms of office in the Illinois Chapter UPMA Retired. The term of the third Director shall be for two (2) year periods; this Director shall be appointed by the President of Illinois Chapter UPMA Retired within thirty (30) days of the President's election to President or within (30) days of a vacancy of this third Director's position due to that Director's death, resignation or termination from membership (as an active or retired member) in Illinois Chapter UPMA.

All Directors of this Corporation shall be active or retired members of Illinois Chapter UPMA.

The Directors shall not receive compensation for their duties. They may be reimbursed for their actual expenses.

The authority of the Directors may be exercised without a meeting if consent is given in writing, (mail, e-mail or fax) by all of the Directors entitled to vote.

Whenever any notice is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

The Directors shall present, at least annually, to the members of Illinois Chapter UPMA, a report of activities, receipts and expenditures of the Corporation.

**II.
OFFICERS**

The Corporation shall have a President and a Secretary-Treasurer. The third member of the Board of Directors (see above) shall be the ex-officio President of this Corporation. The President shall serve a two-year term.

The Board of Directors of this Corporation shall select a Secretary-Treasurer who shall serve a two-year term. Unless otherwise prohibited by law, the President may also serve as the Secretary-Treasurer.

Directors may serve as Officers.

The Officers of this Corporation shall be active or retired members of Illinois Chapter UPMA.

The Officers shall not receive compensation for their duties. They may be reimbursed for their actual expenses.

The President shall be the Executive Officer of this Corporation. He or she is fully empowered to direct the Officers of this Corporation, contract debts, make contracts, issue letters and instructions and prepare plans, all of which are subject to the approval of the Board of Directors. He or she shall approve all vouchers for expenditure of funds whenever in his or her judgment said expenditures are for the purpose of this Corporation. All Officers are subordinate to the President, except as herein provided.

The duties of the Secretary-Treasurer shall be to attend all meetings as directed by the President or Board of Directors. He or she shall keep the minutes of the meetings of the Board of Directors and the Scholarship Committee in a neat and orderly manner. He or she shall keep such other records as may be committed to his or her care. He or she shall incur no indebtedness, nor shall he or she make or enter into any agreements or contracts in the name of this Corporation, unless first authorized to do so by either the Board of Directors or the President. He or she shall perform such other duties as usually pertain to the Office of Secretary-Treasurer.

The Secretary-Treasurer shall also be the custodian of all records and monies and funds of this Corporation. He or she shall be bonded by a reliable bonding company for an amount not to exceed the largest amount of cash and invested funds on hand at any time. The Corporation shall pay the bonding fee. The funds of the Corporation shall be placed in a federally insured banking or savings institution or Credit Union. Checks shall be issued only upon authority of the President or Board of Directors. He or she shall provide the Board of Directors with the information necessary for the Board to make its annual or periodic reports to Illinois Chapter UPMA.

III. SCHOLARSHIPS

Board of Directors may establish a Scholarship Committee. Including the President, (Chairperson) this Committee shall have a maximum of seven (7) members. Committee members shall serve for two (2) year terms and may be re-appointed.

The Committee shall annually determine whether one or more scholarships shall be awarded, and the amount of the award(s). This decision shall be based upon the finances available to the Committee.

The Committee will, for each year a scholarship will be awarded, publish the Scholarship Application in the Illinois Postal News Leader. The applications are to be completed and returned to the individual designated on the application and within the time stated on the application. The winner or winners of the Scholarship shall be announced and awarded at the State Convention of Illinois Chapter UPMA. The Committee shall use the following criteria in selecting the Scholarship winner or winners:

-The recipient shall be a child, stepchild, legal ward or grandchild of a member or retired member of Illinois Chapter UPMA. The member or retired member shall certify the applicant's status.

-The recipient has demonstrated a degree of interest in the community or self-development as demonstrated by his or her extra-curricular activities.

-A recommendation from a school counselor or teacher shall be considered.

-The recipient must have applied or have been accepted for admission to an accredited two-year or four-year college or vocational school.

-Relatives of the following are ineligible; members of the Board of Directors, Officers of this Corporation, and members of the Scholarship Committee. This ineligibility shall continue for one school year after the term of office ends.

-The race, religion or national origin of the recipient shall be not considered.

-The scholarship may be awarded without regard to the other resources available.

-The scholarship shall be for a single year. All applicants/recipients may re-apply for later years.

-The scholarship shall be in the form of a gift. The funds shall be paid to the educational institution (for tuition, room, board or other fees) or the recipient will be reimbursed for actual expenses (books, fees, and lab fees) paid. Recipients will be requested to sign a document that they are eligible recipients, and that they promise to repay the Corporation their scholarship if they are not eligible or if they leave school prematurely and receive a refund of the fees and expenses which had been paid by the Corporation.