

**U.S. PATENT & TRADEMARK OFFICE
USPTO MILITARY ASSOCIATION
ORGANIZATIONAL CHARTER**

ARTICLE I. PURPOSE

The purpose of this document is to establish the charter and bylaws for a volunteer employee organization in the U.S. Patent & Trademark Office under the standards and requirements of USPTO Office of Human Resources Policy No. 202-04-4.

ARTICLE II. NAME

The name of this organization shall be the USPTO Military Association (UMA).

ARTICLE III. GOALS

The USPTO Military Association is a USPTO voluntary employee organization (VEO) and 501(c)(3) non-profit charity whose mission is to provide fellowship, mentorship, and support for military Veterans working at the USPTO, and to help educate others on the important contributions that Veterans have made—and continue to make—to the workforce and our nation. Membership is open to all USPTO employees and prior military service is not required.

USPTO Military Association shall seek to:

Assist the U.S. Patent & Trademark Office (USPTO) in advancing the full and equitable representation of its employees who are, or formerly served, in the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services;

Provide positive programs to eradicate any prejudice, bias and stereotypes toward Veterans and those currently serving in the armed forces;

Support and promote the diversity goals of the USPTO;

Help educate the USPTO community about the valuable service Veterans have rendered to the United States and the benefits Veterans can contribute to the USPTO workplace and the community generally;

Foster discussions and learning about the needs and significant developments in benefits available to Veterans, Reservists, and their families;

Serve as a resource for hiring and retaining Veterans;

Support Veterans and their families who are recalled to active duty while employed at USPTO;

Support USPTO employees and their families who have an active-duty family member;

Cultivate a network of people and resources that is devoted to Veterans issues and concerns; and

In all endeavors, exert appropriate pro-active initiatives that strive to provide well-being support and guidance to Veterans and their families focusing on needs and goals reasoned to be of a principle value.

ARTICLE IV. POLICIES

The scope of the USPTO Military Association interests and activities shall include the entire U.S. Patent & Trademark Office;

USPTO Military Association shall be a secular, nonpartisan and non-profit organization. The organization shall be supported by membership dues and/or other sources in accordance with the USPTO's administrative, financial, ethical, and legal requirements;

USPTO Military Association shall not discriminate against any person on the basis of race, color, creed, sex, sexual orientation, disability, religion, national origin, age, marital or parental status, political or other affiliation, military affiliation, veteran status, or membership in a labor organization; and

The activities, programs and services of the USPTO Military Association shall not be represented, directly or indirectly, as official functions or activities of the USPTO or of any USPTO official.

ARTICLE V. MEMBERSHIP

Full Membership in the USPTO Military Association is open to all current Patent and Trademark Office government employees who support the goals of the organization as set forth in Article III above. A full member in good standing shall be afforded all the rights, privileges, and obligations of membership, including, but not limited to, the right to vote, the right to seek office, and participation in organization activities.

Associate Membership in the USPTO Military Association is open to anyone not eligible for Full Membership who supports the mission and goals of the organization as set forth in Article III above. An Associate member in good standing shall be afforded all the rights, privileges, and obligations of membership, including, but not limited to, the right to vote, the right to seek office, and participation in organization activities.

A member in good standing is a Full or Associate Member who meets the qualifications set forth in this charter & bylaws or as set by the Board of Directors and one who has paid the annual dues of \$2 per pay period through payroll deduction, or \$52 per year. Associate members must pay membership fees annually and are not authorized to use payroll deduction.

ARTICLE VI. BOARD OF DIRECTORS

The Board of Directors shall consist of the President, a Vice-President, Treasurer, and a Secretary (4 people) and up to nine (9) Representative(s)-at-large, so long as the Board of Directors full membership is an odd number. Each Regional Office is allotted one (1) out of the nine (9) Representative-at-large position on the Board of Directors.

ARTICLE VII. NON-PROFIT ORGANIZATION

The USPTO Military Association shall be operating as a public non-profit organization under the guidelines of IRS Section 501 (C) (3).

**U.S. PATENT & TRADEMARK OFFICE
UPSTO MILITARY ASSOCIATION
ORGANIZATIONAL BYLAWS**

ARTICLE I. MEMBERSHIP

Membership is in accordance with Article V of the UMA Charter.

ARTICLE II. NOTIFICATION AND TIMELINESS

All communication between and among members, including the Board of Directors, may occur in person, in writing, via a telecommunications device, or electronically.

Electronic communications containing any official notice of meetings, including special meetings, or for a vote of any kind must be sent by **12 pm (noon) Eastern Time** to be counted as having been sent that date for purposes of determining timeliness.

ARTICLE III. MEETINGS

Meetings of the Board of Directors shall be held regularly and shall occur no less than once every two months. Board of Directors meetings shall be open to the general membership.

Quorum for Board of Directors meetings shall be not less than fifty-one (51) percent of the voting Board of Directors members. A Board of Directors Member shall be considered present for the purposes of establishing a quorum and voting if he or she is participating by conference call or other telecommunication mode.

The Annual Meeting of USPTO Military Association shall occur in the final quarter of every calendar year. The primary items for consideration at this meeting will be a year-end report by the current President and Board of Directors, introduction of the Board of Directors for the next calendar year, and annual awards.

Special Meetings may be called by the Board of Directors or by a petition of two-thirds of the full Board of Directors or two-thirds of the full membership. Except under extenuating circumstances that must be documented in writing, notice of Special Meetings, including date, time, and location, will be provided to the full membership no less than five business days prior to the date of the meeting. Notice may be provided electronically. Special Meetings shall be open to the general membership. If notice is not provided timely and a vote of two thirds of the full membership finds the extenuating circumstances did not exist and / or were not documented, the full membership may vote, by a simple majority, to overturn any vote taken by the Board of Directors at such Special Meetings. Subsequent action to overturn such special Meeting vote by the Board of Directors must be taken by the full membership within 60 calendar days of the date of the Special Meeting. The Board of Directors must act in accordance with any vote so rescinded.

As necessary and appropriate, the Board of Directors will follow Robert's Rules of Order for all meetings.

ARTICLE IV. DUTIES & POWERS OF THE BOARD of DIRECTORS

The Board of Directors shall: organize, direct, and coordinate all activities of the USPTO Military Association; develop the agenda and preside at all meetings of the USPTO Military Association; call any special meetings; establish procedures for elections; serve as the official representatives and spokespersons for the USPTO Military Association; and inform the USPTO community of relevant concerns, issues, and activities of the USPTO Military Association. As the opportunities present themselves, the Board of Directors shall initiate Veterans' support actions on a pro-active basis.

Any motions proposed by the Board of Directors must be seconded and voted on affirmatively by a majority of the Board of Directors present at the meeting.

At the President's discretion, voting on motions may take place between meetings via email. In such case, not less than less than fifty-one (51) percent of the voting Board of Directors members must vote affirmatively, otherwise the proposed motion will be tabled until the next meeting.

The President shall: be the presiding officer at all Board of Directors and general meetings and at the Annual Meeting; and, represent the USPTO Military Association at meetings with USPTO officials and other organizations. The President may also delegate his/her duties to another member of the Board of Directors.

The President shall serve ex officio on all Committees; coordinate all Committee activities; present an annual report of the organization at the Annual Meeting; and determine the agenda, with the input of other Directors, for all meetings.

The Vice-President shall assume the duties and responsibilities of the President, in the absence of the President. The Vice-President may be assigned, and accept, other special duties. The Vice President shall be responsible for the membership roster, email distribution list and processing of the UMA payroll deduction forms.

The Treasurer shall collect and maintain membership dues not processed through payroll deduction (cash, check, or PayPal); collect and disburse funds related to any organization event or expenditure; maintain records of such financial transactions and report to the President and other Directors monthly as to the state of the organization's finances. The Treasurer is responsible for ensuring that all money is handled in accordance with the USPTO's administrative, financial, ethical, and legal requirements.

The Secretary shall maintain the organization's records, coordinate correspondence with members, coordinate the annual elections, and oversee production of organizational materials, in addition to performing the duties of a Director.

A Director may be removed at any time by a two-thirds majority vote of the Board of Directors. Removal may be for any cause, including but not limited to repeated failures to attend scheduled Board meetings, obstructionism, irreconcilable personality conflicts, or failure to honor commitments with respect to the work of the Board of Directors.

The Board of Directors may, at its discretion, designate and approve by a simple majority vote a qualified member to fill a position left vacant by a Director who has resigned or cannot otherwise fulfill his or her duties.

The Board of Directors must approve the position of Vice-President/President-elect by a two-thirds majority of the remaining Board of Directors.

The Historian is an additional duty carried out by a member of the Board of Directors. The Historian is responsible for operating a historical program as well as an Annual Report. Any member of the Board of Directors may volunteer for the position and must be approved by a majority of the Board of Directors.

No members of the Board of Directors shall be personally liable for any debts, liabilities and obligations of the USPTO Military Association.

ARTICLE V. COMMITTEES

The Board of Directors shall have the authority to create Committees. Committee members and chairs shall be approved by the Board of Directors.

ARTICLE VI. ELECTION OF BOARD OF DIRECTORS

The Board of Directors shall consist of the President; Vice President, Treasurer, Secretary and up to nine (9) Representative(s)-at-large who shall be elected annually by the Members in good standing for a term of one year to begin in January 1 and to end on December 31. Any Member in good standing is eligible to seek these offices. Each Regional Office is entitled to select one (1) member to serve as a representative-at-large. If a Regional office does not have a representative, the Board may elect an additional member at large.

In the event of a vacancy occurring in the office of the President, the unexpired term shall be filled by the Vice-President. The Board of Directors can approve a President to fill the unexpired term with a two-thirds majority vote. In the event of a vacancy occurring in any other elective office, the Board of Directors shall elect a member to fill the unexpired term.

Any Member in good standing may nominate one or more qualified candidates for President, Vice President, Secretary, and the Representative-at-large position. The Secretary will accept nominations beginning on October 1. Self-nominations are acceptable and encouraged. Nominations must be given in writing to the Secretary. Furthermore, each person accepting a nomination to hold office must respond with written consent to the Secretary regarding the designated position. Notification of nomination will be sent to each candidate from the Secretary, and if a nominee does desire to hold office, the written consent for the candidacy must be sent to the Secretary by the third Tuesday of October. Writing may occur electronically.

The Secretary shall then compile the list of candidates that have accepted nomination for each position and distribute it to the entire membership. Not later than the second Tuesday of November, the Secretary shall send to all members in good standing a listing of the candidates nominated for the Board of Directors. Votes shall be returned to the Secretary or the Nominating/Election Committee not later than the third Tuesday of November, and shall be tallied by and recorded by the Secretary. The candidates receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the President shall elect one of the candidates. In the event that the federal observation of Veterans' Day affects any of the above listed dates, the time shall be extended to the next business day.

Regional Office Representative-at-large positions will be elected in accordance with above procedures. In the case a Regional Office Representative-at-large position does not receive a nomination, the Board of Directors will have the discretion to fill the vacant slot with a two-third majority vote during the first meeting of the Board in January.

NOMINATION, ELECTIONS, TERMS OF OFFICES, AND VACANCIES

Section 1. Nominating and Election Committees. The Nominating Committee, consisting of (3) members, and the Election Committee, consisting of (3) members, shall be elected by the general membership at least 60 days prior to the election.

Section 2. Nominations. Nominations for Chapter officers may be submitted to the Nomination Committee at least three (3) weeks prior to the election or may be made from the floor at the general membership meeting held for the election of officers.

- A. The Nomination Committee shall distribute a list of all known candidates for office(s) at least two (2) weeks prior to the election and will accept nominations from the floor.
- B. The Nomination Committee shall present the slate of nominees for all positions to the general membership prior to the election.

Section 3. Elections. The election of officers shall be at the November meeting.

- A. Any member in good financial status with USPTO Military Association (UMA) shall be eligible to vote and hold any office.
- B. Election of officers shall be by secret ballot.
- C. Any candidate receiving a majority of votes, shall be declared the winner of said office.
- D. The Election Committee will ensure that only regular members in good financial standing are provided a ballot, will collect and tally all votes, and report the election results to the general membership.

Section 4. Term of Office. All officers, except the Treasurer, shall take office/assume official duties on January 1 of the year following their election. The Treasurer shall assume his/her official duties upon the completion of the auditing process.

Section 5. The term of office for all elected officers shall be one (1) year or until their successors are elected. Officers shall serve no more than two (2) one-year terms or two (2) consecutive years in the same office, or until their successors are elected. However, they shall be eligible for election to all other offices.

Section 6. Vacancies. Any office may be declared vacant, for cause, upon recommendation of the Board of Directors and a majority vote of the Board at any legally held meeting. Vacancies shall be filled by a Special Election at a general membership meeting following the announcement of the vacancy and notification of the membership. Nominations may be made from the floor and the election process will be conducted in accordance with Section 3, paragraph A, B, and C above.

Section 7. Each elected officer shall maintain files and records and shall deliver them to his/her successor upon vacating his/her office.

ARTICLE VII. VOTING AND VOTING ELIGIBILITY

A member shall be eligible to vote if he/she is in good standing at least thirty (30) calendar days prior to the date of elections or the due date for ballots.

Voting for the Officers and each Representative-at-large shall be by secret ballot.

When such a secret ballot is required, those qualified to vote shall indicate their selections on the ballot. If a paper ballot is used, the voter shall seal the ballot, sign the back of the ballot, and write his or her department office or technology center on the back of the ballot. If an electronic ballot is used, the voter shall follow the instructions to cast his/her vote electronically. Before the ballots are canvassed, the names of the voters shall be checked against a list of eligible voters and the ballots cast by eligible voters will be separated from all others.

A member may vote absentee either by designating a proxy or by voting early. A proxy vote from a member in good standing shall be accepted if the proxy authorization is delivered in writing to the Secretary prior to any scheduled vote of the organization. The proxy must be another Member in good standing of the organization. The proxy is then authorized to tender his/her vote as well as the proxy vote. An early vote may occur any time after a vote is properly before the member. An early vote shall not be counted until the time for tallying all votes.

ARTICLE VIII. PAST PRESIDENT COUNCIL

A council is hereby established to provide guidance to current president and/or the UMA board related to UMA events. The PAST PRESIDENT COUNCIL (PPC) will consist of any person whom was elected and served as President for at least one term. The PPC will only act in an advisory capacity and does not have a vote as it pertains to UMA board matters.

ARTICLE IX. AMENDMENTS TO THE CHARTER & BYLAWS

An affirmative-vote of two-thirds of the full Board of Directors is required to amend this Charter & Bylaws with at least thirty (30) days' notice.

Proposals to amend this Charter and these Bylaws may be made by resolution of the Board of Directors or by written petition signed by at least ten (10) eligible voting members. Proposed amendments to these Charter & Bylaws shall be submitted in writing to any member of the Board of Directors and shall be on the order of business of the next regular meeting of the Board of Directors.

Board Members must receive the text of any proposed amendment at least thirty (30) days prior to a scheduled vote.

The Executive Board shall have the responsibility of notifying the USPTO's Director of Human Resources Management of any changes to this Charter & Bylaws.

Approval History

Version	Version Date	Primary Author(s)	Approved By	Date Approved
1.0 (Original)	1/30/2012	UMA Board	UMA Board	1/30/2012
2.0	4/19/2017	Dean Dominique	UMA Membership	4/19/2017
3.0	11/1/2017	Dean Dominique	UMA Board	11/1/2017

Revision History

This document will be reviewed and updated at least annually.

Version	Date	Primary Author(s)	Revision/Change Description	Pages Affected
Draft	1/23/2017	Dean Dominique	Original Draft	NA
Draft	2/23/2017	Dean Dominique	Updated with comments received	Multiple. Major edits highlighted in yellow.
Draft	2/28/17	Dean Dominique	Incorporated with feedback from Clint Janes.	Multiple. Major edits highlighted in green.
Final	4/19/2017	Dean Dominique	Incorporated minor comments based on review and voting by membership.	Multiple.
3.0	11/1/2017	Dean Dominique	Amended Article IV, Duties and Powers of the Board of Directors to reflect updated division of labor.	

Draft	2/11/19	Collin Nole	Incorporated with feedback from Board	Multiple. Major edits highlighted in Yellow/red.
4.0	3/19/19	Collin Nole	UMA Board	3/19/19