

# CONSTITUTION AND BYLAWS

## ARTICLE I NAME

This Association shall be known as Minnesota Department of Employment and Economic Development (DEED) Local 2640 (Local), Middle Management Association.

## ARTICLE 11 PURPOSE

Section 1: The purpose of this Association shall be to carry out all policies and objectives of Middle Management Association (MMA) and its Board of Directors.

## ARTICLE III MEMBERSHIP

Section 1: Any person who is a member in good standing of MMA and works for Department of Employment and Economic Development shall be eligible for membership in this Local and shall remain eligible for continued membership in the Local if he/she maintains their membership in good standing in MMA.

## ARTICLE IV MEETINGS

Section 1: Regular meetings of this local will be held at least three times in each calendar year, at a time and place fixed by the membership or the Officers.

Section 2: Special meetings may be called by the Local President or by petition filed with an Association Officer and signed by 10% of the Association members.

Section 3: A quorum at any meeting shall consist of (2) two officers and the members present at the meeting

Section 4: Order of business  
Call to order  
Minutes of previous meeting  
Secretary/Treasurer's reports  
Unfinished business  
New business  
Adjournment

Section 5: To the extent not inconsistent with other provisions of this Constitution and Bylaws, the latest adopted modified Robert's Rules of Order shall govern.

## ARTICLE V OFFICERS

Section 1: The Officers of the Local shall be: President, Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined by vote of the Local membership at a regularly scheduled meeting if prior written notice of the question has been given to the membership.

Section 2: In the event of vacancies in an Officer's position, an election shall be conducted in accordance with the procedures set forth in the Article VII.

Officers shall assume duties as defined by these Bylaws or by the MMA Board and shall conduct and manage the affairs of Local # 2640.

#### ARTICLE VI DUTIES OF OFFICERS

Section 1: The President will preside over all Association meetings. He/She shall be a member of all committees except the nominating committee. He/She shall appoint standing and special committees. He/She shall make regular periodical reports to the membership. He/She may request a meet and confer meeting with consultation of MMA. He/She will attend and report to the membership the results of meet and confer meetings. He/She will promote the policies of MMA, and carry out the directives of the MMA Board of Directors. He/She will submit the concerns and directives of the Association membership to the MMA Board of Directors and its Officers; this in no way diminishes the ability of any member to directly take issues to the MMA Board or its staff.

Section 2: The Vice-President shall assist the President in the work of that office. In the absence of the President, or the President's inability to serve, or in the event of a vacancy the Vice-President shall preside at all meetings, and perform all duties otherwise performed by the President.

Section 3: The Secretary shall keep minutes of all Association meetings. He/She shall keep a record of all proceedings and pertinent information of the Association. He/She shall carry on the official correspondence of the Association and may be requested such other duties as directed or required by the Association President.

Section 4: The Treasurer shall receive and receipt all monies of the Association. He/She shall deposit all monies received in the name of the Association in a bank selected by the Association officers. Money deposited shall only be withdrawn by check signed the Treasurer as approved at a local meeting or by the officers. The Treasurer shall prepare all checks and shall keep an accurate record of all transactions. The Treasurer shall report-to the membership and officers the financial condition of the Association. The Treasurer shall also prepare and submit an annual financial report to Middle Management Association. The treasurer will have the books of the association audited on a bi-annual basis the cost paid by the local.

Section 5: Membership on the MMA Boards of Directors must be members of the local. Membership to the MMA board will be determined by following the procedures set out in the MMA by-laws. Ideally, the local president will be a member of the Board of Directors of MMA.

#### ARTICLE VII ELECTIONS

Section 1: Nominations, elections, and installation of officers shall be conducted each April in the odd number year.

Section 2: Elections will be by majority vote.

Section 3: Elections will be by secret mailed ballot if required.

Section 4: Reasonable mailed notice of nominations and elections will be given to all members in good standing. Notice of election must be mailed to each member of Local not less than 21 days prior to the elections.

**ARTICLE VIII  
AMENDMENTS**

Section 1: This Constitution shall become effective and remain so when it is approved by a majority of the members of the Local who are present and voting, and approved by the MMA Board of Directors.

Section 2: Subsequent amendments to this Constitution and Bylaws shall be subject to the same majority voting rules as apply to other Local actions. All members shall be notified of proposed amendments to this Constitution at least 15 days prior to an already scheduled meeting and at least 30 days prior to a special meeting not previously noticed.

This constitution and Bylaws were adopted

*March 15, 2005*