

CONSTITUTION AND BYLAWS

St. Peter DHS Local Association Middle Management Association

ARTICLE I NAME

St. Peter Local Association of Middle Management Association.

ARTICLE II AFFILIATIONS

This Local Association shall be affiliated with Middle Management Association (MMA), which is an Association of supervisory employees of the State of Minnesota.

ARTICLE III PURPOSE

Section 1. The purpose of this Association shall be to carry out all policies and objectives of Middle Management Association and its Board of Directors. To incorporate the objectives of MMA and meet needs and concerns of members at a local level regardless of State Departmental tenure.

ARTICLE IV MEMBERSHIP

Section 1. All DHS supervisory employees working in the St. Peter area including all facilities, are eligible for inclusion.

Section 2. Membership in, and fulfillment of MMA requirements is essential for Local Association affiliation. All Local Association members are subject to the requirements and Bylaws of MMA, as set forth in its Constitution.

Section 3. Monthly dues will be established by MMA. Fifty (.50 cents) per full dues paying member will be returned bi-weekly to the Local Association for its operating expenses.

Section 4. Members on leave of absence or in a layoff status shall not be subject to dues assessment until returned to a work status.

Section 5. To be a voting member, a member must be a full share dues paying member in good standing in MMA.

ARTICLE V MEETINGS

Section 1. Regular meetings of the Local Association will be held at least four times annually, at a time and place fixed by the membership.

Section 2. Special meetings may be called by the Association President, or by petition filed with a Local Association Officer and signed by 10% of the Association members. Special meetings may also be called by the MMA President or its Board of Directors.

Section 3. A quorum at any meeting shall consist of a minimum of four (4) members, two (2) of whom must be Officers.

ARTICLE VI LOCAL ASSOCIATION MMA REPRESENTATIVES

Section 1. MMA Representatives shall be elected by the Local Association membership according to the MMA Constitution as outlined in Article VII, Section 3.

Section 2. MMA Representatives shall serve for two (2) years.

ARTICLE VII OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The Officers of the St. Peter Local Association shall be: President, Vice-President, Recording Secretary, and Treasurer.

Section 2. All Officers shall serve a two (2) year term. President and Recording Secretary shall be elected in even numbered years. Vice-President and Treasurer shall be elected in odd numbered years. Elections shall occur at the April meeting of the members each year.

Section 3. Nominations for office will be accepted at the January meeting of the members. Additional nominations shall be called for and accepted from the floor at the April meeting.

Section 4. To be eligible for office, an MMA member must be affiliated with the Local Association and have all current assessments paid. Members on leave of absence shall not be eligible to hold office.

Section 5. Elections shall be by secret ballot when there is more than one candidate for a position. Otherwise candidates nominated and in agreement to accept that position can be unanimously voted in.

Section 6. All matters concerning elections of the St. Peter Local Association shall not be in conflict with the MMA Constitution, Article VII, Section 3.

Section 7. Vacancies in an office shall be filled for the remainder of the term by a vote of the members at a Local Association meeting. Members shall be eligible to serve in only one elective office at a time.

ARTICLE VIII DUTIES OF OFFICERS

Section 1. The Local Association President will preside over regular meetings and special meetings. She/He shall be a member of all committees except the nominating committee and elections committee. She/He shall make regular reports to the membership. She/He will promote the policies of MMA, this Local Association and carry out the directives of the MMA Board of Directors. She/He will submit the concerns and directives of the St. Peter Local Association membership to the MMA Board of Directors and its Officers.

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 Local Association meetings. She/He shall keep a record of all proceedings and pertinent information of the St. Peter Local Association. She/He shall carry on the official correspondence of the Local Association and may be requested other duties as directed.

Section 4. The Treasurer shall receive and receipt all monies of the Local Association. She/He shall deposit all monies received in the name of the St. Peter Local Association in a local bank. Money deposited shall only be withdrawn by check signed by the President and Treasurer. The Treasurer shall keep an accurate record of all transactions and report quarterly to the Local Association membership the status and financial condition of the St. Peter Local Association.

Section 5. Officers shall upon expiration of their term of office, surrender to the new incumbent all properties in their possession belonging to their respective offices.

ARTICLE IX REMOVAL OF OFFICERS

Section 1. Removal of any officer will be done in accordance with MMA Constitution, Article X, Section 1. If an officer loses His/Her supervisory status, His/Her Local Association office shall immediately be considered vacant and filled accordingly as outlined herein.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised shall govern all meetings of the Local Association, subject to special limited rules which may be adopted by the majority of the voting members present.

**ARTICLE XI
AMENDMENTS**

This Constitution and Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the Local Association membership present, provided the proposed amendments have been appended to the call for that meeting.

**ARTICLE XII
FISCAL YEAR**

The fiscal year of this Local Association shall be from July 1 to June 30.

SIGNATURES