

ARTICLE I

NAME

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

ARTICLE II

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 Minnesota Department of Employment & 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 two times in each calendar year, at a time & 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 & signed by 10% of the Association members.

Section 3: A quorum at any meeting shall consist of two officers & 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 the 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 Local 2640 shall be President, Vice President, Secretary, & Treasurer. The offices of Secretary & 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 & shall conduct & manage 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 periodical reports to the membership. He/She may request a meet & confer meeting with consultation of MMA. He/She will attend & report to the membership the results of meet & confer meetings. He/She will promote policies of MMA & carry out directives of the MMA Board of Directors. He/She will submit the concerns & directives of the Association membership to the MMA Board of Directors & 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 & 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 & pertinent information of the Association. He/She shall carry on the official correspondence of the Association & may be requested other duties as directed or required by the Association President.

Section 4: The Treasurer shall receive & 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 by the Treasurer as approved at a local meeting or by the officers. The Treasurer shall prepare all checks & shall keep an accurate record of all transactions. The Treasurer shall report to the membership & officers the financial condition of the Association. The Treasurer shall also prepare & submit an annual financial report to Middle Management Association. The Treasurer will have the books of the association audited on bi-annual basis the cost paid by the local.

Section 5: Membership on the MMA Board 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 & 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 conducted by secret ballot if required.

