

Adopted May 1981
Amended February 12, 1983
Amended July 23, 1983
Amended December 8, 1984
Amended May 3, 1986
Amended March 30, 1987
Amended January 14, 1989
Amended December 8, 1990
Amended May 4, 1991
Amended December 3, 2005
Amended April 12, 2007
Amended October 27, 2007
Amended September 6, 2008
Amended September 25, 2016

CONSTITUTION AND BYLAWS

Department of Transportation- Local Number One

Article I

This Local Association shall be known as the Minnesota Department of Transportation, Local Association of Middle Management Association (MMA).

Article II Purpose

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

Article III Membership

Section 1: Any person who is a full dues paying member in good standing of MMA and who is employed by the Department of Transportation shall be eligible for membership in this Local Association and shall remain eligible for continued membership if he/she maintains their full dues paying membership in good standing in MMA.

Article IV Meetings

Section 1: Regular meetings of this Local Association will be held at least biannually at a time and place to be chosen by the President.

Section 2: Special meetings may be called at any time by the request of the President or by petition of 35% of the Local Association members.

Section 3: A quorum at any meeting shall consist of two (2) Officers and 10% of the delegates.

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 Association 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 written notice of the question has been given to the membership. Officers shall serve a two (2) year term.
Local 1 Officers (President, Vice-President, Secretary and Treasurer) will receive a stipend of \$100.00 per meeting for their attendance and duties of local meetings.

Section 2: Vacancies in an office shall be filled for the remainder of the unexpired term by a vote of the membership at a regularly scheduled meeting. Officers shall assume duties usually performed by such officers and as defined by these Bylaws or by the MMA Board and shall conduct and manage the affairs of the Local.

Section 3: A vacancy in the office of President shall be filled by the Vice President.

Section 4: Officers shall assume duties as defined by these Bylaws or by the MMA Board and shall conduct and manage the affairs of this Local Association.

Article VI Duties of Officers

Section 1: The Local Association President will preside over all Local Association meetings. He/She shall be a member of all committees except the nominating committee. He/She may appoint standing and special committees. He/She shall make regular periodical reports to the membership. He/She will attend local meet and confer meetings and shall report to the membership the results of the 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 Local Association membership to the MMA Board of Directors and its Officers. This in no way diminishes the ability of any member to take issues directly to the MMA Board or its staff.

Section 2: The Local Association Vice-President shall assist the Local 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 Local Association Secretary/Treasurer shall keep minutes of all Local Association meetings. He/She shall keep a record of all proceedings and pertinent information of the Local Association. He/She shall carry on the official correspondence of the Local Association and may be requested to perform such other duties as directed or required by the President.

Section 4: The Local Association Secretary/Treasurer shall receive and receipt all monies of the Local Association. He/She shall deposit all monies received in the name of the Local Association into a bank selected by the Local Association Officers. Money deposited shall only be withdrawn by check signed by the President and by the Secretary/Treasurer. The Secretary/Treasurer shall prepare all checks, keep an accurate record of all transactions and report to the membership and Officers the financial condition of the Local Association. He/She shall also prepare and submit an annual financial report to Middle Management Association. He/She will have the books of the Local Association audited on a bi-annual basis with the cost paid by the Local Association.

Article VII Duties of Delegates

Section 1: The Local Association Delegates shall attend all Local Association meetings. If a Local Association Delegate is absent from two or more consecutive meetings without a viable reason, the President of the Local Association has the authority to remove the delegate from his or her duties. In the interim the President of the Local Association will temporarily fill the vacated delegate position with another Middle Management Association full share member from the perspective district, until an election is held for a permanent replacement.

Section 2: The Local Association Delegates shall be willing to share pertinent information gained from attending the Local Association meetings with other district members of the Middle Management Association Local.

Article VIII Elections

Section 1: Nominations, elections and installations of Local Association Officers shall be made biennially in the even numbered years of the calendar at any regularly scheduled meeting for which notice as provided below is given to all members of the Local.

Nominations, elections and installation of Local Association Delegates shall be made biennially in the odd numbered years of the calendar at any regularly scheduled meeting for which notice as provided below is given to all members of the Local.

Section 2: Elections will be by majority vote.

Section 3: Elections will be by secret ballot when there is more than one candidate for a position. When only one candidate is nominated for a position and agrees to serve, that candidate must be declared elected to that office.

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

Article IX Finances

The finances shall consist of a per capita rebate from MMA or any other gifts, etc. The Treasurer shall have the responsibility of handling the Local funds. An audit shall be conducted a minimum of once each year.

Article X Amendments

Section 1: This Constitution and Bylaws shall become effective and remain so when it is approved by a majority of the members of the Local Association 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 Association actions. All members shall be notified of proposed amendments to the Constitution and Bylaws at least 15 days prior to an already scheduled meeting and at least 30 days prior to a special meeting not previously noticed.

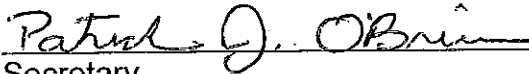
This Constitution and Bylaws were adopted September 25, 2016.



President



Vice-President



Secretary



Treasurer