

ARTICLE I

Department of Agriculture/Board of Animal Health Local

ARTICLE II

PURPOSE

Section 1. The purpose of this Local Association shall be to carry out all policies and objectives of the Department of Agriculture/Board of Animal Health Local within the limits of Middle Management Association (MMA) and its Board of Directors.

ARTICLE III

MEMBERSHIP

Any Department of Agriculture/Board of Animal Health supervisor who is a member in good standing of MMA shall be eligible for membership in this Local Association and shall remain eligible for continued membership in the Local if membership is maintained in good standing with MMA.

ARTICLE IV

MEETINGS

Section 1. Regular meetings of the Department of Agriculture/Board of Animal Health will be held at least two times in each calendar year, this will be the 3rd Thursday of April and September. Members shall be notified in advance if meeting dates need to be rescheduled. MMA staff must be invited to each meeting. The administrative year and fiscal year of the Local Association shall be from January 1 through December 31.

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

Section 3. A quorum at any meeting as defined in Section 1 or Section 2, shall consist of 5 members, including at least one officer.

Section 4. Order of business.

1. Call to Order.
2. Minutes of previous meeting.
3. Secretary/Treasurer's reports.
4. Unfinished business.
5. New business.
6. Adjournment.

Section 5. To the extent not inconsistent with other provisions of the Constitution and Bylaws, the latest edition of Roberts' Rules of Order shall govern.

ARTICLE V
OFFICERS

Section 1. The Officers of the Department of Agriculture/Board of Animal Health Local shall be: President, Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined.

Section 2. In the event of vacancies in an Officer position, an election shall be conducted in accordance with the procedures set forth in the Article VII. Current Officers shall assume the 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 Department of Agriculture/Board of Animal Health Local.

ARTICLE VI
DUTIES AND TERMS

Section 1. The President will preside over all Local 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 will promote the policies of MMA, and carry out the directives of the MMA Board of Directors. He/She will communicate the concerns and directives of the association membership to the MMA Board of Directors and its Officers. He/She shall authorize in writing all withdrawals from the Local Association bank accounts.

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. 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 other duties as directed or required by the Local Association President. Draft minutes shall be shared with MMA within four weeks of the Local meeting that generated them.

Section 4. The 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 in a bank selected by the Local Association officers. Money deposited shall only be withdrawn under written authorization of both the President and the Treasurer. The Treasurer shall report to the membership at the regular meetings and shall also prepare and submit an annual financial report to the Middle Management Association.

Section 5. The terms of the officers shall be 2 years in length with terms to begin on January 1 of the even numbered years.

Section 6. It is the intent of this local to promote a diversified representation of our members. No more than two members of each division/board shall be represented on the Officer Staff during any 2 year term.

ARTICLE VII
ELECTIONS

Section 1. Election results shall be announced at the September meeting of odd numbered years. Nominations of officers must be submitted to the President by August 15 of odd numbered years. A slate of candidates will be presented to the membership for a vote at least 21 days before the September meeting.

Section 2. Elections will be by majority vote.

Section 3. Elections will be by secret ballot.

Section 4. Notice of nominations and elections will be given to all members in good standing.

Section 5. Special elections may be held at any local meeting if notification has been provided at least 21 days in advance. Nominations, elections, and installation of officers may be made at any meeting for which notices, as provided above, have been given to all members of the Department of Agriculture/Board of Animal Health Local.

ARTICLE VIII
AMENDMENTS

This Constitution may be amended and shall become effective and remain so when approved by the majority of the members of the Department of Agriculture/Board of Animal Health Local who are present and voting, and subsequently approved by the MMA Board of Directors.

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.

ARTICLE IX
BYLAWS

Bylaws and amendments to the Bylaws for the purpose of establishing rules and directions for the operation and administration of the Local Association shall be adopted in the same manner as amendments to the Constitution are adopted as stated in Article VIII above.

This Constitution and Bylaws was adopted _____, 2017.

President

Vice President

Secretary/Treasurer