

## **Constitution and Bylaws**

### **West Central Local Association of the Minnesota State System Middle Management Association**

#### **ARTICLE I NAME**

West Central Local Association of the Minnesota State System

#### **ARTICLE II AFFILIATIONS**

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

#### **ARTICLE III PURPOSE**

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

#### **ARTICLE IV MEMBERSHIP**

Section 1. All full dues paying State supervisory employees working at Minnesota State University Moorhead (MSUM) and Minnesota State Community and Technical College (M-State) are eligible for inclusion.

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

Section 3. To be a voting member one must be a full dues paying member in good standing in MMA

#### **ARTICLE V MEETINGS**

Section 1. Regular meetings of the West Central Local Association of the Minnesota State System will be held at least two (2) times a year at a time, one in the first half of the year and the 2<sup>nd</sup> in the last half of the year, at a time and place established by the President.



Section 2. Special Meetings may be called by the Local Association President, or by petition filed with a Local Association officer and signed by 30% of Local Association members.

Section 3. A quorum at any meeting shall consist of a minimum of eight (8) members, two (2) of whom are Officers.

Section 4. To the extent not inconsistent with other provisions of this constitution and bylaws, the latest edition of Robert's Rules of Order shall govern.

## **ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS**

Section 1. The officers of the West Central Local Association of the Minnesota State System shall be: President, Vice-President, Secretary, and Treasurer.

Section 2. All Officers shall be elected yearly.

Section 3. Nominations will be made by a voting member at a regularly scheduled meeting.

Section 4. Elections shall be a secret ballot when there is more than one candidate for a position. Otherwise candidates nominated and agreed to accept that position can be unanimously voted in.

Section 5. All matters concerning Local Association elections shall be in accordance with the MMA Constitution.

Section 6. A vacancy in the office of President shall be filled by the Vice President

Section 7. Vacancies in any other office shall be filled for the remainder of the unexpired term by the vote of the membership at a regularly scheduled meeting.

## **ARTICLE VII DUTIES OF OFFICERS**

Section 1. The Local Association President will preside over all meetings. The President shall make reports to the membership as needed. The President shall promote the policies of MMA, and carry out the directives of the MMA Board of Directors and Executive Committee. The President will submit the concerns and directives of the 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 the 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. The Secretary shall keep a record of all proceedings and pertinent actions. The Secretary shall be responsible to submit the approved minutes of each local meeting to the state MMA office. The Secretary shall carry on the official correspondence of the Local Association.

Section 4. The Treasurer shall receive and receipt all monies of the Local Association. The treasurer 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 by the check signed by the President and the Treasurer. The Treasurer shall keep an accurate record of all transactions, and report the financial condition to the Local Association membership at each regularly scheduled meeting. The Treasurer will submit a yearly statement to the state MMA Office.

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.

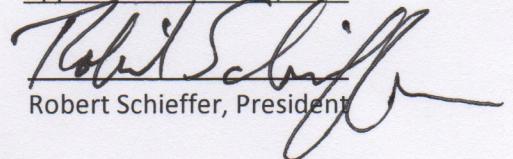
#### **ARTICLE VIII REMOVAL OF OFFICERS**

Removal of any officer will be done in accordance with MMA Constitution. 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 IX AMENDMENTS**

This constitution and bylaws may be amended by a majority vote of the Local Association membership voting.

Approved on June 26, 2019

  
Robert Schieffer, President