

CONSTITUTION AND BYLAWS
MSOP Moose Lake Local Association
of
Middle Management Association

Article I
Name

This Local Association shall be known as the Department of Human Services, MSOP Moose Lake 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, to incorporate the objectives of MMA, and meet the needs and concerns of members at a local level regardless of State Departmental tenure.

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 Human Services at MSOP Moose Lake 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 three times in each calendar year, at a time and place fixed by the membership or the Officers.

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

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

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 Moose Lake Local Association shall be: President, Vice-President and Secretary/Treasurer. All Officers shall serve a two (2) year term.

Section 2: Vacancies for the office of Vice President or Secretary/Treasurer shall be filled for the remainder of the unexpired term by a vote of the membership at the next scheduled meeting.

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

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.

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, including receipts, 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 the Middle Management Association. He/She will have the checkbook and receipts reviewed by an ad hoc committee twice per year. This review will be done prior to the second meeting of the year and prior to the last meeting of the year and reported upon at those meetings..

Article VII Elections

Section 1: Elections for President, Vice President and Secretary/Treasurer, will be held at the last scheduled membership meeting of the year in all odd numbered years.

Section 2: Nominations of Local Association Officers shall be made by a voting member at the second-to-last regularly scheduled meeting during odd numbered years. Members in good standing who are either required to work, out on a prescheduled vacation, out on sick leave, or on a scheduled leave of absence during a scheduled meeting when nominations are to occur will be allowed to make a nomination prior to the meeting. To make a nomination, when unable to attend for reasons outlined above, the voting member will submit their nominations via e-mail to the Local Association Officers and the MMA Business Representative. This information will be made available to the Local Association members present at the nomination meeting.

Section 3: Elections will be by majority vote. Members in good standing that are either required to work, out on a prescheduled vacation, out on sick leave or on a scheduled leave of absence during a scheduled meeting when elections are to occur will be allowed to vote via an absentee ballot system. Members utilizing the absentee ballot system must cast their vote by e-mailing their selections to the MMA Business Representative in addition to submitting a ballot in a sealed envelope to a Local Association Officer prior to the meeting. If a voting member using the absentee ballot system fails to submit their selections to the MMA Business Representative and a Local Association Officer prior to the meeting, the vote will be nullified. Voting members that attempt to utilize the absentee ballot system that are neither required to work, on prescheduled vacation, out on sick leave or a scheduled leave of absence will have their vote nullified. Absentee ballots will be tabulated and kept separate from the regular ballots during the election process. Results from the absentee ballots will be checked against the selections provided to the MMA Business Representative to insure the integrity of the voting process.

Section 4: When only one candidate is nominated for a position and agrees to serve, that candidate must be declared elected to that office.

Section 5: Elections will be by secret ballot when there is more than one candidate for a position. MMA members that are required to work, out on a prescheduled vacation, out on sick leave or on a scheduled leave of absence will be allowed to vote using the absentee ballot system as specified by Article VII, Section 3.

**Article VIII
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 23, 2012.