

**CONSTITUTION AND BYLAWS
MINNESOTA DEPARTMENT OF NATURAL RESOURCES
STATEWIDE LOCAL**

**Article I
Name**

This Local Association shall be known as the Minnesota Department of Natural Resources, Statewide Local Association.

**Article II
Affiliations**

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

**Article III
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 needs and concerns of members at the Department level. Objectives are to encourage participation by supervisors in pursuit of the primary goals of MMA, which are to seek better working conditions, pay and benefits for all supervisors.

**Article IV
Membership**

Section 1: A DNR Supervisor, who is a member in good standing of MMA, shall be eligible for membership in this DNR Local Association and shall remain eligible for continued membership in the DNR Local, if they maintain their membership in good standing in MMA.

Section 2: All Local members are subject to the requirements and Bylaws of MMA as set forth in its Constitution.

Section 3: Treasurer monies will be received from MMA as established in accordance with its Constitution.

Section 4: To be a voting member, a member must be a full share member in good standing in MMA.

**Article V
Officers**

Section 1: The Officers of the Local Association shall be: President, treasurer/vice president and secretary. This comprises the Executive Committee.

Section 2: Officers shall serve a two (2) year term.

Section 3: Vacancies in an office shall be filled for the remainder of the unexpired term by a vote of the remaining Officers of the Local except a vacancy in the office of President shall be filled by the treasurer/Vice President.

Article VI Elections

Section 1: Election process for Officers of the Local shall be every two years beginning in the spring. Nominations may be made in writing by any member in good standing during the specified 21-day period in the month of January. If none are received, Officers of the Local must solicit nominees for each office.

Section 2: Elections will be by majority vote of those in attendance at the spring meeting.

Section 3: Elections will be conducted during the spring meeting.

Article VII Amendments

This Constitution may be amended at any regular or special meeting by two-thirds vote of membership present at the meeting, provided that the proposed amendments shall have been appended to the call for the meeting.

Article VIII Parliamentary Authority

Robert's Rules of Order, newly revised, shall govern all meetings of the Local subject to special limited rules, which may be adopted by the majority of voting members present.

Article IX Bylaws

Section 1: Bylaws and amendments to the Bylaws for the purpose of establishing rules and directions for the operation and administration of the Local shall be adopted as stated in Article VII hereof, with the exception that a simple majority of the votes casts by the quorum at a meeting shall be sufficient for enactment

BYLAWS

Bylaw 1 Calendar

The administration year for the Local shall be April 1st through March 31st and the fiscal year shall be from January 1st through December 31st.

Bylaw 2 Meetings

Section 1: Two meetings of the DNR Local shall be held each year. The tentative meeting place and dates will be established on an annual basis and updated at each meeting. An agenda shall be sent to the membership fourteen to eighteen days prior to the meeting. The Executive Committee (the three Officers) shall be empowered to conduct any DNR Local business between meetings with a report at the next membership meeting.

Section 2: Meetings may be rotated amongst the DNR Regions. Special meetings may be called by the Local President or by petition filed by 10% of the membership of the Local.

Section 3: Quorum. A quorum shall consist of at least two (2) Officers of the Local and the number of Local members present to conduct business.

Bylaw 3 Duties of Officers

Section 1: The President shall preside at all meetings of the Local; countersign all checks drawn against the funds of the Local; appoint all standing committees and all special committees of the Local; report periodically to the membership regarding the progress and standing of the Local; at a minimum shall represent the Local during Departmental Meet and Confer meetings. The President shall cast the deciding vote in the event of a tie vote.

Section 2: The Vice-President shall assist the President in the work of his/her office; assist the President in the planning of upcoming meetings and in the absence of the President or in his/her inability to serve, the Vice-President shall preside at all meetings and perform all duties otherwise performed by the President. The Vice-President shall be an ex-officio member of all Local committees.

Section 3: The Secretary shall keep minutes of all Local meetings and a record of all proceedings and pertinent information of the Local meeting; carry on the official correspondence of the Local and may be requested such other duties as directed or required by the Local President. Minutes shall be distributed to the membership within one month following a meeting. He/she shall be authorized to act as co-signer of checks drawn on the Local funds in place of either the President or the Treasurer.

Section 4: The Treasurer shall receive and receipt all monies of the Local; deposit all money so received in the name of the Local in a financial institution selected by the Officers. Money deposited shall only be withdrawn by check signed by at least two authorized co-signers, one of which should be the Treasurer. The Treasurer shall prepare all checks for the President's signature and shall keep an accurate record of all transactions; give a report to the Local

membership of the accurate status and financial condition of the Local; and submit the annual financial report to the MMA office.

Section 5: Officers shall upon expiration of their term, surrender all properties in their possession belonging to their respective Officers to the new incumbent.

Bylaw 4 Audits

The Treasurer shall submit all the Local books for annual audits to the Audit Committee consisting of the President and one members at large appointed by the Local.

Bylaw 5 Budget

The Local operating budget shall be determined by established dues reimbursement from the statewide MMA office.

Bylaw 6 Acting Capacity

Any member serving in an acting capacity in another bargaining group or in management outside of Unit 216 more than 120 days, shall not be allowed to be an Officer or serve on any committee of the Local.

Bylaw 7 Financial

Section 1: Payment of \$50.00 to each Officer who is present per official meeting. Combined officer positions only receive one \$50.00 payment.

Section 2: Mileage reimbursement to members, using personal vehicles to attend meetings, shall be paid at the official recognized rate established by IRS; lodging at a reasonable single rate if more than 35 miles from supervisor's residence; meals reimbursement as per the Contract with the State of Minnesota.

Section 3: Special expenses may be authorized by the Executive Committee following MMA guidelines.

Section 4: Donations to a specific organization or activities must support DNR supervisors and shall not exceed \$500.00 per calendar year as approved by members present at a Local meeting.

Bylaw 8 Political Activities

Section 1: Local may endorse candidates, but will not make its membership list available to anyone including political candidates.

This Constitution and Bylaws were adopted _____ March 28, 2015.