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CONSTITUTION AND BYLAWS

ARTICLE I NAME

This Department Association shall be known as Lino Lakes Corrections Local Association.

ARTICLE II PURPOSE

Section 1. The purpose of this Association shall be to carry out all policies and objectives of Middle Management Association (MMA) and its Board of Directors.

ARTICLE III MEMBERSHIP

Section 1. Any person who is a member in good standing of MMA and works at the Minnesota Correctional Facility at Lino Lakes shall be eligible for membership in this Department Association (DA) Local and shall remain eligible for continued membership in the DA Local if he/she maintains their membership in good standing in MMA.

ARTICLE IV MEETINGS

Section 1. Regular meetings of the DA 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 Association President, or by petition filed with an Association Officer and signed by 10% of the Association members.

Section 3. A quorum at any meeting shall consist of two (2) officers and four (4) members.

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 this Constitution and Bylaws, the latest edition of Robert's Rules of Order shall govern.

ARTICLE V OFFICERS

Section 1. The Officers of the DA shall be: President, Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined by vote of the DA Local membership at a regularly scheduled meeting if prior written notice of the question has been given to the membership.

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. Officers shall assume duties as defined by these Bylaws or by the MMA Board and shall conduct and manage the affairs of the DA Local.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President will preside over all 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 shall make regular periodical reports to the membership. 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 Association membership to the MMA Board of Directors and its Officers. He/She shall be co-signer of all checks drawn on the 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 Association meetings. He/She shall keep a record of all proceedings and pertinent information of the Association. He/She shall carry on the official correspondence of the Association and may be requested such other duties as directed or required by the Association President.

Section 4. The Treasurer shall receive and receipt all monies of the Association. He/She shall deposit all monies received in the name of the Association in a bank selected by the Association officers. Money deposited shall only be withdrawn by check signed by the President and the Treasurer. The Treasurer shall prepare all checks for the President's signature and shall keep an accurate record of all transactions. The Treasurer shall report to the membership and officers the financial condition of the Association. The Treasurer shall also prepare and submit an annual financial report to Middle Management Association.

ARTICLE VII ELECTIONS

Section 1. Nominations, elections, and installation of officers shall be conducted each April in the odd number year. Nominations, elections, and installation for officers may be made at any regular meeting for which notice as provided below is given to all members of the DA Local.

Section 2. Elections will be by majority vote.

Section 3. Elections will be by secret ballot.

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

**ARTICLE VIII
AMENDMENTS**

This Constitution shall become effective and remain so when it is approved by a majority of the members of the DA Local who are present and voting, and then must be approved by the MMA Board of Directors. Subsequent amendments to this Constitution and Bylaws shall be subject to the same majority vote of those voting.

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.

This Constitution and Bylaws was adopted _____, 20_____.

President

Vice-President

Secretary/Treasurer

