

**Constitution and Bylaws of Bemidji State University Local No. 3  
Middle Management Association**

**Article I  
Name**

This Local Association shall be known as Bemidji State University Local No. 3.

**Article II  
Purpose**

The purpose of this Local Association shall be to carry out all policies and objectives of the Middle Management Association (MMA) and its Board of Directors at the Bemidji State University Local Association level of operation.

**Article III  
Membership**

Any supervisory employee of Bemidji State University 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 Association as long as membership in MMA remains in good standing.

**Article IV  
Officers**

Section 1. The officers of the Local Association shall be: president, vice-president, secretary and treasurer.

Section 2. In the event of vacancies in an officer position, an election shall be conducted in accordance with the procedures set forth in Article V Elections. Current officers shall assume the duties of the vacant officer, as defined by these bylaws or by the MMA Board, until an election is held.

Section 3. It is the intent of this Local Association to promote a diversified representation of our members through the selection of officers from a variety of working areas at Bemidji State University.

## Article V Elections

Section 1. Nominations, elections and installations of officers shall be made during April or May of even-numbered years. Elections for officers may be made at any regular meeting for which notice as specified below is given to all members of the Local Association.

Section 2. Elections will be by majority vote.

Section 3. Elections will be by secret ballot.

Section 4. Nominations will be accepted by a Local Association member appointed by the Local Association President.

Section 5. Notice of election must be delivered to each member of the Local Association not less than 14 days prior to the election.

Section 6. Special elections may be held at any regular Local Association meeting if notification has been delivered as stated in this article.

## Article VI Duties

Section 1. The President will preside over all Local Association meetings. The President will promote the policies of MMA, and carry out the directives of the MMA Board of Directors. The President will submit the concerns and directives of the Local Association membership to the MMA Board of Directors and its Officers. The President has the authority to sign checks in the absence of the Treasurer.

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. The Secretary shall keep a record of all proceedings and pertinent information of the Local Association. The Secretary 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 Local Association President.

Section 4. The Treasurer shall receive and receipt all monies of the Association and provide reports to the Local Association at regular meetings and to the MMA Board of Directors on an annual basis. The Treasurer shall deposit all monies received in the name of the Association in a bank selected by the Local Association officers. The treasurer shall issue checks for items approved by at least two officers of the Local Association.

## Article VII Meetings

Section 1. The Local Association shall meet at least quarterly at a time and place to be chosen by the president.

Section 2. Special meetings may be called at any time by the request of the president or by a petition filed with a Local Association officer and signed by four members.

Section 3. Order of business.

- (1) Call to order.
- (2) Minutes of previous meeting.
- (3) Treasurer's report.
- (4) Unfinished business.
- (5) New business.
- (6) Adjournment.

Section 4. Quorum. A quorum shall consist of thirty-three (33) percent of the Local Association members as described in Article III.

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 VIII Amendments

This constitution 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 at a meeting announced at least 14 days prior to the meeting. Once this majority vote has been received, the constitution must be approved by the MMA Board. 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 14 days prior to a meeting to vote on the amendments.

This Constitution and Bylaws was adopted on April 22, 2004.