

## CONSTITUTION AND BYLAWS

### MnSCU Mankato Local Association Middle Management Association

#### ARTICLE I

MnSCU Mankato Local Association.

#### 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

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. To incorporate the objectives of MMA and meet needs and concerns of members at a local level regardless of State Departmental tenure.

#### ARTICLE IV MEMBERSHIP

Section 1. All full dues paying State supervisory employees working at Mankato State University 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 of its Constitution.

Section 3. Monthly dues will be established by MMA in accordance with Chapter III, Section 4 of its Constitution. Fifty (.50 cents) per full dues paying member will be returned monthly to the Local Association for its operating expenses.

Section 4. Members on leave of absence or in a layoff status shall not be subject to dues assessment until returned to a work status.

Section 5. To be a voting member, a member must be a full dues paying member in good standing in MMA.

## ARTICLE V MEETINGS

Section 1. Regular meetings of the MnSCU Mankato Local Association will be held at least quarterly, at a time and place fixed by the membership.

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

Section 3. A quorum at any meeting shall consist of a minimum of four (4) members, two (2) of whom should be Officers.

## ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The Officers of the MnSCU Mankato Local Association shall be: President, Vice-President, Recording Secretary, and Treasurer.

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

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, Article IV, Section 3, Section 4, C, and Section 5.

Section 6. Vacancies in an office shall be filled for the remainder of the unexpired term by the vote of the membership at a regularly scheduled meeting.

Section 7. A vacancy in the office of President shall be filled by the Vice President.

## ARTICLE VII DUTIES OF OFFICERS

Section 1. The Local Association President will preside over regular quarterly meetings and all special meetings. The President shall be a member of all committees. The President shall make regular reports to the membership. The President will 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 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 until the next election.

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 carry on the official correspondence of the Local Association and may be assigned such other duties as directed or required by the Local Association President.

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 quarterly to the Local Association membership.

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

Section 1. Removal of any officer will be done in accordance with MMA Constitution, Article X, Section 1. 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 IV PARLIAMENTARY AUTHORITY

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