

# CONSTITUTION AND BYLAWS

## St. Peter DHS Local Association Middle Management Association

### Article I NAME

This Local Association shall be known as the Minnesota Department of Human Services, St. Peter Local Association of Middle Management Association (MMA).

### Article II AFFILIATIONS

This Local Association shall be affiliated with Middle Management Association (MMA), 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 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 Department tenure.

### Article IV 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 in St. Peter shall be eligible for membership in this Local Association and shall remain eligible for continued membership if the supervisor maintains their full dues paying membership in good standing in MMA.

Section 2: Membership in, and fulfillment of MMA requirements is essential for Local Association affiliation. All Local Association members are subject to the requirements and Bylaws of MMA, as set forth in its Constitution.

Section 3: Monthly dues will be established by MMA.

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 share dues paying member in good standing in MMA.

## **Article V MEETINGS**

Section 1: Regular meetings of the Local Association will be held at least two times annually, at a time and place fixed by the membership.

Section 2: Special meetings may be called by the 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 MMA President or its Board of Directors.

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

## **Article VI LOCAL ASSOCIATION MMA REPRESENTATIVES**

Section 1: MMA Representatives shall be elected by the Local Association membership according to the MMA Constitution as outlined in Article VII, Section 3.

Section 2: MMA Representatives shall serve for two (2) years.

## **Article VII OFFICERS, NOMINATIONS, AND ELECTIONS**

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

Section 2: All Officers shall serve a two (2) year term. President and Recording Secretary shall be elected in even numbered years. Vice-President and Treasurer shall be elected in odd numbered years. Elections shall occur at the second meeting of the members each year. Vacancies in an office shall be filled for the remainder of the unexpired term by a vote of the membership at a regularly scheduled meeting. A vacancy in the office of President shall be filled by the Vice President.

Section 3: Nominations for office shall be made by a voting member and will be accepted at the 1<sup>st</sup> meeting of the members each year. Additional nominations shall be called for and accepted from the floor at the 2<sup>nd</sup> meeting.

Section 4: To be eligible for office, an MMA member must be affiliated with the Local Association and have all current assessments paid. Members on leave of absence shall not be eligible to hold office.

Section 5: Elections shall be by secret ballot when there is more than one candidate for a position. Elections will be by majority vote. When only one candidate is nominated for a position and agrees to serve, that candidate must be declared elected to that office.

Section 6: All matters concerning elections of the St. Peter Local Association shall not be in conflict with MMA Constitution, Article VII, Section 3.

Section 7: Vacancies in an office shall be filled for the remainder of the term by a vote of the members at a Local Association meeting. Members shall be eligible to serve in only one elective office at a time.

## **Article VIII DUTIES OF OFFICERS**

Section 1: The Local Associations President will preside over regular meeting and special meetings. The president shall be a member of all committees except the nominating committee and elections committee. The president shall make regular reports to the membership. the supervisor will promote policies of the MMA, this Local Association, and carry out directives of the MMA Board of Directors. The president will submit the concerns and directives of the St. Peter Local Association membership to the 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 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 over all meetings and perform all duties otherwise performed by the president.

Section 3: The Local Association Secretary shall keep minutes of all Local Association meetings. The secretary shall keep a record of all proceedings and pertinent information of the St. Peter 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.

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 St. Peter Local Association into a local bank. Money deposited shall only be withdrawn by check or debit card signed by the President or the Treasurer. The Treasurer shall keep an accurate record of all transactions and report quarterly to the Local Association membership the status and financial condition of the St. Peter Local Association. The treasurer shall also prepare and submit an annual financial report to MMA.

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 IX REMOVAL OF OFFICERS**

Removal of any officer will be done in accordance with MMA Constitution. Article X, Section 1. If an officer loses their supervisory status, The Local Association office shall immediately be considered vacation and filled accordingly as outline herein.

**Article X  
PARLIAMENTARY AUTHORITY**

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

**Article XI  
AMENDMENTS**


This Constitution and Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the Local Association membership present, provided the proposed amendments have been appended to the call for that meeting.


**Article XII  
FISCAL YEAR**

The fiscal year of this Local Association shall be from January 1 through December 31.

This Constitution and Bylaws were adopted on August 29th, 2023.

 *Carie Archer*  
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President

 *Clayton Diehl*  
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Vice-President

 *Heather Pasbrig*  
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Secretary

 *Jamie DeAtley*  
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Treasurer