

# *SAMPLE*

## **CONSTITUTION AND BYLAWS**

### **Article I Name**

This Local Association shall be known as the Minnesota Department of Corrections,  
Local Association of Middle Management Association (MMA).

### **Article II 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.

### **Article III 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 Corrections in Red Wing shall be eligible for membership in this Local Association and shall remain eligible for continued membership if he/she maintains their full dues paying membership in good standing in MMA.

### **Article IV Meetings**

Section 1: Regular meetings of this Local Association will be held at least two 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 Local Association President or by petition filed with a Local Association Officer and signed by 10% of the Local Association members.

Section 3: A quorum at any meeting shall consist of two (2) Officers and 10% of the members.

Section 4:   Order of business  
                  Call to order  
                  Minutes of previous meeting  
                  Secretary/Treasurer's reports  
                  Unfinished business  
                  New business  
                  Adjournment

Section 5: To the extent not inconsistent with other provisions of this Constitution and Bylaws, the latest adopted modified Robert's Rules of Order shall govern.

## **Article V Officers**

Section 1: The Officers of the Local Association shall be: President, Vice-President and Secretary/Treasurer. Officers shall serve a two (2) year term.

Section 2: 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.

Section 3: A vacancy in the office of President shall be filled by the Vice President.

Section 4: Officers shall assume duties as defined by these Bylaws or by the MMA Board and shall conduct and manage the affairs of this Local Association.

## **Article VI Duties of Officers**

Section 1: The Local Association President will preside over all Local Association meetings. He/She shall be a member of all committees except the nominating committee. He/She may appoint standing and special committees. He/She shall make regular periodical reports to the membership. He/She will attend local meet and confer meetings and shall report to the membership the results of the meetings. 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 Local Association membership to the MMA 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 Local Association Vice-President shall assist the Local 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 Local Association Secretary/Treasurer shall keep minutes of all Local Association meetings. He/She shall keep a record of all proceedings and pertinent information of the Local Association. He/She 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 President.

The Local Association Secretary/Treasurer shall receive and receipt all monies of the Local Association. He/She shall deposit all monies received in the name of the Local Association into a bank selected by the Local Association Officers. Money deposited shall only be withdrawn by check signed by the President and by the Secretary/Treasurer. The Secretary/Treasurer shall prepare all checks, keep an accurate record of all transactions and report to the membership and Officers the financial condition of the Local Association. He/She shall also prepare and submit an annual financial report to Middle Management Association. He/She will have the books of the Local Association audited on a bi-annual basis with the cost paid by the Local Association.

## **Article VII Elections**

Section 1: Nominations of Local Association Officers shall be made by a voting member at a regularly scheduled meeting.

Section 2: Elections will be by majority vote.

Section 3: Elections will be by secret ballot when there is more than one candidate for a position. When only one candidate is nominated for a position and agrees to serve, that candidate must be declared elected to that office.

Section 4: Reasonable mailed 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 Local Association not less than 21 days prior to the elections.

## **Article VIII Amendments**

Section 1: This Constitution and Bylaws 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 and approved by the MMA Board of Directors.

Section 2: Subsequent amendments to this Constitution and Bylaws shall be subject to the same majority voting rules as apply to other Local Association actions. All members shall be notified of proposed amendments to the Constitution and Bylaws 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 were adopted December 5, 2023.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary/Treasurer