

Constitution and Bylaws of Metro State University Local Association Middle Management Association

Article I Name

This Local Association will be known as the Metro State University Local Association of Middle Management Association (MMA).

Article II Purpose

Section 1: The purpose of this Local Association will be to carry out all policies and objectives of MMA and its Board of Directors and those of the officers and members of the Metro State University Local Association.

Article III Membership

Section 1: Any person who is a full dues paying member in good standing of MMA and who is employed by Metro State University will be eligible for membership in this Local Association and will remain eligible for continued membership if they maintain 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 eligible to vote on Local issues at any meeting will consist of two (2) Officers and 10% of the members.

Section 4: Regular meetings for the purposes of conducting Local Association business will follow this order:

- 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 will govern.

Article V Officers

Section 1: The Officers of the Local Association will be: President, Vice-President, Treasurer and Secretary. Officers will serve a two (2) year term, with the President serving one (1) additional year in a Past-President role to provide institutional memory and consult with active officers.

Section 2: Vacancies in an office will be filled for the remainder of the unexpired term by a vote of the membership using a secure, anonymous online form or at a regularly scheduled meeting.

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

Section 4: Upon the completion of the President's two (2) year term, the Vice-President will transition to the role of President. If the Vice-President is unable or unwilling to assume the role of President, the role will be considered vacant and filled by a vote of the membership.

Section 5: Officers will assume duties as defined by these Bylaws or by the MMA Board and will conduct and manage the affairs of this Local Association.

Section 6: All active officers will, during their two (2) year term, be paid a stipend in recognition of their time and labor on behalf of the Local Association. The amount of the stipend and the schedule and method for its payment may be determined by Officers and must be approved by a member vote. Officers deemed by the membership to have not fulfilled their responsibilities may have stipends withheld. Officers who leave their position before the full duration of their term will not receive stipends for the time in which they are not active in the officer role.

Article VI Duties of Officers

Section 1: The Local Association President will preside over all Local Association meetings. They will be a member of all committees except the nominating committee. They may appoint standing and special committees. They will make regular periodical reports to the membership. They will attend local meetings and confer meetings and will report to the membership the results of the meetings. They will promote the policies of MMA and carry out the directives of the MMA Board of Directors. They will submit the concerns and directives of the Local Association membership to the MMA Board of Directors and its Officers.

Section 2: The Local Association Vice-President will 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 will preside at all meetings, and perform all duties otherwise performed by the President.

Section 3: The Local Association Treasurer will receive and receipt all monies of the Local Association. They will deposit all monies received in the name of the Local Association into a bank selected by the Local Association Officers. Money deposited will only be withdrawn by check signed by two Local Association Officers[HB1][HB2]. The Treasurer will [HB3]keep an accurate record of all transactions and report to the membership and Officers the financial condition of the

Local Association. They will also prepare and submit an annual financial report to Middle Management Association. They will conduct at least an annual audit of the financial records of the Local Association and report their findings to officers and membership.

Section 4[HB4]: The Local Association Secretary will keep minutes of all Local Association meetings. They will keep a record of all proceedings and pertinent information of the Local Association. They will 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. They will manage materials and forms related to officer elections.

Article VII Elections

Section 1: Nominations or self-nominations of Local Association Officers will be made by a voting member using a secure online form or at a regularly scheduled meeting.

Section 2: Elections will be by majority vote.

Section 3: In the event of a tie in an election, a subsequent runoff election will be held to determine which nominee will occupy the officer role.

Section 4: 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 5: Reasonable notice of nominations and elections will be given to all members in good standing. Notice of election must be distributed to each member of the Local Association not less than 21 days prior to the elections.

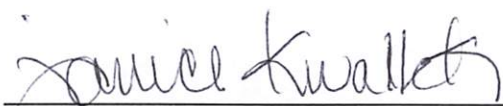
Section 6: If in an election there are insufficient nominations to fill all four officer positions, the positions of Treasurer and Secretary may be combined into one position. All other positions must be filled individually.

Article VIII Amendments


Section 1: This Constitution and Bylaws will 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 will be subject to the same majority voting rules as apply to other Local Association actions. All members will 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 February 17, 2025.




President



Vice-President



Treasurer



Secretary