

# **BYLAWS OF THE MINNEAPOLIS ASSOCIATION OF CONFIDENTIAL ADMINISTRATORS**

## **ARTICLE I – NAME**

The name of this organization shall be the Minneapolis Association of Confidential Administrators, hereinafter referred to as the Association.

## **ARTICLE II – PURPOSE**

The objectives of the Association shall be:

- a.) To look after and advance the socio-economic well-being of the membership;
- b.) To foster and maintain a high degree of staff professionalism;
- c.) To facilitate a spirit of cooperation and communication with Minneapolis Public Schools; and
- d.) To foster a spirit of active participation among the membership.

## **ARTICLE III - MEMBERSHIP**

All confidential employees (within the meaning of the Public Employee Labor Relations Act) specified in Article II of the Collective Bargaining Agreement between the Association and Special School District No.1 are eligible for membership in the Association.

## **ARTICLE IV – OFFICERS**

Section 1 - The officers of the Association will be the President, Vice-President, Treasurer, Secretary, and Board Member At-Large.

Section 2 - Any officer may serve as union steward in grievance representation. Although a steward will normally represent a member in any grievance action, any member may request any other member of the Association, or a non-member, if he or she so prefers, upon notification of the President of the Association.

Section 3 - Officers shall take office on July of the year in which elected and will serve for a period of two years until June 30 of the next election year.

Section 4 - Officers may stand for re-election, but are limited to two consecutive terms in the same office.

## **ARTICLE V – COMMITTEES**

Section 1 - Executive Committee. The Executive Committee will be comprised of all officers of the Association. The Committee will hold regular meetings as specified in

Article VI.2

- a.) The Committee will be responsible for the management of the Association, including, but not limited to:
  - a. Adoption of procedures and rules for conducting the business of the Association;
  - b. Appointment of coordinators and committees as needed to carry out the business of the Association;
  - c. Response to, and action upon, reports and recommendations from committees and general membership.
  - d. Recommendation of policies or policy changes to the membership;
  - e. Adoption and maintenance of an annual operating budget
- b.) A majority of the Executive Committee will constitute a quorum.

Section 2 - Negotiating Committee. The Negotiating Committee will consist of the President, Vice President, and any other member(s) of the Association that the Executive Committee considers necessary. The purpose of the Negotiating Committee will be to survey the membership with regard to contract issues, plan negotiation strategy, and negotiate with District on behalf of the membership. Committee member will serve until negotiations are completed.

**ARTICLE VI – MEETINGS**

Section 1 General Membership - Regular meetings of the Association membership will be held at least every six months in June and December. The Secretary will notify the membership of the time and place of the meeting.

- a.) Special meetings may be called by the President, the Executive Committee, or by written petition by one-third of the membership.
- b.) Ten or more members shall constitute a quorum for all meetings.

Section 2 Executive Committee - Regular meetings of the Executive Committee will be held quarterly.

- a.) Special meetings may be called by the President or by written petition by a quorum of the Executive Committee.

Section 3 Negotiating Committee - The Negotiating Committee will initially meet three months prior to the expiration of the contract and at subsequent times as agreed upon by the Committee.

**ARTICLE VII - DUTIES OF THE OFFICERS**

Section 1 - The President shall:

- a.) Have the authority usually incident to the office and shall have general authority

over the affairs of the Association, its officers and members and shall be charged with the duty of its proper management;

- b.) Preside at all meetings of the Executive Committee and the general membership;
- c.) Appoint the members and chairs of all committees as authorized by the Executive Committee from among the members of the Association;
- d.] Countersign all checks drawn against the funds of the Association

Section 2 - The Vice-President shall:

- a.] Have the powers and perform the duties of the President during the absence or inability of the President to act.
- b.) Have such additional powers and duties as may be assigned by the President.
- c.) In the absence of the Treasurer, shall give the Treasurer's report at Executive Committee's regular meetings and meetings of the general membership.
- d.) In the absence of the Secretary shall take minutes at the Executive Committee's regular meetings and the meetings of the general membership and disseminate the minutes to the general membership in accordance with Section 4d below.

Section 3 - The Treasurer shall:

- a.) Keep accurate records of the Association's bank account(s) including supporting documentation for all disbursements
- b.) Shall distribute payment for all Association expenditures upon authorization and countersignature from the president;
- c.) Shall make an itemized financial report at each Executive Committee meeting and general membership meeting;
- d.) Shall notify the Vice-President in advance of any absence from Executive Committee or General Membership meetings the Vice-President will then perform the duties of the Treasurer as prescribed in subsection c of this section;
- e.) The Treasurer is responsible for the preparation of the financial report to be filed with the IRS.

Section 4 - The Secretary shall:

- a.] Keep and circulate the minutes of all meetings of the Executive Committee;
- b.) Shall have charge of such other books and papers of the organization as the President or Executive Committee may direct;
- c.) Provide communication to the general membership as directed by the President or the Executive Committee;
- d.) Shall take minutes at all meetings of the Executive Committee and the general membership, and disseminate them to the general membership in a timely manner;
- e.) Shall maintain an accurate and current list of all Association members and shall report any membership changes to the other officers;
- f.) Shall notify the Vice-President in advance of any absence from Executive Committee or General Membership meetings; the Vice-President will then perform the duties of the Secretary as prescribed in subsection d of this section.

Section 5 - the Board Member At-Large shall:

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- a.) Attend meetings of the Executive Committee
- b.) Shall notify the Vice-President in advance of any absence from Executive Committee or General Membership meetings
- c.) In the absence of the Secretary and of the Vice-President, shall take minutes at the Executive Committee's regular meetings and the meetings of the general membership.
- d.) Have such additional powers and duties as may be assigned by the President.

## **ARTICLE VIII – ELECTIONS**

Section 1 - Elections will be held every year at the June membership meeting.

Section 2 - In order to provide continuity of experience, elections will be for President and Secretary in odd-numbered years, and for Vice-President, Treasurer, and Board Member At-Large in even-numbered years..

Section 3 - Only voting members as specified in Article IX-2 will be eligible to vote for member of the Executive Committee

Section 4 - Executive Committee members may be re-elected to only one consecutive term in the same office.

Section 5 - If the office of any member of the Executive Committee becomes vacant for any reason, the President will appoint a successor who shall hold office for the remainder of the term.

Section 6 - The President must notify members that an election will be held at least two weeks prior to the election.

Section 7 - Any member of the Association, who has been a full member for at least one year immediately preceding the election, may run for any Executive Committee position, and should present his or her intention in writing to the president, but no later one week prior to the election.

Section 8 - Elections shall be conducted by secret ballot if there is more than one candidate for a position. In the event that there is only candidate for a position, a simple majority vote may be conducted.

## **ARTICLE IX – DUES**

Section 1 - The dues authorized by the Association will be evaluated yearly in conjunction with budget discussions prior to the end of the fiscal year. The Executive Committee will present any adjustments felt to be necessary or beneficial to the general membership for approval at the annual meeting, or at any time considered necessary for the interests of the Association.

Section 2 - Only full members will be considered voting members of the Association.

Section 3 - An employee in a position covered by this Association and Collective Bargaining Agreement who chooses not to become a member of the Association will be required to pay a fair share amount which will be 85% of the full-dues amount. An employee paying a fair-share amount will not be considered a voting member of the Association.

Section 4 - Union dues will be collected through payroll deduction only.

Section 5 - The officers of the Association shall have their dues waived.

#### **ARTICLE X – AUTHORITY**

Section 1- Robert's Rules of Order, Revised shall be the parliamentary authority of the Association insofar as they are considered by the President for all questions and issues not covered by these By-Laws and such standing rules as the Executive Committee or general membership may adopt.

#### **ARTICLE XI - EXCLUSIONS**

Section 1 - Nothing in these By-Laws may violate any provision of the negotiated Collective Bargaining Agreement between the Association and Minneapolis Public Schools.

Section 2 - Except to the extent specified in these By-Laws, no officer of the Association shall individually have the power to act as act agent for or otherwise bind the Association in any way whatsoever. No member of group or members or other person or persons shall have the power to act on behalf of or otherwise bind the Association except to the extent specifically authorized in writing by the President of Executive Committee of the Association.

#### **ARTICLE XII – AMENDMENTS**

Section 1 - The By-Laws of the Association may be amended at any regular or special meeting by a two-thirds vote of all members present.

- a.) Notice of the proposed amendment must be posted in all offices of Association members, and mailed to the general membership, at least two weeks prior to the date of the meeting.
- b.) All proposed amendments must be reviewed by the Executive Committee prior to the presentation of the amendment to the membership for adoption.

#### **ARTICLE XIII - FISCAL MATTERS**

Section 1 - The Association's fiscal year shall begin on July 1 and end on June 30.

Section 2 – No individual may enter into an agreement on behalf of the Association for any recurring expense in excess of \$50 per month without seeking membership approval.

Section 3 - The President and Treasurer of the Association must seek Executive Committee Approval for expenses of \$200 or more. For expenses of more than \$1,500 membership approval must be sought.

Section 4 - The President shall have the authority to approve "lost wages" for officers or members who must take unpaid leave from their job to attend to union business. Lost wages shall only be paid with approval of the president and with appropriate documentation of the lost wages.

Section 5 - Association funds may only to be used for the benefit of the Association and its members.

Section 6 - The annual budget of the Association shall be approved by the Association membership at the June meeting for the following fiscal year.

Section 7 - The books of the Association shall be made available for review of members upon request.

Section 8 - In the event of dissolution, all funds and other assets after payment of all indebtedness of the Association shall be distributed, pro rata, to the existing members of the Association.