

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**HENNEPIN COUNTY SUPERVISORS ASSOCIATION**

**Article I**  
**Name**

The name of this organization shall be the Hennepin County Supervisors Association.

**Article II**  
**Mission and Objective**

Mission Statement:

HCSA (Hennepin County Supervisors Association) consists of supervisors from various departments throughout Hennepin County. We are committed to ensure justice and improve the quality and security of our members' working conditions and personal lives through representation, effective legal action and open communication to empower our members.

The objectives of this organization shall be:

- A. To represent first level supervisors working for Hennepin County, whose classifications are eligible to be in the bargaining unit and are public employees as defined in PELRA, Minn. Stat. 179A, excluding Confidential employees, Social Work Supervisors, Sheriffs Supervisors unit, Middle Management unit and Executive Level Managers unit.
- B. To be an exclusive representative in all dealings and negotiations regarding salary, working conditions and terms and conditions of employment for the above defined employees whether they are full members of the Association or charged fair share dues.
- C. To assist in the resolution of disputes between the supervisors and the employer.
- D. To promote effective and efficient services to the public.

### **Article III**

In furtherance of the objectives described above, but not in limitation thereof, this association shall have the power:

- A. To secure and present the views of the supervisors to their employer, the County of Hennepin.
- B. To collect and disseminate statistics and other information relative to terms and conditions of employment from other organizations throughout the state and from other county community service organizations throughout the state and from other governmental agencies whose operations and conditions of employment may be similar to that of this Association.
- C. To negotiate a collective bargaining agreement on behalf of it's members with Hennepin County covering wages and terms of employment.
- D. To handle grievances, information requests, mediations, and arbitrations as is necessary to administer the Collective bargaining agreement.
- E. To act as an exclusive bargaining representative consistent with the rights and obligations of PELRA, Minn. Stat. 179A.

### **Article IV Membership and Dues**

Membership Includes:

- A. Any supervisor employed in the bargaining group, as defined in Article II. A, shall be eligible to join the association.
- B. Each full share member of the Association shall be entitled to one vote in its affairs.

- C. Membership in the Association may terminate by retirement, resignation from employment with Hennepin County, voluntary withdrawal from the Association or termination or discharge from employment with Hennepin County. All rights, privileges and interests of a member in or to the Association shall cease on termination of membership. Membership shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawal shall be effective on fulfillment of all obligations to the date of withdrawal.
  
- D. For cause any member may be suspended or terminated. Sufficient cause for suspension or termination shall be a violation of the Bylaws or any lawful rule or practice duly adopted by the Association. Suspension or expulsion shall be by vote or other procedure established by the Executive Committee, provided the opportunity to appear and present defenses is given.

## **Article V**

### **Dues**

The dues for membership in this association and stipends for officers shall be determined by the vote of the members on the recommendation of the Executive Committee. Dues may be varied as needs arise, but dues shall be the same for all members.

In addition, as allowed by PELRA, Minn. Stat. 179A.06, Sub div. 3, supervisors working in the bargaining unit who are not full members, will be charged fair share dues. Those dues will be the regular membership dues, minus the cost of any benefits available only to full share members or unrelated to the exclusive representative status, but will not exceed 85% of regular membership dues.

Fair Share members are represented by the Association for purposes of collective bargaining and administration of the Contract, but are not members for purposes of voting and administration of the Association.

## **Article VI**

### **Meetings**

- A. There shall be meetings of the Association not less often than annually, unless otherwise ordered by the Executive Committee, for election of officers, receiving of reports and to transact all other business. Meetings shall be open to all members and notice of meetings shall be issued by the Secretary and mailed or sent electronically to the last recorded address of each member at least seven days before the time appointed for the meeting. Electronic communication of information and voting (conducted in accordance with Section D of this Article), if it is the reasonable equivalent of accessibility for members as an in person meeting shall fulfill the meeting requirement.
  
- B. Ten members of the Association when present at any meeting shall constitute a quorum, and in case there are less than this number, the presiding officer may adjourn time to time until a quorum is present. If using an electronic method to conduct business, at least ten members must participate for it to be valid.
  
- C. Voting: Business of the Association, including introducing, modifying, voting on motions, election of officers or other representatives, ratifying the Collective Bargaining Agreement and all other actions, may be changed from in-person voting, by approval of the Executive Committee. The new procedure can be by electronic means, by U.S. Mail, and/or multiple site balloting but must be a form of communication(s) that allows reasonable access for all members. Multiple methods may be used in one vote. The first time a new method of voting is introduced, the procedure will be explained in detail to the members and notice will be given at least one month in advance so that members have time to understand and ask questions. Proxy or absentee voting can be allowed if approved by the Executive Committee and described in advance to members.

## **Article VII Officers**

- A. Elective Officers: The elective officers of the Association shall be President, Vice President, Secretary, and Treasurer, and up to six At-Large Executive Board Members. The number of At-large Executive Board members up to six (6) shall be determined by the Executive Board, except that no elected term shall be cut short without the approval of the affected officer. Other offices and officers may be established or appointed by the membership at times when the need arises.
  
- B. Terms. All elected officers shall take office immediately upon their election and shall serve for a term of two years or until successors are duly elected. Officers are eligible for re-election. Vacancies in any office may be filled for the balance of the term thereof by the Executive Committee appointment.
  
- C. President. The President shall be the chief officer of this association, and shall be present at meetings of the association and of the Executive Committee. The President shall be a member ex-official on all committees. The President shall communicate to the association such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties that are necessarily incident to the office.
  
- D. Vice President. The Vice President shall fill in for the President in his/her absence, may be a member of all committees, and shall perform such tasks as assigned.

- E. Treasurer. The Treasurer shall keep an account of all monies received and expended for use of the Association, and shall make disbursements authorized by the Executive Committee or such other persons as the Association members may prescribe. All sums received shall be deposited by the Treasurer into the bank(s) or banks approved by the Executive Committee and the Treasurer shall make a report annually or when called upon by the President. The funds, books and vouchers in the Treasurer's hands shall, with the exception of confidential reports submitted by members, be subject to verification and inspection of the members of this Association. At the expiration of the Treasurer's term of office, the Treasurer shall deliver over to his/her successor all books, money and other property.
- F. Secretary. The administration and management shall be vested in the Secretary. The Secretary shall direct the activities of the Association and shall perform such other duties as may be defined by the Executive Committee. It shall be the Secretary's duty to: Give notice of, attend and take notes at all Executive Committee and member meetings of the Association; to designate a member of each committee to take notes as necessary; and to make provision for the keeping of a such records; to conduct correspondence and to carry into execution all orders, votes and resolutions not otherwise committed; to keep a list of the members of the Association; to establish machinery for the collection of dues and their payment to the Treasurer; to prepare, with the concurrence of the Treasurer and annual report of the transactions and condition of the Association; to preside at the meetings of the Association and of the Executive Committee in the absence of the President or Vice President, and generally devote his/her best interests to the Association.

## **Article VIII Committees**

- A. Standing Committees. This Association shall have at least two standing committees: An Executive Committee and a Negotiations Committee. Additional standing or temporary committees may be established from time to time by the Executive Committee. Each standing committee shall have a chair, who shall be responsible for directing and coordinating the affairs of his/her committee. Vacancies that occur on any committee by reason of death, resignation or otherwise may be filled by the President for the unexpired term. Except for the Executive Committee, all committees shall report to the Executive Committee.
- B. Executive Committee. The Executive Committee shall consist of up to ten members, including the four officers plus up to six (6) members elected at large. Members of this committee shall be elected for a term of two years. Any member shall be eligible for election to either committee. Committee members are eligible for re-election. The Executive Committee shall have supervision, control and direction of the affairs of the Association, shall execute the policies and decisions of the membership, shall actively prosecute the Associations objects and shall have discretion in the disbursement of funds. Any authority provided by this constitution rests with this committee between meetings of the Association. The Executive Committee shall have a regular meeting at the time and place of the meeting held no less often than quarterly and shall report to the membership on its activities. It shall meet upon call of the President or Secretary. It shall also meet upon demand of a majority of the active members of the Association. The Executive Committee shall have the power to appoint Stewards if needed to represent specific areas or classifications within the bargaining unit. Stewards shall be official representatives of the Association. Their duties and terms of appointment shall be the responsibility of the Executive Committee.

- C. Negotiations Committee. The Negotiations Committee shall consist of the Executive Committee and additional members as appointed by the President. Members of the Executive Committee can be excused from the Negotiations Committee, by the President, if they are unable to serve. The Negotiations Committee shall be charged with the conducting of the negotiations of the Association regarding terms and conditions of employment and shall also actively represent the Association's interests and objectives in mediation and arbitration. If necessary, the Negotiation Committee shall investigate, analyze and study trends having to do with public employment and shall report these to the membership.

## **Article IX Ratification of Contracts**

Ratification of a collective bargaining agreement shall be by a majority vote of those voting on such an issue. Voting shall be conducted in accordance with Article VI, Section C.

## **Article X Elections**

- A. Elections of officers and Executive Committee members shall occur every two years in the fall of odd years.
- B. Voting shall be conducted in accordance with Article VI, Section C.
- C. The election shall be conducted by an election committee of three members appointed by the President.
- D. Eligibility to participate in the affairs of the Association or to hold office shall be by members in good standing.



**Article XI  
Amendments**

This constitution may be amended, revised, or otherwise changed in whole or in part by a two-thirds majority of those voting. Adequate and proper notice must have been given to the membership prior to the date on which such a vote is taken. A written copy of the proposed amendments shall be furnished to every eligible voter before the vote is taken.

**Article XII  
Liabilities**

Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent or employee shall be liable for the acts or failure to act of any other member, officer, agent or employee of the Association. Nor shall any member, officer, agent or employee be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions arising out of his/her willful misfeasance.

**Article XIII  
Funds**

This Association is not intended as a profit-making organization, nor is it founded with the expectation of making a profit, though some of its activities may be reflected in a pecuniary advantage to its members.

**Article XIV**

Anything not expressly covered in this constitution shall be covered by Roberts Rules of Order.

Date Adopted: 10/3/2014

First President: Kala Kollip