

C O N S T I T U T I O N

ARTICLE I. NAME: The name of the association shall be, "Association of Clerks of the District Court of Minnesota".

ARTICLE II. MEMBERSHIP: All clerks of the district courts of the State of Minnesota shall be eligible to membership upon the payment of the dues.

ARTICLE III. OFFICERS: The officers of this association shall be a President, First Vice-President, Second Vice-President, Secretary and Treasurer.

ARTICLE IV. EXECUTIVE COMMITTEE: There shall be an Executive Committee of seven or more members, who shall be appointed by the president, and whose chairman shall be the immediate past president of the association.

ARTICLE V. ELECTIONS: The president, vice-presidents, secretary and treasurer shall be elected at the annual meeting on the even numbered years and shall serve for a term of two years. The president shall not be eligible to succeed himself in that office.

ARTICLE VI. MEETINGS: The association shall meet in annual sessions, the dates to be determined by the preceding annual meeting; and the place to be determined by the elected officers.

Special meetings may be called by the president at such time and place as he may deem it to be in the best interest of the association.

Seminars, if held, shall be held concurrently with the meetings of the Minnesota State Bar Association and the Association of District Judges, at a place to be determined by the elected officers.

Official calls to meetings and seminars shall be issued at least sixty (60) days prior to the meeting date by the president.

Business of the association may be transacted at any meeting where a quorum is present.

The executive committee shall have at least one annual meeting immediately preceding the convening of the annual meeting, and such other meetings as the chairman and elected officers deem advisable.

ARTICLE VII. QUORUM: A quorum shall consist of a minimum of thirty (30) per cent of the membership.

B Y - L A W S

1. All elections shall be by ballot.
2. Dues shall be determined by the vote of the association in annual session and shall be payable annually upon notice from the treasurer.

3. Special assessments may be made by vote of the membership at any meeting where a quorum is present.
4. Duties of the president:
 - a. to preside at all formal meetings of the association.
 - b. to appoint a Legislative Chairman and such other committees as are necessary to carry out the work of the association.
 - c. to issue official calls to meetings.
 - d. to approve vouchers and bills for payment of association funds.
 - e. to issue bulletins to member clerks as occasion arises and necessity dictates.
5. Duties of the first vice-president:
 - a. to preside at all formal meetings of the association in the absence of the president.
 - b. to assume the duties of the president upon resignation or death of the president.
6. Duties of the second vice-president:
 - a. to preside at all formal meetings of the association in the absence of the president and first vice-president.
 - b. to assume the duties of the first vice-president in the event of the resignation or death of the president.
7. Duties of the secretary:
 - a. to keep and record minutes of the formal sessions of the associations.
 - b. to carry on such correspondence and clerical work on behalf of the officers as requested.
8. Duties of the treasurer:
 - a. to collect dues from each county in the amount voted by the association.
 - b. to receive any other funds on behalf of the association.
 - c. to deposit the funds in a bank of the treasurer's choice, and to pay all accounts of the association upon presentation of approved billings.
 - d. to invest surplus funds or funds being held in the

treasury over a period of time, upon authorization of the association.

- e. to submit an interim treasurer's report at the seminar and an annual report at the annual meeting.
 - f. to provide a bond, the amount to be established by the executive committee; any premium on said bond to be paid from association funds.
9. Officers shall assume their respective duties upon the adjournment of the annual meeting at which they are elected.
10. This Constitution and its By-Laws may be amended at any meeting of the association, where a quorum is present, upon a majority vote of the assembled clerks.
11. The regular meetings of the association shall be conducted in conformance with Robert's Rules of Order.

The within Constitution and By-Laws amended and approved as amended this 16th day of June, 1971.

Joyce I. Blindt
Secretary