

**Bylaws of the  
Minnesota Association of Government Communicators  
(MAGC)**

**ARTICLE I. NAME AND LOCATION.**

The name of this association shall be the Minnesota Association of Government Communicators, hereinafter called MAGC.

The territorial jurisdiction of the organization shall be within the State of Minnesota.

**ARTICLE II. PURPOSE.**

The principal purpose of the MAGC shall be the advancement of communications as an essential professional resource at every level of federal, state and local government. To achieve this purpose, the MAGC will, among other things, seek to:

1. Unite those engaged in creating and disseminating information concerning government.
2. Establish and promote high standards of individual professionalism and public service.
3. Develop among government leaders and managers; business, professional, and other groups; and the public an awareness and understanding of the potentials, purposes and functions of professional communicators in fulfilling the public's right and need to be informed about government activities at every level. Basic to this concept is support of the professional communicator as an integral part of the decision- and policy-making process.
4. Establish, promote and sponsor opportunities for exchange of ideas and experiences through public meetings, exhibitions, conferences, workshops and formal courses of instruction.
5. Improve communication within government and between government and the public.
6. Sponsor awards recognizing achievement in improving professionalism among government communicators and in furthering the public's knowledge of government.

**ARTICLE III. MEMBERSHIP.**

**Section 1.** There shall be four categories of members of the MAGC: active, affiliate, student and honorary, all following the MAGC Code of Ethics (see Appendix A).

- ❑ **Active:** A person currently employed by federal, state or local government or a public school district in a position whose principal duty is in creating or disseminating information or illustrative materials in any medium to communicate with the agency’s internal or external publics or who directs or manages these activities.
- ❑ **Affiliate:** A non-government person who is engaged in communication or public relations functions whose professional activities enhance, further or support the objectives of the MAGC.
- ❑ **Student:** A post-secondary student who seeks a career in government communications or public administration.
- ❑ **Honorary:** Any person who, by majority vote of the MAGC Board of Directors is determined to have made a significant contribution to the advancement of the objectives of the MAGC.

**Section 2. Application for membership** shall be made to the MAGC on a form approved by the MAGC Board of Directors.

**Section 3. The right to vote and to hold office** in the MAGC shall be limited to active members who have been in good standing for a minimum of one year. All other privileges and obligations of membership shall be extended to all categories of members.

**Section 4. Membership dues** for the calendar year shall be set by the MAGC Board of Directors. Dues shall be payable to the MAGC Treasurer at the time of application and membership will run January 1 to December 31 of each year.

**ARTICLE IV. OFFICERS AND THEIR DUTIES.**

**Section 1. The Executive Officers** of the MAGC shall be President, Immediate Past President, President-Elect/Vice President, Treasurer, Secretary, Director of Membership, and three Directors At-Large. “Article VI. Nominations and Elections” will designate which officers shall be elected annually by mail ballot. These officers shall hold office for two (2) years, except the two Directors At-Large (whose terms will be one year) beginning on January 1, or until their successors are qualified and elected. No person shall be eligible to hold more than one MAGC office at the same time.

**Section 2. The President** shall be the chief executive officer and shall preside at all meetings of the MAGC and its Board of Directors. The President shall report on the status of the MAGC’s affairs at its meetings and shall be an ex-officio member of all committees except the Nominating Committee.

**Section 3. The Immediate Past President** shall serve as a mentor to the President and provide continuity for the Board of Directors.

**Section 4. The President-Elect/Vice President** shall, in the absence of the President, perform all the duties of the President, and other duties as may be assigned by the President.

**Section 5. The Treasurer** shall serve as the MAGC's fiscal policy officer and shall:

1. Have custody of all funds, securities, valuable financial papers and other financial assets of the MAGC.
2. Sign all notes, drafts and other orders for disbursement of funds. In the event the Treasurer is unavailable, the President and/or the Immediate Past President shall have the signature authority.
3. Provide and maintain full and complete records of all the assets and liabilities of the MAGC in accordance with the forms and procedures commonly accepted as good accounting administration.
4. Perform such other duties as customarily apply to the officer of treasurer or as may be directed to perform by the President.
5. Make available to its membership an annual financial report.

**Section 6. The Secretary** shall keep the minutes of all proceedings of the MAGC Board of Directors and other meetings of the general membership. The Secretary shall perform all other duties incident to this office and assigned by the President.

**Section 7. The Director of Membership** shall maintain membership records and engage in membership development and recruiting. The Director of Membership shall work with the Treasurer and maintain membership and mailing list.

## **ARTICLE V. BOARD OF DIRECTORS**

**Section 1. The MAGC Board of Directors** shall control all business and professional activities of the MAGC. It shall consist of the six (6) executive officers and three (3) directors-at-large.

**Section 2. Three Directors-at-Large** shall be elected for one (1) year, with the terms of office of these three directors beginning each year. These one-year directors shall be considered "officers in training" and shall be assigned duties by the Board as needed.

**Section 3.** For the purpose of organization, the MAGC Board of Directors shall meet in January of each year for the purpose of organization, appointment of committees and transaction of other business. Times and places of other regular meetings may be determined by the Board. Special meetings of the Board of Directors may be called by the President or at the written request of a majority of the Board. Only that business specified in the notice may be transacted at a special meeting.

**Section 4.** Each member of MAGC Board of Directors must be notified personally or by mail or e-mail at least five (5) days prior to any meeting of the Board.

**Section 5.** A quorum for all meetings of the MAGC Board of Directors shall consist of a majority of the directors.

**Section 6.** No elected officer of the MAGC shall be entitled to any salary or other compensation for services rendered. The Board of Directors may authorize budgets for an elected or appointed official, including committee chairpersons for expenses incurred in connection with the performance of assigned duties.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS.**

**Section 1. Elections** in odd-numbered years shall be held for President, Secretary and Director of Membership. Elections in even-numbered years shall be held for President-Elect/Vice President and Treasurer. Directors-at-large shall be elected each year.

**Section 2. Nominations** for MAGC officers shall be made by a nominating committee. Nominations may also be made by any MAGC member by October 1 by written notice to the Secretary, with assurance that the person or persons being nominated have agreed to such action. The President shall appoint a chairperson, with concurrence of the Board of Directors. The chairperson shall then select the nominating committee, which shall consist of three (3) active members, volunteers and the chairperson. Notice of the appointments shall appear in a letter or other notice issued in the first week of April, along with a notice that qualified members may announce for office individually and may use the MAGC's mailing list for campaign purposes at their own expense. The committee shall publish all nominations in a letter or other notice issued in the first week of October.

**Section 3. Election results** shall be given at, or prior to, the annual meeting. Voting shall be by a mail ballot.

**Section 4.** The MAGC Board of Directors shall appoint a tellers committee solely responsible for tallying ballots. Members of the tellers committee shall not serve on any other committee or hold any other office during their term. Members of the tellers committee may not run for office or elections while they are members of the tellers committee. They have a responsibility for tallying.

## **ARTICLE VII. COMMITTEES.**

**Section 1.** There shall be standing committees, responsible to MAGC Board of Directors for such functions as deemed appropriate by the Board. The Board may also create special committees for limited terms. Committees shall perform duties assigned to them by the President.

**Section 2.** The President shall appoint the chairpersons of all committees, with the concurrence of the Board of Directors.

**Section 3.** The chairperson of each standing or other committee shall prepare a report outlining committee activities for the term of office and shall submit in writing or give orally such reports to the Board of Directors at least thirty (30) days prior to the MAGC's annual meeting.

## **ARTICLE VIII. VACANCIES AND REMOVAL FROM OFFICE.**

**Section 1.** Any executive officers or director vacancy may be filled for the balance of the unexpired term by nomination and concurrence of the Board of Directors, except that the President-Elect/Vice President shall automatically fill a vacancy in the office of the President until the Board of Directors meets to elect a replacement for the President. Upon a vacancy in any other executive or director office, the Board of Directors shall elect from among themselves a replacement for whatever officer vacancy occurs. The Board of Directors shall then elect a replacement for the officer who was selected to fill the vacancy.

**Section 2.** Written petitions signed by at least twenty percent (20%) of MAGC members for removal of a MAGC executive officer(s) or member(s) of the Board of Directors must be submitted to the MAGC Secretary. If the MAGC Board of Directors, by a majority of those present for voting, vote to accept the petition for consideration, the executive officer or board member named in the petition will be granted an open hearing before the Board on the proposed removal. Following this hearing, a two-thirds (2/3) vote of the MAGC Board of Directors is required to remove the officer or board member from office. The officer or board member named in the petition is not eligible to vote on the petition for removal.

## **ARTICLE IX. MEETINGS.**

**Section 1.** There shall be an annual meeting of the MAGC in the last quarter of the calendar year at a time and place to be fixed by the Board of Directors for the purpose of reporting on the MAGC's activities during the calendar year and transacting other business. Written notice of the annual meeting shall be given by the Secretary to all members of the MAGC at least thirty (30) days prior to such meeting. The annual meeting will typically be held during the MAGC Fall Conference.

**Section 2.** Special meetings of the MAGC may be held upon call of the Board of Directors or by petition of twenty-five percent (25%) of the active members. Written notice of any special meeting shall be given by the Secretary to all MAGC members at least five (5) days prior to such meetings. A special meeting may act only on the matters for which the meeting was called.

## **ARTICLE X. AMENDMENTS.**

**Section 1. Amendments** or changes to these bylaws may be proposed by a simple majority vote of the MAGC Board of Directors or by written petition of twenty-five percent (25%) of the active members of the MAGC. Notice of the proposed changes shall be published thirty (30) days prior to issuance of a ballot. Ratification shall require a two-third (2/3) affirmative vote by active members voting by written ballot.

## **ARTICLE XI. DISSOLUTION.**

**Section 1.** Upon dissolution of the MAGC, all assets remaining after payment of liabilities shall be turned over to an appropriate charity or professional association as determined by the MAGC Board.

## **ARTICLE XII. MISCELLANEOUS.**

**Section 1.** All meetings shall be conducted according to Roberts Rules of Order, Revised, unless otherwise specified.

Section 2. These bylaws are adopted by the membership through mail ballot cast by the published deadline of October 1, 2005 during a re-organizational process.

Section 3. This is a true and complete copy. Upon ratification, these bylaws become effective January 1, 2006.

Section 4. These bylaws have been proposed for amendment during 2005, and, by procedures established, will be submitted for membership approval, with amendments to the original 1987 bylaws, and those unamended portions, taking effect January 1, 2006.