

Bylaws Of The Minnesota Professional Process Servers Association

Article I - Name

This Association shall be known as the Minnesota Professional Process Servers Association, hereinafter referred to as MNPPSA.

Article II - Purpose

To promote and upgrade the professional process serving industry through the following objectives:

1. Establishing and maintaining a personal, professional and ethical standard for the professional process service industry through the promulgation of Canons of Professional and Ethical Conduct for Professional Process Servers.
2. Improving relations between the professional process service industry, the legal community, the courts and the general public, locally, nationally and internationally.
3. Establishing and promulgating standards of practice for the professional process service industry.
4. Proposing and supporting any legislation and/or rule change that will benefit the professional process service industry.
5. Combating any legislation and/or rule change that may be detrimental to the professional process service industry.

Article III - Membership

1. Membership in the Association shall be open to all persons who have been directly or indirectly affiliated with the profession of process serving for a minimum of one year. Membership is approved on an individual basis and is not transferable.
2. All applications for membership must be completed in full on a form approved and provided by the Association. Each application must be accompanied by a copy of the applicant's driver's license and one year's annual dues. These funds shall be deposited in an account until the application is either approved or rejected. Applications, supporting documentation, and printouts of the searches done to verify accuracy of the application will be kept on file by the MNPPSA indefinitely. All records held by the MNPPSA will be kept confidential and only the status of the application and year of acceptance or rejection may ever be disseminated.
3. Classes of membership and requirements for membership shall be defined by majority vote of the membership.
4. Membership shall not be granted to any person who has been convicted of a crime involving moral turpitude unless such conviction has been officially pardoned or the record of same has been expunged, or a certificate of rehabilitation, or like equivalent, has been issued by an appropriate governmental agency. In addition, membership shall

not be granted to any applicant who has had their license, permit or right to serve process revoked by any issuing authority unless said revocation has been rescinded and the license, permit or right to serve process reinstated.

5. No person shall be denied membership because of race, color, religion, sex, sexual orientation or ethnic origin.
6. Membership may be suspended or terminated by the Board of Directors for violations of these bylaws and/or the Canons of Professional and Ethical Conduct for Professional Process Servers.
7. Termination of membership. Termination for non-payment of dues, or for violation of these bylaws or the Canons of Professional and Ethical Canons for Professional Process Servers, shall be effective on the date determined by the Board of Directors.

Article IV - Dues

1. The annual dues shall be determined by majority vote of the membership and shall remain in effect until changed.
2. The fiscal year entering the payment of dues shall be January 1st of the following year.

Article V - Election of Officers and Directors

1. The officers shall consist of a President, Vice President, Secretary/Treasurer, and two Directors. The officers shall be elected at the annual meeting of the association for a term of one year commencing on the first day following the election. One of the Directors will be the immediate past President, if there is no immediate past President, they are unable to serve, or if they're elected to another position then the second Director position is open to election.
2. Effective 1/1/2014 no member shall be eligible to be an officer or director until they have been a member for two years.
3. Officers shall be elected by majority vote of members present at the election meeting, which will be annually. Nominees receiving the highest plurality of votes will fill all seats in order of total votes received. Majority vote shall not be required. No proxies shall be allowed.
4. At no time shall more than three officers or directors be from the same agency.
5. No member shall hold the office of President for more than (2) consecutive terms.
6. A vacancy in any office shall be filled by the Board of Directors.
7. The Board of Directors of the Association shall consist of the officers noted in Sections 1 of this Article.

Article VI - Duties of Officers

1. The administration and management of the Association shall be controlled by the Board of Directors. They shall have the authority to do any and all things necessary for the administration of MNPPSA. Decisions shall be reached by majority vote of the Board of Directors.

2. The President shall preside at all meetings, shall make all appointments that are deemed necessary to run the Association and shall submit at the final meeting of the fiscal year an annual report describing programs and Board actions.
3. The Vice President shall perform the duties of the office of President whenever the President is unable to do so.
4. The Secretary / Treasurer shall perform the duties of the office of President whenever the Vice President is unable to do so.
5. The Secretary shall cause to be recorded the minutes of all Board meetings and conferences and shall be responsible for receiving and transferring all communication to the Association.
6. The Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Board. Shall be responsible for preparation of financial statements and presentation of these to the Board at each regular Board meeting; and shall submit written report to membership.
7. A petition; signed by signatures representing twenty (20) percent of total votes Eligible to vote at the time in the Association requesting the holding of an election for the purpose of recalling a member of the Board or any officer, may be filed at any time with Secretary. If recall is for the Secretary, the petition shall be filed with the President. After verification of the signatures, the President shall certify the petition and immediately direct a ballot by mail to each member. The ballot shall read as follows:

Shall (name of officer/director) be recalled? YES NO

A "Yes" vote shall be counted as for the recall and "No" vote shall be counted against the recall. Only members in good standing shall be entitled to vote at such election. Such a recall shall require two-thirds affirmative votes of executed ballots received by the Secretary or President with fifteen (15) days.

If the recall is successful, the Board shall fill the vacancy at the next meeting.

Article VII - Meetings

1. There shall be an annual meeting of the association held at which time, in addition to the conduct of regular business, the election of officers shall be held.
2. Meetings of the Board of Directors shall be called by the President. A Board meeting must be called within thirty (30) days if requested by any five (5) members of the Board, or if petitioned for by a majority of members. The voting membership shall be notified of all Board meetings. There shall be a minimum of four (4) Board meetings annually. A Board meeting can only be held with a quorum of three (3) Board members. Board meetings can be held in person or through the use of technology to meet virtually.
3. Special meetings of the Board may be held by teleconferencing.
4. Members shall be admitted to all meetings and conferences except executive sessions. Non-members may be admitted to general meetings and conferences unless disapproved by a majority of the members present. Only meetings involving personal

affairs of any individual may be held in executive sessions. Non-members will not be admitted to Board meetings.

5. The latest edition of Robert's Rules of Order shall govern the conduct of all meetings and elections.

Article VIII - Bylaw Amendments

1. Proposed bylaw amendments must be submitted to the Secretary sixty (60) days prior to the date of a conference and published to the membership not less than thirty (30) days prior to conference at which it will be voted on.
2. The bylaws may be amended or revised by an affirmative two-thirds (2/3) vote of the membership present at a conference.
3. Bylaw amendments or revisions may be acted upon only at the time published in the conference agenda unless a majority of the membership present at that time agrees to a later time for further action on them.
4. The bylaws may also be amended or revised by unanimous vote of the Board of Directors present.

Article IX - Standing Committees

1. There shall be the following standing committees of the association which shall be appointed annually by the President.
 - o There are no standing committees at this time

Article X - Founding Members

1. All members who apply prior to 12/31/2011 and are accepted will be considered to be the founding members of the MNPPSA
2. There are no special privileges and no special membership class for founding members.

Article XI - Voting by Proxy

1. Voting by proxy will be allowed except for the election of officers or meetings where two thirds (2/3) of the membership is present.
2. Final motions that would be submitted to the membership will be tabled. The Secretary will poll the entire membership using a suitable and expeditious method and the members will have seven (7) days at the minimum to respond and eight (8) at the maximum. For example if the Secretary emails all the members on a Monday 1/1 they would have until the day the Tuesday 1/9 to respond.