

MINNESOTA STATE UNIVERSITY, MANKATO  
ASSOCIATION OF ADMINISTRATIVE AND SERVICE FACULTY  
BYLAWS

ARTICLE ONE: DUTIES OF OFFICERS

1.01A DUTIES OF THE PRESIDENT ELECT: The president-elect shall begin his/her term in the second year of the presidency, with the goal of understanding the role and members' needs, and creating a smoother transition between leaders. The president elect shall serve as proxy for the president at the state level.

1.01B DUTIES OF THE PRESIDENT: The president shall preside at all meetings, and shall be responsible for conducting the affairs of this Association during the term of her/his office. The president shall solicit feedback from campus membership on statewide issues or concerns as needed, and shall solicit nominations from local campus membership for various statewide shared governance committees, work groups, etc. as necessary to represent the Association. The president shall work with the Legislative Affairs Chair to ensure representatives from the campus participate in lobbying and legislative efforts, and shall work with the Membership Chair to ensure representatives from the campus attend MSUAASF Delegate Assemblies. The president shall work with the Grievance Officer to ensure grievance and steward training is provided for the local campus as needed. Finally, the President shall mentor the president-elect in the second year of his/her term.

1.01C DUTIES OF THE IMMEDIATE PAST PRESIDENT: Following completion of his/her two (2) year term as president, the immediate past president shall advise the president and the Board and assume other duties as requested by the president for one (1) year. The past president shall review the constitution and bylaws with the Executive Board. In the absence of the other Board members, the immediate past president shall serve as president.

1.01D DUTIES OF THE VICE PRESIDENT: The vice president shall assume the duties of the president in the event of the absence of the president or in the case of the president's inability to fulfill her/his responsibilities. The vice president shall also coordinate Association committees.

1.01E DUTIES OF THE SECRETARY: The secretary shall keep an official and permanent record of all Association meetings and of business transacted at each, shall be responsible for Association communication to members, and shall provide notification to all members of any and all meetings of the Association, and shall keep the official membership list for the Association. In the absence of the president and vice president, the secretary shall serve as president.

1.01F DUTIES OF THE TREASURER: The treasurer shall be responsible for the collection, keeping and disbursement of all monies of the Association, and shall provide reports to the Association. The treasurer shall be responsible for providing a fiscal year financial statement to the president, and will serve as a non-voting ex officio member of the Campus Internal Audit Committee. In the absence of the president, vice president, and secretary; the treasurer shall serve as president.

1.01G DUTIES OF THE NEGOTIATOR: The chief negotiator shall serve as the representative at state negotiation meetings. The most recent past negotiator will serve as the alternate to state negotiation meetings if the chief negotiator is unable to attend. The negotiator shall provide members with periodic updates concerning the status of state-level contract negotiations.

## ARTICLE TWO: COMMITTEES

### 2.01 EXECUTIVE BOARD:

The Executive Board consists of the elected officers (president, vice president, president-elect, secretary, treasurer and immediate past-president). The Board can also include the negotiator, alternate negotiator, legislative liaison, chief steward, and the chair of the membership committee to more fully represent MSUAASF priorities at both local and state levels, and to ensure a diverse representation of perspectives. Only membership-elected officers will have voting rights on the Executive Board.

The president may call a special Executive Board meeting at any time for any appropriate matter of business. Special Executive Board meetings may be called by the president if at least one member of the Executive Board submits a written request to the president for such a meeting specifying in the written request the agenda of that meeting. The president may add other items to the agenda of a specially-requested meeting.

2.02 MEET AND CONFER: The Association will establish a committee, in accordance with contract requirements, which must include all elected officers and additional members in good standing to be mutually agreed upon by the University president, or her/his designee, and the Association Board to meet and confer with the University president or her/his designee(s) for the purpose of discussing local issues of mutual concern or interest. Such meetings shall be held at the request of either party. If a Meet and Confer member is unable to attend, it is that member's responsibility to arrange for a Meet and Confer alternate to attend the meeting.

The Association shall have the right to make policy recommendations including, but not limited to, the following areas: curriculum, evaluation of students, graduation requirements, admissions policies, budget planning and allocations, programs and program development, long-range planning, campus or System reorganization which directly affects terms and conditions of employment of any member(s) of the bargaining unit, and development of campus facilities and procedures for the selection of personnel.

2.03 NEGOTIATIONS COMMITTEE: This committee shall consist of a chief negotiator and at least one other member in good standing. The chief negotiator shall be elected to a two-year term at the election in each even-numbered year. The chief negotiator may also be an Association officer.

2.04 ELECTIONS AND NOMINATIONS COMMITTEE: This committee shall be responsible for conducting all candidate recruitment and election balloting, following procedure outlined in the Constitution. This committee shall be comprised of a chair and members in good standing appointed by the Board.

2.05 MEMBERSHIP COMMITTEE: This committee shall be responsible for providing information to all prospective Association members and to coordinate the recruitment and enrollment process of all new members. The committee shall consist of a chair, and other members as appointed by the Board.

2.06 GRIEVANCE COMMITTEE: This committee shall be responsible for processing grievances and for advising members on the grievance process. The committee shall consist of a chair, who shall be referred to as chief steward, and other members in good standing as appointed by the Board.

2.07 INTERNAL AUDIT COMMITTEE: This committee shall review the previous fiscal year's budget, itemized revenues, and itemized expenses by October 15. The committee shall be composed of no less than three (3) full-share MSUAASF members with one of those members being an elected officer. The treasurer shall serve as a non-voting ex officio member.

2.08 OTHER COMMITTEES: As deemed necessary or appropriate by the Association, other committees may be formed. Committee members will be appointed by the Association Board.

ARTICLE THREE: ADOPTION AND AMENDMENTS:

3.01 ADOPTION OF THESE BYLAWS: Bylaws consistent with the Constitution shall be in effect upon their approval by two-thirds of the members in good standing at a general membership meeting.

3.02 AMENDING THESE BYLAWS: Bylaws may be amended by two-thirds of the votes of members in good standing at a general membership meeting. Such amendment shall have been presented to members of the Association in writing at least 14 days prior to the membership meeting where voting occurs.

Approved at General Membership meeting – 11/6/2018