

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

ARTICLE ONE: NAME AND PURPOSE

- I.OJ NAME: The Name of this organization shall be Minnesota State University, Mankato Association of Administrative and Service Faculty, hereinafter called MSUAASF or the Association.
- 1.02 PURPOSE: The purpose of this organization shall be:
- A. to promote the welfare of administrative and service faculty;
  - B. to represent the local campus in state MSUAASF matters and participate in the bargaining negotiations and the meet and confer process on behalf of MSUAASF;
  - C. to encourage membership and active participation in MSUAASF;
  - D. to conduct appropriate MSUAASF meetings and elections;
  - E. to set policy and procedures;
  - F. to conduct day-to-day financial and organizational affairs of MSUAASF; and
  - G. to promote the exchange of information pertinent to both Association and professional interests.

ARTICLE TWO: MEMBERSHIP

- 2.01 ELIGIBILITY: Membership in MSUAASF shall be open to any person in a position designated in the bargaining unit as established by the Bureau of Mediation Services.
- 2.02 GOOD STANDING: Persons shall be considered in good standing when they have paid dues as set by the state and local chapters. A signed authorization to withhold dues via payroll deductions shall be considered a paid membership.

ARTICLE THREE: STRUCTURE

- 3.01 ORGANIZATION: The Association governing body shall be comprised of an executive board hereinafter referred to as the Board, consisting of president, vice president, secretary, treasurer and the immediate past president. This Board will conduct all necessary business between general membership meetings.
- 3.02 TERMS OF OFFICE: The president-elect shall be elected to serve a one (1) year term beginning on June 1 of each year, assume the office of president in the following year for a one (1) year term, and then conclude in an advisory role of past-president for a one (1) year term. The vice president, secretary and negotiator shall be elected to serve a two (2) year term beginning on June 1 of each even numbered year. The treasurer shall be elected to serve a two (2) year term beginning on June 1 of each odd numbered year. The president is limited to two (2) consecutive years in the office (two terms). The other officers: vice president, secretary, treasurer, and negotiator- are limited to four (4) consecutive years in a given office (two terms).
- 3.03 ELECTION OF OFFICERS: Upon the acceptance of the Constitution, all officers besides the president-elect, president, and past president, shall serve a two-year term as stated in this Constitution. For all elections, an Elections and Nominations Committee shall be appointed by the Board. This committee shall present candidates from among the members in good standing of this Association, and, if possible, twice as many candidates as officers to be elected. This
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committee shall also conduct the election and determine the outcome of same and shall publicize the results to all members. Every attempt must be made by the committee to find more than one (1) member to be on the ballot for each office. However, if there is only one (1) member on the ballot for a particular office, then no confidence will also be placed on the ballot. In the event that the votes for no confidence number more than the votes for the candidate listed on the ballot or for a write-in candidate, the election for that office(s) will be rerun. The election is to be held by May 15 of each year and shall be conducted by secret ballot.

3.04 RESIGNATION OF OFFICER OR INABILITY OF ELECTED OFFICER TO SERVE: In the event of resignation or inability to serve of any elected officer, the Board may appoint a member in good standing to serve out the unexpired term pending final approval at the next general membership meeting. In the event of resignation or inability to serve of the president, the president-elect or vice president (whoever has served in their current capacity the longest) will serve out the unexpired term of the president.

3.05 TEMPORARY VACANCY: In the event of a temporary vacancy (6 months or less) due to parental leave, sabbatical leave, etc., the Board may appoint a member in good standing to serve in the temporary vacant position for the time period. The duly elected officer would immediately resume his/her duties upon his/her return. In the event a temporary vacancy (6 months or less) of the president, the president-elect or vice president (whoever has served in their current capacity the longest) will serve.

3.06 REMOVAL OF OFFICERS: Officers of the Association may be submitted to a recall ballot upon the petition of the members which contains the signatures of one-third of all members in good standing as of the date of the petition. The recall petition may be submitted to the Board, which must see that the recall procedure is followed as stated herein:

- a. The Elections and Nominations Committee shall conduct a secret ballot of all members in good standing within fifteen (15) days of the receipt of the petition;
- b. Passage of the recall ballot shall require two-thirds of the members in good standing which shall be certified to the membership by the Elections and Nominations Committee at a special meeting to be held within ten (10) days;
- c. The removal shall be effective upon certification at the special meeting;
- d. A recalled president shall not serve on the Board as immediate past president.

#### ARTICLE FOUR: STATE BOARD OF DIRECTORS

4.01 STRUCTURE: Consistent with the State MSUAASF Constitution, the Minnesota State University, Mankato Association will be represented on the State MSUAASF Board of Directors by the president.

4.02 PROXY In the event that the president is unable to attend a meeting of the State Board of Directors, the president-elect will attend. If neither the president nor president-elect can attend, the president may appoint and certify a proxy to represent the Association at the meeting consistent with the State MSUAASF Constitution.

4.03 DUTIES: The representative to the State Board of Directors shall attend all meetings of that State Board, shall represent members of the Association at such State Board, shall provide reports of such State Board meetings at regular meetings of the Association, and shall perform other duties specified in the State MSUAASF Constitution.

#### ARTICLE FIVE: DUES

- 5.01 AMOUNT OF DUES: All members shall pay dues as levied by the State Association and the Teamsters.
- 5.02 SPECIAL ASSESSMENTS: Special assessments may be levied upon members in good standing and must be approved by a majority vote of the Association membership. Any vote on special assessments must take place at a regular or special general membership meeting with prior notice having been given.

#### ARTICLE SIX: TRANSACTIONS OF BUSINESS

- 6.01 GENERAL MEMBERSHIP MEETINGS: General membership meetings shall be held at least once each calendar quarter.
- 6.02 SPECIAL MEETINGS: The president may call a special meeting at any time for an appropriate matter of business. A special meeting must be called by the president if at least ten percent (10%) of the members in good standing submit a written request to the president for such a meeting, specifying in the written request the agenda of such a specially requested meeting.
- 6.03 QUORUM: A quorum for the transaction of business at any meeting shall consist of at least twenty-five percent (25%) of the members in good standing.
- 6.04 NOTIFICATION OF MEETING: All members in good standing shall receive written or electronic notice of any meeting, regular or special, indicating the probable agenda, at least one week prior to the date of the meeting.
- 6.05 MODES OF CONDUCTING BUSINESS: Business of the Association may be conducted in-person, through electronic meeting software (including but not limited to Zoom, Teams, email, etc.) and/or mail with clear communication of the chosen methods provided.
- 6.06 MODE OF VOTING AT MEETINGS: Normally, motions presented at meetings shall be voted upon by acclamation unless a motion for a secret ballot is made and passed by a majority of the members in good standing present at the meeting.
- 6.07 PARLIAMENTARY PROCEDURE: Robert's Rules of Order shall be the guide for all business meetings.

#### ARTICLE SEVEN: RELATIONSHIP TO STATE CONSTITUTION:

In circumstances where any clauses of the Constitution are in conflict with the State MSUAASF Constitution, the State MSUAASF Constitution prevails.

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ARTICLE EIGHT: ADOPTION AND AMENDMENTS:

- 8.01 ADOPTION OF THIS CONSTITUTION: This Constitution shall be in effect upon its approval through secret ballot by two-thirds of the members in good standing.
- 8.02 AMENDING THIS CONSTITUTION: This Constitution may be amended by two-thirds of the votes of members in good standing cast in an election conducted by the Elections and Nominations Committee. Such amendment shall have been presented to members of the Association in writing at least one week prior to the voting period.
- 8.03 FILING OF THE CONSTITUTION: A copy of this constitution, bylaws, and any amendments to it will be filed with the State Secretary as required by the State MSUAASF Constitution.

Effective December 18, 2024

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*Liz Steinborn-Gourley* President of the Association

*Jeff J. Guelin* Secretary of the Association