

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

ARTICLE ONE: NAME AND PURPOSE

- 1.01 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, vice president, secretary and treasurer shall be elected to serve a two (2) year term beginning on June 1 of each even numbered year. Officers are limited to four (4) consecutive years in a given office.
- 3.03 DUTIES OF THE OFFICERS:
- 3.03A 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.

- 3.03B 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.
- 3.03C 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. In the absence of the president and vice president, the secretary shall serve as president.
- 3.03D DUTIES OF THE TREASURER: The treasurer shall be responsible for the collection, keeping and disbursement of all monies of the Association, shall provide reports at each regular meeting of the Association, shall keep the official membership list for the Association and shall serve on the Membership Committee. 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.
- 3.03E DUTIES OF THE IMMEDIATE PAST PRESIDENT: The immediate past president shall advise the President and the Board and assume other duties as requested by the president. In the absence of the other Board members, the immediate past president shall serve as president.
- 3.04 ELECTION OF OFFICERS: Upon the acceptance of the Constitution, all officers 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 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 even numbered year and shall be conducted by secret ballot.
- 3.05 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.
- 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, and
- 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 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: COMMITTEES

- 5.01 MEET AND CONFER: The Association will establish a committee of nine (9) 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. 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. This committee shall consist of the Association Board and four (4) members appointed by the Board pending final approval at a general membership meeting.
- 5.02 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 annual election in each even-numbered year. The chief negotiator may also be an Association officer. Vacancies and recall will be subject to procedures as outlined for Board members in Article Three: Sections 4 and 5 (3.04 and 3.05).
- 5.03 ELECTIONS AND NOMINATIONS COMMITTEE: This committee shall be responsible for conducting all candidate recruitment and election balloting, following procedure outlined in this Constitution. This committee shall be comprised of a chair and members in good standing appointed by the Association Board.
- 5.04 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, the Association treasurer and other members as appointed by the Association Board.

- 5.05 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 Association Board.
- 5.06 INTERNAL AUDIT COMMITTEE: This committee shall review the previous fiscal year's budget, itemized revenues, and itemized expenses by October 1. 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.
- 5.07 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 SIX: DUES

- 6.01 AMOUNT OF DUES: All members shall pay dues as levied by the State Association and the Teamsters.
- 6.02 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 SEVEN: TRANSACTIONS OF BUSINESS

- 7.01 REGULAR MEETINGS: Regular meetings shall be held at least once each calendar quarter.
- 7.02 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 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.
- 7.03 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.
- 7.04 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.
- 7.05 EXTRAORDINARY CIRCUMSTANCES: In the event of extraordinary circumstances (as determined by the Association Board), business of this Association may be conducted by mail. In such a case, a quorum shall consist of twenty-five percent (25%) of the members in good standing.
- 7.06 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.

7.07 PARLIAMENTARY PROCEDURE: Robert's Rules of Order shall be the guide for all business meetings.

ARTICLE EIGHT: 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.

ARTICLE NINE: ADOPTION AND AMENDMENTS:

9.01 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.

9.02 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.

9.03 FILING OF THE CONSTITUTION: A copy of this constitution and any amendments to it will be filed with the State Secretary as required by the State MSUAASF Constitution.

Effective June 1, 2018

4-26-18 Approved this date

Jamie Van Boxel President of the Association

Rachel Tanquist Secretary of the Association

