

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, [president-elect](#), 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 odd numbered year, and then assume the office of president in the following even numbered year for a two \(2\) 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 \(one term\). 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 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 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 EXTRAORDINARY CIRCUMSTANCES: In the event of extraordinary circumstances (as determined by the Association Board), business of this Association may be conducted by mail, **including electronic communication**. In such a case, a quorum shall consist of twenty-five percent (25%) of the members in good standing.
- 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.

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 NEW DATE

Approved this date

President of the Association

Secretary of the Association

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

ARTICLE ONE: DUTIES OF OFFICERS

- 1.01 **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.
- 1.02 **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.
- 1.03 **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.
- 1.04 **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.
- 1.05 **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.
- 1.06 **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. The treasurer will work with the Social Committee to establish budget expectations for Committee's activities. In the absence of the president, vice president, and secretary; the treasurer shall serve as president.

- 1.07 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, the chair of the membership committee and an at-large member 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, [not to exceed 12 members](#), 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, the Association treasurer 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 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.
- 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.