

**Constitution and Bylaws**  
**Minnesota State University**  
**Association of Administrative & Service Faculty**  
**Of**  
**Winona State University**

**PART 1 – ARTICLES OF THE CONSTITUTION**

ARTICLE I – Name and Affiliation

Section 1. Name

This organization shall be known as the Association of Administrative and Service Faculty of Winona State University (hereinafter called the Winona Chapter). It shall be considered a Chapter of the Minnesota State University Association of Administrative and Service Faculty.

Section 2. Affiliations

The Winona Chapter may not become a party to any merger or affiliation with any professional employee union or group except if approved by majority vote of the State Board of Directors and subsequent ratification by local chapters.

ARTICLE II - Purpose

The main purpose of this organization shall be to promote the welfare of the administrative and service faculty of Winona State University. The second purpose is to cooperate with the other Minnesota State University campuses via the ASF organization to achieve common goals in the area of employment conditions. The third purpose is to improve the quality of education and educational services at Winona State University.

ARTICLE III - Membership

Section 1. 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.

Section 2. Good Standing

Persons shall be considered in good standing when they have paid membership dues as set by the state and local chapters. A signed authorization to withhold dues via payroll deductions on file in the Minnesota Teamsters office shall be considered a paid membership.

## ARTICLE IV – Organizational Structure

### Section 1. Names of Officers

The officers of the Winona Chapter shall be: President, President-Elect, Vice-President, Secretary, Treasurer, Past President, Membership Coordinator, Representative to the State MSUAASF Negotiations Committee, and Representative to the State MSUAASF Legislative Affairs Committee. They shall be elected by the general membership and have the powers and the duties specified in the Bylaws.

### Section 2. Committees

The Winona Chapter shall be comprised of the following committees: Executive Committee, Meet & Confer Committee, Audit Committee, Membership Committee, and Nominating Committee. These committees shall act for the Winona Chapter in accordance with the Bylaws.

Special committees may be established by the Board or Executive Committee as needed. Their composition and functions shall be specified when established.

## ARTICLE V –Meetings and Transaction of Business

### Section 1. Regular Meeting

Regular monthly meetings of the Winona Chapter shall be held once each month except June. A specific schedule of regular meetings shall be determined by the President and Secretary and shall be established for the entire academic year each June, then sent out to all members in good standing by the Secretary.

### Section 2. Special Meetings

The President may call a special meeting at any time for any appropriate matter of business. A special meeting may be called by the President if at least one of the members in good standing submits a written request to the President for such a meeting specifying in the written request the agenda for that meeting. The President may add other items to the agenda at such a specially-requested meeting.

### Section 3 - Quorum

The quorum for the transaction of business at any meeting shall consist of at least 15 members in good standing.

### Section 4. Notification of Meeting

The President-Elect shall distribute to all members in good standing of the Winona Chapter a written notice of any meeting, regular or special, indicating the probable agenda, prior to the scheduled meeting.

## Section 5. Extraordinary Circumstances

As determined by the President and/or the Executive Committee, the Committee may conduct business of the Winona Chapter by mail, email, online surveys or over the phone. Quorum requirements shall not be waived in these circumstances.

## Section 6. Mode of Voting at Meetings

Normally, motions presented at a meeting 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.

## Section 7. Parliamentary Procedure

Roberts Rules of Order shall be the guide for all business meetings.

## ARTICLE VI -Adoption and Amendments to this Constitution

### Section 1. Adoption of this Constitution

This constitution shall be in effect upon its approval by a majority of eligible members in attendance at a regularly scheduled meeting.

### Section 2. Amending this Constitution

This constitution may be amended by a two-thirds majority of the votes of members in good standing cast at a regularly scheduled meeting. Such amendments shall have been presented in writing to members in good standing of the Winona Chapter at least 14 (fourteen) days prior to the regularly scheduled meeting.

## **PART 2 - BYLAWS**

### CHAPTER 1 – Dues

#### Section 1. Initial Membership Fee

The Winona Chapter shall pay initial membership fees for any employee assigned to the MSUAASF bargaining unit who chooses to become a member in good standing.

#### Section 2. Determining the Amount of Dues

Dues are assessed to all full share members as established by the International Brotherhood of Teamsters Local 320 in compliance with the Teamsters International Constitution and Bylaws.

### Section 3. Special Assessments

Special assessments may be levied upon members in good standing of the Winona Chapter by majority vote of the members in good standing present at any regular or special meeting where a motion to that effect is presented.

## CHAPTER 2 - Election of Officers

### Section 1. Nominations

A Nominating Committee consisting of the immediate Past President (Chair) and two members in good standing shall be elected by the membership at the regular Chapter meeting in March and shall present a slate of candidates from among members in good standing of the Winona Chapter at the regular April meeting. Another member in good standing shall be elected to the Nominating Committee in case the immediate Past President runs for another elected position.

### Section 2. Elections

All officers, a member in good standing to serve on the Meet & Confer Committee, and an alternative Representative to the State MSUAASF Negotiations Committee shall be elected upon receiving the majority vote of those members in good standing casting such ballots at the regular April meeting. Elections shall be by secret ballot. If candidates are running unopposed, members shall have the opportunity to cast a vote of non-confidence.

### Section 3. Officer Terms

Subsection 1. Terms of office will commence on June 1.

Subsection 2. The term lengths for President, President-Elect, and Past President shall be one year. The term lengths for Vice President, Secretary, Treasurer, Membership Coordinator, Representative to the State MSUAASF Negotiations Committee, Representative to the state MSUAASF Legislative Affairs Committee, and the Meet & Confer Member-at-Large shall be two years, occurring on the even years.

### Section 4. Resignation of Officer or Inability of Elected Officer to Serve

Subsection 1. The President-Elect shall assume the duties of the President and complete the President's term of office in the case of the President's inability to fulfill their responsibilities or in the case of the resignation of the President. The Past President shall assume the duties of the President in the event of the absence of the

President and President-Elect; in the case of the President's and President-Elect's inability to fulfill their responsibilities; or in the case of the resignation of the President and President-Elect. The Vice President shall assume the duties of the President in the event of the absence of the President, President-Elect, and Past President; in the case of the President's and President-Elect's, and Past President's inability to fulfill their responsibilities; or in the case of the resignation of the President, President-Elect, and Past President. The Secretary shall assume the duties of the President in the event of the absence of the President, President-Elect, Past President, and Vice President; in the case of the President's, President-Elect's, and Past President's, and Vice President's inability to fulfill their responsibilities; or in the case of the resignation of the President, President-Elect, Past President, and Vice President. The Treasurer shall assume the duties of the President in the event of the absences of the President, President-Elect, Past President, Vice President, and Secretary; in the case of the President's, President-Elect's, Past President's, Vice President's, and Secretary's inability to fulfill their responsibilities; or in the case of the resignation of the President, President-Elect, Past President, Vice President, and Secretary. The Membership Coordinator shall assume the duties of the President in the event of the absences of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer; in the case of the President's, President-Elect's, Past President's, Vice President's, Secretary's and Treasurer's inability to fulfill their responsibilities; or in the case of the resignation of the President, President, Past President, Vice President, Secretary, and Treasurer.

Subsection 2. In the event of resignation or inability to complete the term of office of any elected officer except the President, the Executive Committee shall nominate member(s) in good standing to be elected to serve out the unexpired term(s) and conduct an election at a regularly scheduled meeting as soon as feasible. Elections shall be by secret ballot. If candidates are running unopposed, members shall have the opportunity to cast a vote of non-confidence.

Subsection 3. In the event of temporary inability to serve of any elected officer except the President, the Executive Committee shall appoint member(s) in good standing to serve in the interim.

## Section 5. Removal of Officers

Officers may be subject to recall upon submission to the Executive Committee of a petition signed by one-third of the members of good standing. A secret ballot on the petition shall be conducted within 10 business days. The results shall be tabulated at specially scheduled meeting of the general membership. Passage of the ballot shall require a two-thirds majority of the members in good standing. Removal shall be effective immediately. A recalled officer will not be eligible to serve as an officer in any capacity, as a member of the Meet & Confer Committee, or as an Alternative Negotiations Representative for five years from the time they were removed from office.

## CHAPTER 3 - Duties of Officers

## Section 1: Duties of President

### A. Local Chapter Duties

1. Preside over all membership meetings, meet and confer, executive meeting and any special meetings/retreats. Must establish annual meeting schedule with Secretary and provide proper notification to members.
2. Responsible for conducting all the affairs of the Winona Chapter during the term of office.
3. Meet monthly with Human Resources.
4. Meet monthly with President, designated Vice President, and CHRO.
5. Solicit volunteers to serve on search committees, make appoints, sign search forms. Consult with executive board when there are more volunteers than needed.
6. Coordinate the distribution of professional development funds with WSU budget office.

### B. State ASF Duties

1. Serve on the State Board of Directors and the State Meet & Confer Team.
2. Vote on Association matters on behalf of the local campus membership.
3. Communicate with local memberships in a timely manner regarding information passed on from the State Board of Directors, State Board meetings, State Meet & Confer meetings, Exclusive representative Local 320, etc..
4. Solicit feedback from campus membership on statewide issues/concerns as needed.
5. Solicit nominations from local campus membership for various statewide shared governance committees, work groups, etc. as necessary to represent the Association.
6. Work with the Legislative Affairs Chair to ensure representatives from the campus participate in lobbying and legislative efforts.
7. Work with the Membership Chair to ensure representatives from the campus attend the MSUAASF Delegate Assemblies.
8. Work with the Grievance Officer to ensure grievance and steward training is provided for the local campus membership as needed.
9. Be responsible for ensuring the reporting of fiscal year financial statement for each campus and confirmation of full share members.

## Section 2. Duties of the President -Elect

The President-Elect shall assume the duties of the President in the event of the absence of the President, in the case of the President's inability to fulfill his/her responsibilities, or in the case of the resignation of the President. The President-Elect shall solicit volunteers to serve on All-University Committees and University-wide Task Forces and make appointments, in consultation with the Executive Committee when there are more volunteers than vacancies. The President-Elect shall create agendas for

Membership and Meet & Confer meetings and provide to President at least 4 days prior to the scheduled meeting. The President -Elect shall meet monthly with Human Resources. The President-Elect shall meet monthly with President, designated Vice President, and CHRO.

### Section 3. Duties of the Vice President

The Vice President shall serve on the Campus Evaluation Committee. The Vice President shall notify and promote, serve as the official contact for, and keep record of the Professional Improvement Funds, Special Initiative Award, and Sabbatical processes and the recipients of each.

### Section 4. Duties of the Secretary

The Secretary shall establish annual meeting schedule with President, make all arrangements for meeting rooms, shall keep records of all official Membership and Meet and Confer meetings, and shall distribute minutes of official membership and Meet & Confer meetings via email to members in good standing as well as the Winona Chapter's website. The Secretary shall also maintain the local MSUAASF Winona Chapter website which shall include email lists members in good standing and list details of all Special Initiative Awards granted.

### Section 5. Duties of the Treasurer

The Treasurer shall record all money transactions, shall arrange for meeting refreshments and food, shall recognize retiring Winona Chapter members in good standing. The Treasurer will provide the audit committee all necessary information to perform the audit.

### Section 6. Duties of Past President

The immediate Past President shall advise the Executive Committee, shall serve as the Winona Chapter grievance officer to represent a member and or the membership in the resolution of a grievance, shall represent the Winona Chapter on the state MSUAASF Grievance Committee, shall serve on the local MSUAASF Excellence in Service Selection Committee, and shall chair the Winona Chapter's Nominating Committee unless running for another elected position in the subsequent term.

### Section 7. Duties of the Representative to the State MSUAASF Negotiations Committee

The representative to the state MSUAASF Negotiations Committee, in conjunction with representatives from other MSUAASF campus associations, shall represent the interests of members of the Winona Chapter in collective bargaining with the employer. S/he shall regularly report on the progress of negotiations while they are being conducted. An Alternative Representative to the State MSUAASF Negotiations

Committee shall also be elected and shall assume the duties of the Representative in the event of the absence of the Representative, in the case of the Representative's inability to fulfill his/her responsibilities, or in the case of the resignation of the Representative.

#### Section 8. Duties of the Representative to the state MSUAASF Legislative Affairs Committee

The representative to the State MSUAASF Legislative Affairs Committee shall represent the interests of the members of the Winona Chapter in the development of state MSUAASF positions on proposals before the legislature, and shall organize campus association efforts to influence legislation.

#### Section 9. Duties of the Membership Coordinator

The Membership Coordinator shall meet with candidates interviewed by search committees to provide information on the Winona Chapter and entry-level salary determinations; encourage eligible persons to become members in good standing of the MSUAASF Chapter; Chair the local Membership Committee; and represent the Winona Chapter on the State MSUAASF Membership Concerns Committee.

### CHAPTER 4 - Committee Structure

#### Section 1. Duties of the Executive Committee

The Executive Committee shall be comprised of the President, President-Elect, Vice President, Past President, Secretary, Treasurer, Legislative Affairs Representative, Negotiations Representative and Membership Coordinator. The Executive Committee contributes to agendas for regular MSUAASF meetings, shall attend all Membership and Meet and Confer meetings, shall be available for special meetings called by the MSUAASF President, and shall assist the MSUAASF President in conducting the business of the membership between regular meetings.

##### Subsection 1a. Special Executive Committee Meetings

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

#### Section 2. Meet & Confer Committee

The Meet and Confer team shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, Past President, Legislative Representative, Negotiations Representative, Membership Coordinator, and at least one other member in good standing of the organization.

### Section 3. Nominating Committee

A Nominating Committee consisting of the immediate Past President (Chair) and two members in good standing shall be elected by the membership at the regular Chapter meeting in March of every two even years and shall present a slate of candidates from among members in good standing of the Winona Chapter at the regular May meeting of every two even years. Another member in good standing shall be elected to the Nominating Committee in case the immediate Past President runs for another election position.

### Section 4. Audit Committee

The Audit Committee shall be composed of 2 or more members in good standing appointed annually by the September membership meeting by President and confirmed by the executive committee. The committee shall meet at least one time annually in early October to review financial statements provided by the Treasurer. Findings will be communicated to the State Board.

### Section 4. Membership Committee

The Membership Committee shall be composed of the Membership Coordinator and 2 or more members in good standing appointed annually by the September Membership meeting and confirmed by the Executive Committee. The committee shall meet at least one time monthly to plan and coordinate membership recruitment and development.

### Section 5 4. Other Committees

As deemed necessary or appropriate by the Winona Chapter, other committees may be formed. Committee members will be appointed by the Executive Committee.

## CHAPTER 5 - Members' Responsibilities

Section 1. Members shall notify and confer with the President prior to entering into negotiations with Human Resources to create Memos of Agreement or Letters of Understanding. The President shall be authorized to sign any such Memos of Agreement or Letters of Understanding upon the approval of a majority of the members of the Executive Committee.

Section 2. Members shall notify and confer with the Vice President prior to submitting position descriptions to Human Resources for consideration by the Campus Evaluation Committee.

Section 3. Members serving on Search Committees for MSUAASF positions shall ensure candidates scheduled for on-campus interviews have an opportunity to meet with a representative from the Membership to receive information on the Winona Chapter and salary determinations.

## CHAPTER 6 – State Board of Directors

### Section 1. Structure

Consistent with the State MSUAASF Constitution, the Winona Chapter will be represented on the State MSUAASF Board of Directors by the President.

### Section 2. 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 Winona Chapter at the meeting consistent with the State MSUAASF Constitution.

### Section 3. Duties

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

## CHAPTER 7 - Adoption and Amendments to the Bylaws

### Section 1. Adoption of these Bylaws

These bylaws shall be in effect upon their approval by a majority of eligible members in attendance at a regularly scheduled meeting.

### Section 2. Amending these Bylaws

These bylaws may be amended by a majority of the votes of members in good standing cast at a regularly scheduled meeting. Such amendments shall have been presented in writing to members in good standing of the Winona Chapter at least fourteen (14) days prior to the regular scheduled meeting.

## **AMENDMENTS**

The following amendment describing the distribution and management of professional development funds and professional improvement funds was passed by the MSUAASF general membership at the monthly membership meeting on December 7, 2010.

### AMENDMENT I: Distribution and Management of Professional Development Funds

Principles: The MSUAASF contract allocates Professional Development (PD) funds based on the FTE number of MSUAASF employees on local campuses. PD funds

distributed locally to an individual MSUAASF member are to be used at the discretion of the individual, in accord with contractual provisions. Any funds allocated to an individual remain under their control for the duration of their continuing employment as a Winona State University MSUAASF employee.

Distribution: PD funds received from the contractual allocation are distributed to local members based on employment status as of July 1. (Note: See exception under balance limit.)

Allocation: A MSUAASF employee employed full-time (FTE of .75 or greater) receives a full share. A MSUAASF employee employed 0.51 to 0.74 time receives a  $\frac{3}{4}$  share. A MSUAASF employee employed 0.25 to 0.50 time receives a  $\frac{1}{2}$  share.

Balance limit: Each September the MSUAASF President shall review PD funds account balances and by September 30 shall notify individuals who have a balance of PD funds greater than \$4,000 that funds in excess of \$4,000 must be expended by the end of the FY to be eligible to receive funds at the next scheduled distribution of the contractual allocation.

Each May, the MSUAASF President shall review updated PD funds account balances and by May 30 shall notify individuals who have a balance of PD funds greater than \$4,000 that those individuals with funds in excess of \$4,000 as of June 30 will not be eligible to receive funds at the next scheduled distribution of the contractual allocation.

On July 1, the MSUAASF President shall request the campus Budget Director to verify the current PD funds account balances. Those individuals who have not expended funds in excess of \$4,000 will not be eligible to receive additional PD funds at the next scheduled distribution of the contractual allocation unless they submits an email to the MSUAASF President containing a specific plan to spend down their funds below \$4,000. The Executive Committee will determine if the plan is acceptable. Individuals may choose to return excess funds to be re-distributed to the general membership.

Transferring employee: A MSUAASF member from one department transferring to another MSUAASF position in another department retains control of any PD funds previously allocated to them.

Transfers to other MSUAASF employees: A MSUAASF employee may choose to pay the current professional development expenses of another MSUAASF employee, however they may not transfer funds to another employee to be used for future not currently incurred obligations.

Terminating employee: Once a formal notification of separation is agreed upon with management, the MSUAASF employee's PDF account will be available only for their own use and funds may not be transferred to other MSUAASF employees. As of the date of termination, the balance of PDF funds available to the terminating MSUAASF member shall be recouped by the MSUAASF President to be transferred to a

MSUAASF PDF funds holding account for distribution to all eligible MSUAASF members at the next scheduled distribution of the contractual allocation.

Professional Improvements Funds: Professional Improvement Funds (PIF) shall be awarded through an application process. There will be two application rounds for the distribution of PIFs each FY. At least 50% of the total available will be reserved for distribution during the second round of applications.

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Constitution and bylaws revised and adopted June 3, 2003.

Amended 2/8/11.

The following amendment was made on May 4, 2010.

Article V – Meeting and Business, Section 3 was amended from “The quorum for the transaction of business at any meeting shall consist of at least 25% of the members in good standing” to “The quorum for the transaction of business at any meeting shall consist of at least 15 members in good standing.”

The Constitution (Article IV, Section 1) and bylaws (Chapter 2, Section 4, Subsection 1 and Chapter 2, Section 4, Subsections 3, 4 and 10) were amended on November 1, 2011 to split the single Secretary/Treasurer position into two separate positions.