The recodification of the IFO Operating Procedures was adopted by the IFO Board on January 10, 1997.

Last revised on April 1, 2011.

Bold typeface connotes text from the Constitution.

Chapters 17, 18, and 19 pertain to matters beyond the Constitution.
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CHAPTER I: NAME

A. Name

1. The name of this organization shall be the Inter Faculty Organization of the Minnesota State Universities (IFO).

2. The organization shall be composed of faculty members of the Minnesota State Universities of the Minnesota State Colleges and Universities (MnSCU).

CHAPTER II: PURPOSE

A. Purpose

1. The purpose of this organization shall be to promote the welfare of the faculties of the Minnesota State Universities and to improve public higher education through such activities as faculty participation in the governance of the Minnesota State Universities and the Minnesota State Colleges and Universities (MnSCU).

CHAPTER III: STRUCTURE

A. Structure

B. Delegate Assembly

1. There shall be two forms of the Delegate Assembly, General and Interim.

   a. The General Delegate Assembly (GDA) shall have the authority to establish policies, approve budgets, and review actions of the IFO Board of Directors.

   b. Interim Delegate Assemblies are called, as needed, at the discretion of the Board by a simple majority vote.

   c. Chapter XI C.2.a. also provides for calling a special session of the GDA on petition of at least 20 percent of the membership.

C. Board of Directors

1. Subject to Section 1 of this article, the managing Board of this organization shall be the IFO Board of Directors. The IFO Board of Directors shall have full power to act for the IFO when the Delegate Assembly is not in session.

D. Local Faculty Associations
1. Members of the IFO shall also be members of the local component university association established by the IFO and referred to as a State University Faculty Association.

E. IFO Operating Procedures (OP)

1. The IFO Operating Procedures shall be established by the Delegate Assembly or the IFO Board of Directors when the Delegate Assembly is not in session. Such procedures may be augmented, revoked or amended in a similar manner.

   a. Unless otherwise provided, such action shall require a majority vote of a quorum.

   b. When an Operating Procedure requires a two-thirds majority of the Board or GDA for adoption, it shall also require a two-thirds majority for modification or deletion.

2. The IFO Operating Procedures shall be kept current and maintained at the IFO office, with copies available upon request.

3. The Executive Committee shall review the Operating Procedures annually and report to the Board of Directors.

4. The IFO Board of Directors requires a first and second reading of all IFO Operating Procedure changes. A vote may be taken after the second reading occurs to accept/reject the change and a final vote may occur at the same meeting. If a majority of the Board determines that quick action is needed on an item, this rule can be suspended. [Board 2/27/09]

[Chapter III revised per Board Motion 9/15/06].

CHAPTER IV: MEMBERSHIP

A. Membership

1. The membership of the Inter Faculty Organization shall consist of the faculty of the Minnesota State Universities who are eligible under the appropriate legislation and the Bureau of Mediation Services unit determinations, and who pay assessed dues.

   a. All State University faculty who are included in the IFO bargaining unit and are subject to any Collective Bargaining Agreement entered into between the IFO and MnSCU are eligible for membership.

   b. Faculty may choose to be members of the IFO by applying for membership and agreeing to pay dues (sometimes referred to as full dues). Only faculty who pay IFO dues are members. Faculty who pay the fair share fee are not members of the IFO.

   c. Faculty who are not members shall be assessed fair share fees and shall not have all the rights of IFO members.
d. Economic services provided through the IFO shall be available to members only.

2. Application for Membership
   a. Local Associations shall be provided with membership applications by the IFO office.
   b. Non-members may apply for membership at any time. If the completed application is received by the Faculty Association on or before the day of a scheduled vote, the new member shall be permitted to vote.

3. Continuing Membership
   a. Membership is continuing in nature until termination of employment or resignation of membership. Upon re-employment, membership shall be automatically reactivated.

4. Resignation of Membership
   a. A resignation of membership must be received prior to September 1, to be effective for the fiscal year. A resignation received after September 1 of any membership year shall not become effective until the following July 1.

5. Recruitment
   a. A membership drive shall be conducted in March and April, and among new and returning faculty during fall semester. [Board motion 9/19/03]

B. Membership in Affiliate Organizations
   1. The Board may propose affiliation or termination of affiliation with other organizations.
   2. Approval of such proposals shall require a majority of all IFO members voting by secret ballot. Approval also requires majority affirmative votes at a majority of all campuses voting. [Membership 4/8/08]

C. Suspension of Membership
   1. Membership in this organization may be suspended by a majority vote of the IFO Board for actions contrary to the best interests of the organization after a procedure that provides due process.
   a. Procedure
      a1. A proposal to suspend membership must be filed in writing with the IFO President. The proposal must include the basis for suspension.
a2. The member about whom the suspension proposal has been filed shall be given a copy of the proposal and given the opportunity to provide a response.

a3. The President shall review the proposal and response with the Executive Committee.

a4. With the agreement of at least three members of the EC, the proposal shall be placed upon the agenda of the next Board meeting.

a5. The written proposal and the member’s written response shall be provided to the members of the Board in advance of the Board meeting.

a6. The maker of the proposal for suspension and the member whose suspension is under consideration shall be invited to appear at the Board meeting.

a7. By majority vote, the Board may then act to suspend the member. The Board’s determination of what constitutes actions contrary to the best interests of the organization shall be final.

D. Dues and Financial Procedures

1. Dues and other financial procedures shall be established by the IFO Board or IFO Delegate Assembly in accordance with the IFO Operating Procedures. [Membership 4/8/08]

2. Dues and fair share fees shall be set annually in conjunction with the adoption of the IFO budget.

3. Membership dues for full-time faculty members shall ordinarily be collected by payroll deduction in 16 equal portions beginning in September and continuing through 16 pay periods. [Board Motion 4/21/06]

4. Fair share fee

   a. The fair share fee shall be set at eighty-five (85) percent of the membership dues.

   b. Fair share fees for full-time non-members shall ordinarily be collected by payroll deduction in 16 equal portions beginning in September and continuing through 16 pay periods. [Board Motion 4/21/06]

   c. In a timely manner, as required by law, the IFO Office shall notify full-time, part-time, and adjunct non-members of IFO’s intent and its procedures for collecting fair share fees.

5. Upon receipt by the IFO Office of notice from MnSCU of the employment of adjunct or part-time faculty during the year, the IFO Office shall notify said faculty of membership dues, fair share fees, and IFO’s procedures for collecting fees as required by law.

6. Annually, the IFO Office shall publish an explanation of IFO dues and fair share fees and the benefits to be realized from membership.
7. At the beginning of each academic year, the IFO Office shall inform all members and non-members that they may choose to pay dues or fair share fees with a single payment. The IFO Office shall set the date by which this payment must be made.

E. Membership Records

1. IFO membership records shall be considered confidential information and shall be released or made available only at the direction of the Board.

2. Regularly, the IFO Office shall provide each local Association president and local Association membership chair an updated list of members and non-members, to be used for official IFO and Association business.

[Chapter IV revised per Board Motion 9/15/06].

CHAPTER V: OFFICERS AND STAFF

A. Officers and Staff

B. Officers

1. The officers of this organization shall be the president, the vice-president, the secretary, and the treasurer. [Membership 4/8/08]

C. The Executive Committee (EC)

1. The Executive Committee shall be the President of the IFO and the presidents of the local Faculty Associations.

   a. A local Association Vice President may substitute for a local Association President. In the event that a Vice President is not available to substitute for a local Association President, the Executive Committee of the local Association may designate a representative to the IFO Executive Committee with advance notice given to the IFO President. [Membership 4/8/08]

2. If the IFO Treasurer is not a local Faculty Association President, he/she shall sit as an ex officio, non-voting member of the EC.

D. Appointed Personnel

1. The IFO Board of Directors or its designees shall hire and retain appropriate staff, ancillary personnel, or independent contractors. [Membership 4/8/08]

2. Position Descriptions

   a. Position descriptions shall be kept on file at the IFO Office.
b. Initial position descriptions for staff members shall be approved by the Board.

c. The Board shall review each staff member’s position description every two years to reconcile differences between the existing description, actual duties and needs of the organization. The review shall take place in the second year of the President’s term.

3. Staff salaries, benefits, and personnel policies shall be contained in written contracts between the staff and the IFO.

4. All local secretaries shall be paid directly from the IFO office and shall be insured under the IFO’s Workers’ Compensation Policy, with those working half time, or more, being treated as regular IFO employees and subject to the terms and conditions of the IFO Staff Contract. [Board Motion 9/18/97 and 10/23/03].

5. For accounting and IRS purposes, IFO staff shall be treated as accountable employees.

6. Staff members shall provide prior notice of a campus visit to the FA president.

7. Staff positions shall be approved by the Board. A list of these positions and their related job descriptions shall be contained in appendix A.

8. Academic Affairs Coordinators (AAC)

The AACs shall serve as the IFO representatives on academic matters within the State Universities and MnSCU. The AACs shall serve as the IFO liaisons to the Academic Affairs Committee, attend and report upon system wide meetings relating to academic matters at the direction of the IFO President, and recommend IFO positions on academic issues to the IFO Board and its committees.

The Board may appoint two Academic Affairs Coordinators to staggered two-year terms.

The AACs shall be faculty members in the bargaining unit and shall be appointed by the Board no later than the last Board meeting of the calendar year. The appointment shall be for the succeeding two fiscal years. The terms of appointment of the AACs shall be staggered such that a new AAC is (re)appointed each year. Each AAC appointment may be renewed once by the Board. If the incumbent AAC wants to seek the position beyond a single two-year renewal by the Board, that faculty member may submit materials and be considered in the pool of candidates solicited for the position. The Board may authorize up to 12 credit hours of reassigned time for each fiscal year for each AAC position. If a faculty member serves as AAC during his/her sabbatical, the Board may authorize payment of up to 60 duty days salary in lieu of reassigned time. [Board 12/8/00] [Board 1/29/03] [Board 3/25/04] [Board 2/8/08]

9. Faculty Association Employees
a. No Faculty Association may employ a local staff person for 800 or more hours in a fiscal year without specific approval for the position from the Board of Directors. Such local staff, so authorized, shall be subject to the IFOSA contact. Their daily supervision and their evaluation shall be the responsibility of the FA President on the campus. A copy of the signed review shall be forwarded to the IFO office for inclusion in the employee’s official personnel file which shall be maintained in the state IFO office.

b. Faculty Associations may hire employees for fewer than 800 hours per fiscal year subject to compliance with IFO office personnel policies.

c. All Faculty Association employees on the campuses are employees of the IFO.

[Chapter V revised per Board Motion 9/15/06].

CHAPTER VI: ELECTIONS AND TERMS OF OFFICE

A. Elections and Terms of Office

B. President

1. The President of the Inter Faculty Organization shall be elected by a secret ballot of the membership during April of even-numbered years.

2. The President shall serve a term beginning in July of even-numbered years and continuing two full years and until an elected successor takes office. [Membership 4/8/08]

3. The President may not serve more than two consecutive terms in office.

4. Presidential Election

   a. At the second Board meeting in the fall semester in odd-numbered calendar years, the Board shall select three Board members, no more than one from any one campus, to serve as the nominating committee for the election of the president. The nominating committee shall nominate candidate(s) for president and shall report to the Board at the second meeting of the spring semester in even-numbered calendar years. The Board shall conduct nominations at this meeting. Nominations may also be made from the floor at this meeting. The nominating committee shall provide interested candidates a list of likely responsibilities, duties and activities that a successful candidate could expect to fulfill. This list would be used as a guideline and would not be exhaustive. [Board 10/29/09]

   b. Statewide elections shall be held on the second Tuesday in April.

   c. Biographical summaries of candidates nominated for the presidency shall be published by the IFO and distributed statewide.

   d. The IFO office shall distribute to each campus a model ballot for the presidential election.
e. Local Association Responsibilities

   e1. Except as specified below, the procedures for the presidential election shall be determined on each campus by the local Association. This information shall be forwarded to the IFO office.

   e2. Polls shall close at 4 PM and the vote count on each campus shall be reported to the IFO Office no later than 6 PM.

   e3. The local Association president or his/her designee shall be responsible for conducting the IFO presidential election on campus. If the local FA president is a candidate, the local FA Vice president shall assume this responsibility.

   e4. The local Association shall distribute the ballots on campus, collect all completed ballots, including absentee ballots, and mail them to the IFO Office on or before the Saturday after the presidential election.

   e5. Local FA’s may substitute electronic voting for paper ballots upon assurance that their system maintains voter eligibility, voter confidentiality and provides documentation of the votes

f. Results of the Voting

   f1. Campus-by-campus results, along with the statewide totals, shall be announced to the membership.

   f2. Ballots shall be destroyed sixty (60) days after publication of results.

C. Treasurer

   1. The Treasurer of the IFO shall be appointed from the membership of the IFO by the IFO Board during its first meeting of the academic year in odd-numbered years. [Membership 4/8/08]

   2. The Treasurer shall serve a two-year term beginning at the first IFO Board meeting of odd-numbered academic years.

   3. The Treasurer may not serve more than two consecutive terms.

   4. If the IFO Treasurer is not a local Faculty Association President, he/she shall sit as an ex officio, non-voting member of the Executive Committee.

D. Vice President and Secretary
1. The Vice President and Secretary of the IFO shall be appointed from the membership of the Executive Committee by the IFO Board of Directors at its first meeting of the academic year. [Membership 4/8/08]

2. The Vice President and Secretary shall serve one-year terms beginning at the first meeting of the academic year.

3. These officers shall serve no more than two consecutive terms.

[Chapter VI revised per Board Motion 9/15/06, 4/1/11].

CHAPTER VII: DUTIES OF IFO OFFICERS

A. Duties of IFO Officers

1. The following shall be included in the list of duties of the officers of the Inter Faculty Organization. Nothing shall preclude the IFO Board of Directors from changing or modifying the duties of the officers, other than those of the President.

B. President

1. The President shall be the chief executive officer of the Inter Faculty Organization.

2. The President shall preside at all meetings of the IFO Delegate Assembly, IFO Executive Committee, and IFO Board.

3. The President, as directed by the IFO Board of Directors and the IFO General Delegate Assembly, shall be responsible for the activities of the IFO Standing Committees, the appointed personnel hired and retained by the IFO, and the conduct of negotiations when the IFO Board is not in session.

4. In order to perform duties most effectively, the president shall be provided with 100 percent release time during the academic year. The president shall not engage in outside employment without the prior review of the Executive Committee and the approval of the IFO Board of Directors. [Board motion, 12/6/02]

5. The President shall report to the Board at each meeting.

6. The President will receive suggestions from the FA Presidents and Board members and will consult with the Executive Committee in submitting nominees for task forces and committees.

7. The President shall serve as a member of the Lobby Fund Committee.

8. The President shall attempt to provide prior notice of a campus visit to the FA president.

C. Vice President
1. The Vice-president shall be a member of the Executive Committee of the IFO and shall perform the duties of and has the power of the President during any absence of the President or inability of the President to act.

2. If a vacancy occurs in the office of President of the IFO, the Vice-President shall serve until a new President has been elected at the next regularly scheduled election for IFO President. [Membership 4/8/08]

3. The Vice-President, at the direction of the President, shall be responsible for reporting the activities, recommendations, and proposed motions of the Executive Committee to the IFO Board.

4. The Vice-President shall also, at the direction of the President, be responsible for preparing and managing negotiation of staff collective bargaining agreements.

D. Secretary

1. The Secretary of the Inter Faculty Organization shall be a member of the Executive Committee of the IFO.

2. The Secretary shall be responsible for the timely and accurate recording of the activities and minutes of the IFO Delegate Assemblies, IFO Board meetings, and IFO Executive Committee meetings held during the term of office of the Secretary.

   a. The Secretary may use electronic media to fulfill those duties and, with the approval of the President, may also use the services of IFO staff personnel.

E. Treasurer

1. The Treasurer shall be responsible for developing a proposed budget, in consultation with the Executive Committee, to be presented to the IFO Board and to the IFO Delegate Assembly.

2. The Treasurer shall be responsible for disbursing funds of the IFO, keeping a record of all financial transactions, monitoring the collection of dues, fees, and other funds owed to the IFO, developing and monitoring an IFO investment policy, and for other financial and business transactions as directed by the IFO Board of Directors.

3. In the event the IFO Board elects as Treasurer, a person who is not an elected member of the IFO Board of Directors, that person shall become an *ex officio*, nonvoting member of the IFO Board.

4. The Treasurer shall be responsible for fulfilling financially related functions as specified in Chapter XVIII.

5. The Treasurer shall report at each Board meeting.
CHAPTER VIII: IFO BOARD OF DIRECTORS

A. Board of Directors

1. The IFO Board of Directors shall establish the policies and operating procedures of the Inter Faculty Organization subject to actions of the biennial IFO General Delegate Assembly, shall direct negotiation of the collective bargaining agreement, and shall be responsible for conducting the business and affairs of the organization.

B. Membership

1. The IFO Board of Directors shall consist of the IFO President, the presidents of the local Faculty Associations and director(s)-at-large from and elected by each local Faculty Association according to the following limits:

   - Bemidji: 2
   - Mankato: 3
   - Metropolitan: 1
   - Moorhead: 2
   - Southwest: 1
   - St. Cloud: 3
   - Winona: 2

   In the event the treasurer is not an elected member of the Board, that person shall be an *ex officio* nonvoting member of the Board.

2. In the absence of the local Faculty Association President or one of the directors-at-large from that Association, the local Vice-President of the Association may serve as a temporary Board member, with full voting privileges.

C. Directors’ Terms of Office

1. Directors-at-large shall hold office for two-year terms, beginning with the first meeting of the academic year.

   a. The local Associations shall stagger the terms of the directors-at-large elected from their campuses.

D. Meetings

1. The IFO Board of Directors shall meet at least six times during the academic year.

   a. Annually, at its last meeting of the academic year, the Board shall set the calendar of Board meetings for the next academic year. Subsequently, meeting dates may be changed by the Board as necessary.
b. Meetings will normally begin at 6:30 PM on Thursday evenings; the Board will attempt adjournment by 3 PM on Fridays. [Board motion 9/19/03]

2. Special meetings of the IFO Board of Directors may be called by the President by written notice to a majority of the members of the Board.

3. The quorum for a Board meeting shall be a majority of the membership of the Board and a majority of universities.

4. In extraordinary circumstances or emergencies, as determined by the IFO President and a majority of the members of the Executive Committee, the members of the IFO Board may be consulted and polled electronically. [Membership 4/8/08]

E. Powers and Duties of the Board

1. Goals
   a. The Board shall approve the organization’s goals.
   b. The Board shall approve IFO’s legislative goals.

2. Governance
   a. The Board shall review and respond to all proposals emanating from the Chancellor’s Office for changes in MnSCU.
   b. The Board shall cooperate with the Chancellor’s Office to promote activities that benefit the faculty of the State Universities.
   c. The Board shall challenge the actions of the Chancellor’s Office when the actions are not in the best interests of the faculty of the State Universities.
   d. The Board shall communicate official IFO positions to outside agencies and the general public via resolutions and statements of support or opposition.
   e. When vacancies occur on the MnSCU Board, the IFO Board may endorse candidates to fill the vacancies.

3. Committee Appointments

The Board shall form, oversee and make appointments to all statewide committees not governed by the IFO Constitution.

   a. Internal IFO Committees. Internal Committees shall be those established by the IFO and for which at least a majority of the members are appointed by the IFO.
b. External Committees. External Committees are those not established by the IFO, but to which the IFO appoints representatives.

1. IFO representatives to external committees serve at the pleasure of the Board and may be removed by the Board at any time during their term. Representatives may be either IFO members or staff.

2. IFO representatives to external committees shall be appointed by the IFO President after consultation with the Board of Directors, or, if time does not permit, with the Executive Committee.

3. Unless otherwise specifically required by the external body creating the committee, IFO appointments to external committees shall be for two year terms.

4. IFO representatives to external committees may serve multiple terms with the approval of the Board.

5. Unless otherwise provided, terms of appointment should be staggered to provide for continuity of representation.

6. All IFO appointments to external committees shall be reviewed by the Board not less than once each academic year.

4. Recognition and Awards

a. The Board may make awards other than those specified in Chapter 11 and below on an annual basis as it deems fit.

b. Annually, IFO will publicize in the *IFO UPDATE* or other IFO publication, the names of those persons who have received awards or recognition for outstanding service.

c. Awards honoring those who have made significant contributions to grievance or arbitration, governmental relations, negotiations, GLBTA issues, multicultural issues and feminist issues may be awarded at the General Delegate Assembly.

5. Political Activity

a. No endorsements or screenings of candidates for public office shall be made by the Board.

6. Legal Action

a. Participation in any class-action lawsuits shall require the approval of two-thirds of the IFO Board.

[Chapter VIII revised per Board Motion 9/15/06, 4/1/11].
CHAPTER IX: COMMITTEES OF THE BOARD

A. Committees of the Board

1. The IFO Board, following procedures listed in this article or in other articles of the Constitution, shall establish such committees, task forces, and councils as it deems necessary to conduct its business and responsibilities. These appointments shall include, but not be limited to, the Executive Committee and the Standing Committees of the IFO. Additional groups shall be designated through processes detailed in the Operating Procedures of the IFO. [Membership 4/8/08]

B. Executive Committee (EC)

1. The Executive Committee of the IFO Board shall have the composition and duties described in Articles V and VI of the IFO Constitution, including representing the IFO at state Meet and Confer sessions. Other duties may be assigned to the Executive Committee by the IFO Board.

2. The EC shall be authorized to act as the IFO Personnel Committee, having the following specific responsibilities: 1) recommending to the IFO Board any changes in staffing which it deems advisable; if such changes involve the creation of a new staff position, or a significant change in the duties of an existing position, the EC shall accompany such a recommendation with a suggested position description, including job qualifications; 2) undertaking regular and periodic evaluation of staff; 3) serving as an informal hearing committee upon request for hearing staff concerns or complaints, including but not limited to assignments, workload, and evaluation; the EC shall make recommendations as a result of these hearings to the President and/or Board; and 4) acting on any other related personnel assignment at the direction of the Board.

3. The EC shall develop long-range plans and procedures for the IFO.

4. The Executive Committee shall be responsible for determining if a case referred to it by the Director of Grievances and Equity should be arbitrated. The grievant shall be notified at least 24 hours prior to the time when the consultation with the Executive Committee will take place.

5. The Vice President shall assume responsibility for having actions of the EC included in the monthly President’s report to the Board.

6. The Secretary shall keep the minutes of the EC.

7. The EC shall serve as an appointment committee for statewide appointments assisting the President by forwarding nominees to the President and, when feasible, discussing appointments at its regular meetings.

8. The EC shall serve as the audit committee and be responsible for meeting with the auditors annually to review and approve the audit. [Board 11/9/07]

C. IFO Internal Committees
1. IFO internal committees include standing committees, other continuing committees and ad hoc committees.

2. Internal committee members serve at the pleasure of the Board and may be removed by the Board at any time. Only IFO members may serve as members of IFO internal committees. Staff liaisons may be appointed to facilitate the work of committees.

3. Composition and method of selection of internal committees. The composition and method selection of members of internal committees shall be as specified in the document establishing the committee. Should no other method of selection be specified, committee members shall be appointed by the IFO Board of Directors.

D. Standing Committees of the IFO

The standing committees of the IFO are Academic Affairs, Feminist Issues, GLBTA Issues, Government Relations and Multicultural Issues.

1. Composition of standing committees and selection of members:

   a. The exact composition of each Standing Committee shall be specified in the IFO Operating Procedures. [Membership 4/8/08]

   b. The Standing Committees of the IFO Board of Directors shall consist of at least one member elected or selected by each local Association. [Membership 4/8/08]

   c. The President shall appoint a member of the Board to serve as the Board Liaison to each standing committee. Unless they are serving as both a Board liaison and a campus representative, Board liaisons shall be non-voting members of standing committees.

2. Terms of office for standing committees.

   a. Terms of office for standing committees shall be two years, except as otherwise determined by the Board.

   b. It is suggested that appointments be made during spring semester with the term of office beginning the following fall semester.

   c. Unless otherwise provided, terms of appointment should be staggered to provide for continuity of representation.

   d. Committee members may serve multiple terms on standing committees.

3. Governance of standing committees.

   a. Each Standing Committee shall elect a chair at the committee’s first meeting of the
academic year.

b. The chairpersons of the Standing Committees shall serve no more than two consecutive one-year terms as chair.

c. Standing Committees of the IFO Board of Directors shall elect from within their memberships such officers as they deem necessary, subject to the limitations imposed by these articles (the IFO Constitution) and the IFO Operating Procedures.

d. All standing committees shall meet at least once each semester. If a committee deems it unnecessary to meet in a specific semester, it should so notify the Board.

e. The chair, or a member of each standing committee, shall be invited to attend meetings of the Board, as necessary, to report on the activities of the committee. The expense shall be charged to the committee’s budget. A committee may choose to have its Board liaison or IFO staff deliver its report.

f. The standing committees shall prepare and deliver written reports of their goals and accomplishments at the Delegate Assembly.

4. Board Support

a. Standing Committees may request appropriate staffing and staff assistance from the IFO Board of Directors. [Board 10/27/00]

b. Each Standing Committee shall submit its budget request for the following fiscal year no later than February 1.

c. Standing Committees may carry forward to the next fiscal year the unused portion of the committee’s budget for a special purpose with the approval of the Board at its last meeting of the academic year. [Board 12/2/05]

5. Academic Affairs Committee (AAC)

a. The AAC will convene under the general direction of the Board. In the absence of a specific charge by the Board, the AAC will carry out its general mission under the direction of the Academic Affairs Coordinators. [Board 2/8/08]

b. The AAC will ascertain the faculty point of view on system-wide academic issues.

c. The AAC will formulate recommendations for the Board in such areas as professional development, academic planning, improvement of academic climate and standards, development of grants and consortia, protection of faculty intellectual property rights, etc.
d. The AAC will promote academic excellence among the State Universities while supporting the preservation of the autonomy, integrity, and unique quality and character of each institution.

e. The Academic Affairs Coordinators shall act as the IFO liaisons to the AAC. [Board motion 9/19/03] [Board 2/8/08]

6. Feminist Issues Committee (FIC)

   a. The FIC shall address matters of concern to the women in the IFO.

   b. Upon recommendation of the FIC at the General Delegate Assembly banquet, the IFO may recognize a woman member who has made outstanding contributions to the IFO. The recognition will include an appropriate award determined by the Board.

   c. When appropriate, the FIC and the Board will recognize members who have made outstanding contributions to the advancement of women in the State Universities.

   d. The Director of Grievances and Equity shall act as staff liaison to the FIC.

7. Gay Lesbian Bisexual Transgender and Allies Issues Committee (GLBTA)

   a. The GLBTA Issues Committee shall address matters of concern to and the equitable treatment of GLBTA faculty.

   b. The Director of Grievances and Equity shall act as staff liaison to the GLBTA Issues Committee.

   c. When appropriate, the GLBTA Issues Committee and the Board will recognize members who have made outstanding contributions to the advancement of GLBT issues. [Board 10/27-28/05]

8. Government Relations Committee (GRC)

   a. The GRC may choose to request that each FA appoint two representatives who are members of different political parties.

   b. The GRC may elect co-chairs from different political parties.

   c. The GRC will present legislative objectives and strategies for achieving them to the Board.

   d. No endorsements or screenings of candidates for public office shall be made by the GRC. [Board motion 9/19/03]

   e. The Director of Government Relations (DGR) shall act as staff liaison to the GRC.
f. In the event that an issue of importance to the IFO unexpectedly comes before the legislature and a response regarding the IFO’s position on the matter is needed, the following procedure shall be followed:

1. If time and circumstances permit, the IFO Board shall be consulted for a determination of the IFO position.

2. If the Board cannot be consulted in the time available, the IFO President shall determine the IFO’s position on the matter.

3. If the matter requires immediate response and the President is not available, the IFO Director of Government Relations shall indicate that the IFO does not have a formal position on the matter, but the DGR may state what he/she believes the IFO’s position would be, given the organization’s mission, philosophy, and positions on similar matters.

9. Multicultural Issues Committee (MIC)

   a. The MIC shall address matters of concern to and the equitable treatment of faculty of color.

   b. The Director of Grievances and Equity shall act as staff liaison to the MIC.

E. Other Continuing Committees of the IFO.

The continuing committees of the IFO are Academic Technology, Action, Benefits Equity, Lobby Fund, Salary Equity, State Government Budget Oversight and Treasurer’s Advisory committees.

1. Composition of continuing committees. The exact composition of continuing committees shall be specified in the IFO Operating Procedures.

2. Terms of office for continuing committees.

   a. Unless otherwise provided, terms of office for continuing committees shall be two years.

   b. It is suggested that appointments shall be made during spring semester with the term of office beginning the following fall semester.

   c. Unless otherwise provided, terms of appointment should be staggered to provide for continuity of representation.

   d. Committee members may serve multiple terms on continuing committees.

a. Continuing committees shall elect from within their membership such officers as they
deem necessary, subject to the limitations imposed by the IFO Constitution and Operating
Procedures.

b. Continuing committees shall meet as deemed necessary by the committee.

c. The chair, or a member of each continuing committee, shall be invited to attend meetings
of the Board, as necessary, to report on the activities of the committee. The expense shall
be charged to the committee’s budget. A committee may choose to have IFO staff deliver
is report.

d. Continuing committees may deliver written reports of their goals and accomplishments at
the Delegate Assembly.


a. Continuing committees may request appropriate staffing and staff assistance from the
Board.

b. Each continuing committee shall submit its budget request for the following fiscal year no
later than February 1.

c. Continuing committees may carry forward to the next fiscal year the unused portion of the
committee’s budget for a special purpose with the approval of the Board at its last meeting
of the academic year. [Board 12/2/05]

5. Action Committee (AC)

a. The AC shall be made up of either the local Association president or the local action
coordinator from each campus, the State Action Coordinator, a GRC member, if feasible,
and the IFO President. The State Action Coordinator shall be appointed by the Board.
The GRC representative shall be selected by the GRC. Campus representatives shall
serve staggered two year terms.

b. The AC shall:

1. Help publicize the valuable work and efforts of the IFO and its members to various
external constituent groups.

2. Engage in efforts to build solidarity and community within the IFO and its
membership and with various external groups.

3. Coordinate information flow between faculty and the Negotiating Team regarding
issues and progress of negotiations.
4. Coordinate actions that will move the negotiation process on and encourage settlement.

5. Keep the Negotiating Team informed of action plans and be receptive to input from the Negotiating Team; and

6. Work with the GRC to encourage efforts at writing letters to legislators and the local press.

c. The State Action Coordinator shall report regularly to the IFO Board.

d. The Director of Government Relations shall act as the staff liaison to the AC.

6. Academic Technology Committee (ATC)

a. The ATC shall address issues related to evolving instructional and academic technology, and online and distance education, especially as such matters relate to faculty workload, technical and logistical support, intellectual property and faculty responsibilities.

b. The Committee shall be comprised of one member elected or selected from each FA. An IFO Academic Affairs Coordinator shall serve as staff liaison.

7. Benefits Equity Committee (BEC)

a. The BEC shall address matters relating to benefits equity (excluding salary equity).

b. The BEC shall meet at least once each academic year and shall be responsible for periodic review of contract language and Delegate Assembly resolutions relating to benefits equity, and shall report benefits equity related concerns to the IFO Board, the negotiations team and the Delegate Assembly, as the committee deems appropriate.

c. The BEC shall be comprised of one representative each from the FIC, MIC, and GLBTA Issues Committee, to be selected each academic year by the respective committees. In addition, the BEC shall include one representative from the IFO Board of Directors and two members-at-large, selected by the Board to serve a two-year term.

d. The IFO Director of Grievances and Equity shall act as staff liaison to the BEC, and shall facilitate meetings of the committee, unless the committee elects a member as chair.

8. Lobby Fund Committee (LFC)

a. The LFC shall oversee the Lobby Fund.

b. The IFO shall establish an external Lobby Fund for contributions to state-level political candidates. No endorsements or screenings of candidates shall be made.
c. The co-chairs of the GRC shall serve as members of the Lobby fund Committee and alternate on a yearly basis as chair of the Lobby Fund. The IFO President shall also serve as a member of the Lobby Fund Committee. [Board 9/19/03]

d. The Director of Government Relations shall act as staff liaison to the LFC.

e. IFO shall contribute annually to the Lobby Fund through an allocation in the budget. The money will be held by IFO and transferred to the fund in accordance with state and federal law.

f. Reports to the State Campaign Finance Board and the IRS will be made by the IFO on behalf of the Lobby Fund Committee. [Board 12/6/02]

9. Salary Equity Committee (SEC)

a. The SEC shall address matters relating to salary equity and shall be responsible for overseeing the annual review process and salary studies to be conducted every 5 years. The SEC shall ensure that it provides sufficient continuity in its leadership.

b. The SEC shall be comprised of one member elected or selected from each local FA. The term of membership for the 7 campus representatives shall be for three years. No more than 3 member’s terms shall expire in any one academic year. In addition, the SEC shall select a chairperson and shall designate the chair’s term so as not to disrupt any ongoing salary study. The chair shall not be limited in the number of consecutive terms of service as chair.

c. In addition to the 7 campus representatives, the membership of SEC shall include one representative each from the MIC and the FIC. The MIC and FIC representatives to the SEC shall serve one-year terms, and shall not be limited in the number of consecutive terms of service on the SEC.

d. The Director of Grievances and Equity shall serve as staff liaison to the SEC and shall serve as an IFO representative to the joint MnSCU IFO Salary Review Committee (SRC).

e. The 7 campus representatives to the SEC shall also serve as IFO representatives to the joint MnSCU IFO SRC, and the FIC and MIC representatives may serve as alternates to the SRC. [Board 2/9/07]

10. State Government Budget Oversight Committee (SGBOC)

a. The SGBOC shall be responsible for reviewing the budgets of MnSCU, the seven state universities, and the Chancellor’s office. The SGBOC shall advise the Board and the Negotiating Team on matters relating to the funding of the State Universities. [Board 4/30/10]
b. The SGBOC shall be comprised of one member elected or selected from each local FA. The terms of the 7 campus representatives shall be two years.

c. The Director of Government Relation shall act as staff liaison to the SGBOC. [Board 4/30/10]

11. Treasurer’s Advisory Committee (TAC)

a. The Board shall appoint a Treasurer’s Advisory Committee, the membership of which shall include the Treasurer, four members of the Board and the IFO Controller as staff liaison.

b. The Treasurer’s Advisory Committee shall meet a minimum of once/semester at a time to coincide with schedule Board meetings. These meetings shall be scheduled and called by the Treasurer at least one month in advance.

c. The duties of the Treasurer’s Advisory Committee shall include establishing (and annually reviewing) an investment policy to present to the Board, to advise the Treasurer on budgetary issues, and to review the annual budget prior to consideration by the Board.

d. The terms of the Treasurer’s Advisory Committee membership shall coincide with their appointment term to the Board. A Board member may serve up to two consecutive terms on the Treasurer’s Advisory Committee. The Treasurer shall serve as the chair of this committee throughout her/his term as Treasurer. [Board 12/1/06]

F. Ad Hoc Committees of the IFO

1. Creation of ad hoc committees.

   a. Ad hoc committees will be formed as necessary to handle projects, which fall outside the charges of the standing and continuing committees.

   b. The Board shall specify the composition of ad hoc committees and the method of selection of committee members upon creation of the committee. Unless otherwise specified, appointments to an ad hoc committee shall last until the committee completes its assigned project or goals and is dissolved.

   c. The Board shall review all ad hoc committees without designated end dates at the Board’s final meeting spring semester. Unless, following such review, the Board authorizes continuation, all Ad Hoc Committees without designated end dates shall dissolve at the conclusion of the academic year.

2. Governance of ad hoc committees.
a. Ad hoc committees shall elect from within their memberships such officers as they
deen necessary, subject to the limitations imposed by the IFO Constitution and
Operating Procedures.

b. Ad hoc committees shall meet as deemed necessary by the committee.

c. The chair, or a member of each ad hoc committee, shall be invited to attend
meetings of the Board, as necessary, to report on the activities of the committee.
The expense shall be charged to the committee’s budget. A committee may choose
to have IFO staff deliver its report.

d. Ad hoc committees may deliver written reports of their goals and accomplishments
at the Delegate Assembly.

e. Ad hoc committees may request appropriate staffing and staff assistance from the
Board.

3. IFO Presidential Election Committee (PEC)

a. At the last Board meeting of the academic year in odd-numbered calendar years, the
Board shall select an elections committee to oversee the process of nomination and
election of the IFO president the following spring. The committee shall include at
least one member elected or selected by each local Association. No candidate for
IFO president may serve as a member of the PEC.

b. The General Counsel shall act as staff liaison to the Presidential Elections
Committee.

4. Nominating Committee for IFO Board Offices

a. At the final Board meeting of each academic year, an ad hoc nominating committee
shall be appointed by the Board. Self-nominations shall be taken at the same
meeting.

b. The committee shall nominate candidates for vice president, secretary, and treasurer
of the Board at the first meeting the following year.

c. In making nominations the committee shall seek to balance the slate of nominees by
gender, campus size and location. The committee shall avoid nominating Board
members who are serving their first year on the Board. The committee shall obtain
the consent of candidates before their nomination.

5. Constitutional Review Committee

a. Not less than biennially, an ad hoc committee established by the Executive
Committee shall review local FA governing documents to make sure there are no
conflicts between such governing documents and the IFO Constitution, the IFO Operating Procedures and the IFO/IFOSA bargaining agreements.

b. Not less than once every four years and as otherwise needed, the Board shall convene a committee to review and make recommendations regarding revision of the IFO Constitution and Operating Procedures.

[Chapter IX revised per Board Motion 9/15/06, 4/1/11].

CHAPTER X: LOCAL FACULTY ASSOCIATIONS

A. Local Faculty Associations

1. A local Faculty Association shall be established by the IFO among its members at each Minnesota State University campus.

B. Constitution

1. Each local Association shall adopt a local constitution that shall not conflict with the IFO Constitution, the IFO Operating Procedures, or the collective bargaining agreement. [Board 4/1/11]

2. A copy of each local Association Constitution shall be kept on file at the IFO Central Office.

C. Officers

1. Each local Faculty Association shall specify the officers of the local Association and their terms of office in its local Constitution.

   a. The IFO office shall bond the Local Association Presidents, Treasurers, and all other authorized signers. [Board 2/9/07]

   b. Each local Association shall establish a local governing body for the purpose of fulfilling the duties and responsibilities of the local Association in university governance and representation of the numbers of the local bargaining unit.

      b1. The governing bodies shall include the IFO Board members representing the members of the local Associations.

D. Powers and Duties

1. Local Associations shall be empowered to spend funds provided by the IFO Board of Directors to further the goals of the IFO and the local Faculty Associations.
2. Local Associations shall select IFO Board Members, IFO Standing Committee members, and delegates to IFO Delegate Assemblies in a manner consistent with this Constitution, the IFO Operating Procedures, and the local Association Constitutions.

3. Local Associations shall establish a Grievance Committee and such other committees as they deem necessary.

4. The FA president or his/her designee shall be responsible for the flow of communications between the campus and the IFO Office.
   
   a. Each FA shall provide the IFO Office with 6 copies of the campus phone directory when it is available each year.
   
   b. Each FA President shall prepare a written campus report for each Board meeting and, if possible, forward that report to the Board members by FAX or e-mail prior to Board meetings.

5. The FA president or his/her designee shall be responsible for conducting the IFO presidential election on campus. If the FA President is a candidate, the FA Vice-President or his/her designee shall assume this responsibility.

6. The local Association shall have responsibility for reviewing the proposed process and committee structure for selection of that University’s President. Should an agreement not be reached locally, the local Association shall forward its recommendations and concerns to the Board. The Board shall forward those concerns and/or its own actions to MnSCU via Meet and Confer or at a MnSCU meeting. Should no agreement satisfactory to the local association be reached, the local Association shall not participate in the selection process.

7. At the beginning of each academic year, and each term thereafter, the local FA president shall request a list of all adjunct faculty hired on the campus for that year, along with the number of credits each person is teaching. Following receipt of the list, FA representatives shall review the list to verify that adjunct status is appropriate under Article 21. FAs shall also forward a copy to the state IFO office.

8. A local FA President shall be provided prior notice of a visit by an IFO staff member or the IFO President.

E. Financial Support for Local Associations

1. Local Operating Budget
   
   a. Financial support for local Associations shall be provided by the IFO according to the amounts as adopted with the setting of the annual IFO budget.
   
   b. The support allocation will be paid in four equal amounts on September 15, November 15, January 15, and March 15. [Board 12/2/05]
c. Local Associations should plan their yearly expenditures based upon the local support allocation adopted by the Board in the annual budget.

d. The local Association may request additional funds in addition to its original budgeted allocation from the Board.

e. Local Associations shall not hold assets and/or reserves in excess of an amount equivalent to the most recent annual allocation of the Faculty Association or $7,500, whichever is greater, and shall send surpluses in excess of that amount to the IFO or make arrangements for the transfer of those assets or funds at the end of the fiscal year. At the end of each fiscal year, the IFO Controller is responsible for reporting to the IFO Executive Committee a list of any campuses with excess funds. [Board Motion 10/30/97, 9/19/03, DA2004, Board 4/3/09]

f. Local Associations shall have their bank send a duplicate bank statement each month to the IFO office. If the bank is unable to do this, then the Local Association Treasurer shall forward a copy of the bank statement each month to the IFO office. The IFO Controller is responsible for reviewing the bank statements each month and reporting to the IFO President the results of the review. The FA President, Treasurer, and one other designated faculty or FA employee may be an authorized signer on bank accounts and all checks must be cosigned by two signers. [Board 2/9/07, 4/3/09]

g. Local Associations shall submit a quarterly financial report to the IFO office per the schedule noted below:

<table>
<thead>
<tr>
<th>Quarter Report</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Report (July – September)</td>
<td>October 31st</td>
</tr>
<tr>
<td>2nd Quarter Report (October – December)</td>
<td>January 31st</td>
</tr>
<tr>
<td>3rd Quarter Report (January – March)</td>
<td>April 30th</td>
</tr>
<tr>
<td>4th Quarter Report (April – June)</td>
<td>July 15th</td>
</tr>
</tbody>
</table>

The quarterly report should include a beginning/ending cash balance reconciliation and copies of all expense receipts and bank statements. The IFO Controller is responsible for reviewing the quarterly reports and reporting to the IFO President the results of the review. [Board 2/9/07, 4/3/09]

h. Local Associations shall maintain all accounting records for a period of at least seven years. [Board 2/9/07]

2. Local Equipment Expenditures

a. For each local FA office, the IFO central office shall purchase the following equipment: copy machine, fax machine, printer, scanner (may be an all-in-one unit), and shredder. In addition, the central office shall purchase any computer CPUs, monitors, and MS Office software needed by FA Presidents or office staff (not to exceed one machine per person). Such purchases shall be approved in advance by the IFO President and coordinated with the equipment replacement schedule adopted by the IFO Board of Directors. This equipment is
property of the IFO. The Board shall be notified of any such purchases at its next regularly scheduled meeting. [Board 10/12/07]

b. The cost of repairs and/or service contracts for equipment purchased by the central IFO office shall come from the IFO budget. [Board 10/12/07]

c. In the case of emergencies, the IFO President may approve Local Association equipment purchases, to be made from central IFO funds, up to $3,000 per incident. At its next regularly scheduled meeting, the Board shall be notified of any emergency equipment purchases that were made. [Board 2/9/07]

d. Any other equipment or software desired by a local Association must be purchased from local FA funds. Maintenance of such equipment is the responsibility of the local FA office. Internet connectivity is the responsibility of the local FA office. [Board 10/12/07]

e. The IFO Controller shall keep an inventory record of all equipment at the St. Paul IFO office and Local Association offices. Each FA Treasurer should report any new equipment purchases to the IFO Controller, as well as any equipment disposals. The IFO Controller shall perform an equipment inventory biennially and shall report to the IFO President regarding the results of the inventory. [Board 10/12/07, 4/3/09]

F. Committees

1. The local association shall designate a local committee or committees corresponding to the IFO standing committees, which shall include the representatives to the statewide committee(s). A local committee may serve as the designated committee for more than one standing committee, inclusive of the representatives to the statewide committee(s). Local associations shall create regular mechanisms for communication between the state standing committee representatives and the local associations. Local associations shall have until the conclusion of the 2011-2012 academic year to come into compliance with this provision. [Board 4/1/11]

2. Local Action Committee

   a. When the IFO Negotiating Team begins contract negotiations with the employer, local Associations should elect or appoint Action Committee chairpersons responsible for having a communication network ready for immediate use should the occasion arise — i.e., for a strike or other emergency. Action Committee chairpersons should be ready to publicize the functions of the Action Committee and the manner in which individual members can be involved.

   b. The local Action Committee shall be made up of the local Association president, the local action chairperson, the local member of the Negotiating Team, and local members of the Board.

G. Appointments to Task Forces
1. If faculty are requested on behalf of the University to serve on city, county, and regional organizations to participate in task forces and committees that could affect the terms and conditions of employment of faculty, the local Association shall appoint the faculty members, who shall participate on behalf of the faculty.

[Chapter X revised per Board Motion 9/15/06].

CHAPTER XI: THE GENERAL DELEGATE ASSEMBLY

A. The General Delegate Assembly (GDA)

1. The General Delegate Assembly of the Inter Faculty Organization of the Minnesota State Universities shall be held during even-numbered years at a time and place established by the IFO Board. The IFO Board of Directors shall be responsible for making arrangements for the IFO General Delegate Assembly.

B. Composition

1. The IFO General Delegate Assembly shall be composed of the members of the IFO Board of Directors and certified delegates or alternates elected or appointed by local Faculty Associations.

   a. Each Faculty Association President shall appoint five delegates and five alternates and an additional delegate and alternate for every fifteen IFO members at the respective state university at the time of the last IFO Board meeting in the calendar year prior to the Delegate Assembly. [Membership 4/8/08]

      a1. This means that each FA President shall be entitled to appoint
          a. up to five delegates and five alternates, and
          b. in addition, for each 15 IFO members on the campus, appoint one delegate and one alternate.

C. Meetings

1. The General Delegate Assembly shall be held on even-numbered years at a time and place established by the Board. Meetings shall be conducted under the supervision of the IFO Board of Directors or under supervision of local committees established by the Board.

2. Interim Delegate Assembly

   a. An Interim Delegate Assembly may be called by the President with the concurrence of a majority of the members of the IFO Board of Directors present and voting, or shall be called on petition of at least 20 percent of the IFO membership. [Membership 4/8/08]

   b. Notice of an Interim Delegate Assembly shall specify the time and place of the meeting and, in general terms, the purpose of the Interim Assembly. [Membership 4/8/08]

   c. No business other than that specified in the notice shall be conducted.
d. The IFO President shall inform each local FA of an Interim Delegate Assembly not less than 20 days before the Assembly is scheduled to convene. [Membership 4/8/08]

D. Officers

1. Number and Title: The officers of the General Delegate Assembly shall be the President of the IFO, who shall be the presiding officer, and the Secretary of the IFO, who shall be the Secretary of the Assembly.

2. Duties

   a. The Presiding Officer

      a1. The President of the IFO or his/her designee shall preside at all meetings of the General Delegate Assembly, appoint tellers to assist in determining the result of any action taken by vote, and perform such other duties as custom and parliamentary usage requires.

      a2. The President may consult a parliamentarian when a question of order arises.

   a. The Secretary

      b1. The Secretary shall serve as the recording office of the Assembly and the custodian of its records. The services of a professional recorder may be utilized for the purpose of obtaining a stenographic record of the proceedings of the Assembly.

      b2. The Secretary shall cause a factual record of the proceedings and resolutions to be edited and published as the official transactions of the Assembly.

      b3. The Secretary shall serve as the reading clerk of the Assembly, but may designate an assistant to perform this duty.

E. Order of Business

1. The order of business and the standing rules of the General Delegate Assembly shall be those adopted by the General Delegate Assembly.

2. The Standing Committees shall prepare and deliver written reports of their goals and accomplishments at the GDA.

F. Certification of Delegates and Alternates

1. Each local Faculty Association President shall file with the appropriate executive officer the names of the delegates and alternates duly selected immediately following their selection,
and shall provide each delegate and alternate with the proper credentials which shall be presented to the Credential Committee of the General Delegate Assembly for registration and admission to the meetings of the session.

2. In the event of a contest over the credentials of any delegate or alternate, the Credentials Committee shall hold a hearing and report its findings to the General Delegate Assembly for final action.

3. Alternate delegates shall be selected according to the provisions of local Association constitutions and in the absence of such provisions, shall be selected by the local Association delegates.

G. Committees of the General Delegate Assembly

1. The Credentials Committee
   a. The Credentials Committee shall consist of three officially certified delegates, and shall be appointed by the President of the IFO at least 10 days in advance of each session.
   b. The committee shall determine the roll of the Assembly at each meeting and report at a time provided in the order of business, and shall perform such other duties as specified in the IFO Operating Procedures.
   c. In the event of a contest over the credentials of any delegate or alternate, the Credentials Committee shall hold a hearing and report its findings to the General Delegate Assembly for final action.

2. The Committee on Rules and Agenda
   a. The Committee on Rules and Agenda shall consist of three officially certified delegates and shall be appointed by the President of the IFO at least 10 days in advance of each session.
   b. The Committee shall, in consultation with the presiding officer and the secretary of the Assembly, prepare a report on matters relating to the order of business and special rules of order, and shall report its recommendations to the Assembly.

3. The Resolutions Committee (RC)
   a. The Resolutions Committee of the General Delegate Assembly shall consist of the President of the local Faculty Associations or their designees. It shall meet and elect a presiding officer at least 10 days before the first session of the General Delegate Assembly.
   b. The committee shall codify proposed resolutions of the Assembly and report to the Assembly.
b1. The RC will receive and present all resolutions to the DA for consideration.

**H. Powers of the General Delegate Assembly**

1. While the membership of the IFO shall constitute the organization’s supreme governing body, the General Delegate Assembly shall govern the organization in all of its activities not covered by policies, laws, rules, procedures and decisions established by the membership-at-large.

2. The General Delegate Assembly shall have the power to create special committees of the organization.

3. In even-numbered calendar years the GDA will give final approval to the proposed budget for the following fiscal year. In odd-numbered calendar years, the Board shall set the budget.

4. In keeping with the Constitution, GDA resolutions shall serve as the primary source of contract-related goals for the organization. In addition, local campuses are encouraged to communicate with their negotiating team members prior to and during each round of negotiations regarding proposed contract language and goals. Specific suggestions for contract language and/or goals are subject to review by the Board prior to their adoption by the negotiating team.

5. Recognition

   a. At the GDA banquet, the IFO may recognize individuals who have made outstanding contributions to IFO. Recognition will include an appropriate award to be determined by the Board.

   b. Upon recommendation of the FIC, at the GDA banquet, the IFO may recognize a woman IFO member who has made outstanding contributions to the IFO. Recognition will include an appropriate award determined by the Board.

   c. Awards honoring those faculty members who have made significant contributions to grievance/arbitration, governmental relations, negotiations, and feminist issues' activities may be made. Any such award shall be presented at the GDA.

6. No endorsements or screenings of candidates for public office shall be made by the GDA.

**I. Quorum**

1. A majority of the voting members of a General Delegate Assembly shall constitute a quorum for the transaction of business at any meeting of any session.

[Chapter XI revised per Board Motion 9/15/06].

**CHAPTER XII: RULES OF ORDER**
A. Rules of Order

1. Robert’s Rules of Order, Newly Revised, (most recent edition) shall govern all meetings of the components of the IFO, unless otherwise specifically provided herein or otherwise provided by the rules adopted by a General Delegate Assembly. No proxy shall be permitted in any situation unless specifically provided herein.

CHAPTER XIII: NEGOTIATION & RATIFICATION OF CONTRACT

A. Negotiation and Ratification of Contract

1. In keeping with the Constitution, GDA resolutions shall serve as the primary source of contract-related goals for the organization. Specific suggestions for contract language and/or goals are subject to review by the Board prior to their adoption by the Negotiating Team. (Board Motion 3/28/03)

2. In addition, local Faculty Associations and negotiating team members are encouraged to communicate with each other.

B. Composition of the Negotiating Team

1. The IFO Board of Directors shall establish, oversee, and guide a negotiating team consisting of one member selected by each local Faculty Association according to the provisions of the local constitution.

a. The President and the General Counsel shall be ex officio non-voting members.

b. After consulting with the negotiating team and with its agreement, the IFO President with the consent of two-thirds of the IFO Board of Directors, may appoint an IFO member as a nonvoting chairperson of the negotiating team.

2. The negotiating team may have the assistance of IFO staff personnel and may employ other experts as deemed necessary.

C. Selection of Negotiating Team Members from the Local Faculty Associations

1. Each local Faculty Association shall select one member to the negotiating team during April of even-numbered years.

a. A member of the IFO Board of Directors, with the exception of the IFO President, may not simultaneously be a member of the negotiating team.

b. The Board recommends to the local Faculty Associations that some criteria be established for selection of negotiating team members, with the understanding that they must have some experience as a local Association officer and/or as a Board member.
D. Powers and Duties of the Negotiating Team

1. The Negotiating Team shall have authority, subject to oversight and guidance of the IFO Board of Directors, to negotiate the terms of a proposed contract with the State University Board.

2. It shall keep the IFO Board of Directors advised of the progress of negotiations and shall have a representative present at Board meetings on request of the Board.

E. IFO Board Review of Contract

1. Prior to submitting the proposed contract to the membership for ratification, the IFO Board of Directors shall review the proposed contract and make its recommendations known to the membership.

F. Ratification of Contract

1. The proposed contract, negotiated by the negotiating team, shall be ratified by an affirmative vote of a majority of those IFO members casting ballots, with the additional requirement, that on a majority of campuses, there also be registered a majority affirmative vote of those casting ballots.

2. Information

   a. The IFO Office shall be responsible for preparation of the summary document outlining significant language changes, and shall be responsible for distribution of copy(ies) of the tentative settlement and of the summary document along with Article 11 to each Board member and local FA president.

   b. Following a review of the tentative contract settlement by the Board, the IFO Office shall post the following information on the IFO website and distribute notice of the same to the faculty by e-mail sent through the local Faculty Associations:

      ▪ A summary of the significant economic and language changes in the tentative agreement;
      ▪ The text of all language changes with references to the existing contract;
      ▪ A complete copy of Article 11 (salaries); and
      ▪ The recommendation, if any, of the IFO Board.

      The local Faculty Associations shall provide a hard copy of these documents to any IFO member who requests them. [Board 2/8/08]

3. Voting

   a. Eligibility
a1. No proxy ballots may be cast in the vote to ratify the contract.

a2. Only members are permitted to vote.

a3. Non-members may apply for membership at any time. If the completed application is received by the Faculty Association on or before the day of a scheduled vote, the new member shall be permitted to vote.

b. Scheduling of the Ratification Vote

b1. Each local FA shall hold at least two informational meetings prior to a contract ratification vote. The first meeting shall be held no sooner than one week following the day when the proposed contract has been made available to faculty.

b2. Following a tentative contract settlement between the IFO Negotiating Team and MnSCU and following distribution of the above documents to the campuses, a minimum of ten (10) days shall elapse before a ratification vote can be taken. FA presidents shall be responsible for determining the earliest possible date and conveying that date to the IFO Office. The IFO President shall set the date for the state-wide ratification vote.

b3. The IFO state office shall provide the format for written paper ballots to the FAs which must be used for the ratification vote. [Board 2/8/08]

c. Polls

c1. Polls shall be closed at 4 PM and the vote count on each campus shall be reported to the IFO Office no later than 6 PM.

d. Results of the Voting

d1. Campus-by-campus results, along with the statewide totals, shall be announced to the membership.

   d1.1 Strike votes are an exception to the above rule.

   d2. Ratification vote ballots shall be delivered to the IFO state office within 10 days of the vote and shall be destroyed sixty (60) days after publication of results.

G. Letters of Understanding (LOU)

1. A LOU is an addition to the Agreement between IFO and MnSCU and remains part of that Agreement until modified in future Agreements or another LOU.
2. No letter of understanding with the Minnesota State Colleges and Universities or its successors shall be entered into by any IFO official unless such letter of understanding has been examined by the negotiating team and ratified by the IFO Board. Such letters of understanding shall be published for the information of other faculty.

3. The IFO President must sign each LOU.

H. Memorandum of Agreement (MOA)

1. A memorandum of agreement is a one-time agreement that permits an action that would otherwise be contrary to the IFO/MnSCU Agreement. Special circumstances must justify such a one-time MOA.

2. Wording

   a. Each MOA must begin with the following statement or its equivalent: The Memorandum of Agreement is entered into this ___ day of ____________, _____, by and between the Minnesota State Colleges and Universities (hereinafter the “Employer”) and the Inter Faculty Organization (hereinafter the “IFO”). This Memorandum of Agreement, as understood by the IFO and the Employer, does not interpret, define, or become a part of the contractual provision(s) referenced below.

   b. Each MOA must conclude with the following statement or its equivalent: The parties further agree that this Memorandum of Agreement pertains only to the situation described above, is non-precedential for other or similar circumstances, and shall never be used as evidence in any grievance, arbitration or other dispute between the parties.

3. Campus MOA Procedure

   a. The FA shall communicate with the DLR about any proposed MOA from their campus.

   b. The FA President shall consult with faculty directly impacted by the MOA and obtain their signature when it is required to implement the MOA.

   c. The FA President must sign the MOA or notify the IFO state office that he/she refuses to do so, and forward it to the State IFO Office.

   d. The FA President shall notify the DLR that he/she has signed the MOA and provide any information requested by the DLR.

   e. The DLR shall see that the campus FA is provided with a fully executed copy of the MOA for the campus records.

4. State IFO Office Procedure
a. The President and the DLR shall review each MOA and assure that the FA President is consulted.

b. The DLR may advise the President as to advisability of signing the MOA.

c. The President shall determine whether or not to sign the MOA and will inform the FA President.

d. Should the President decide not to sign the MOA, the FA President may appeal the decision to the IFO Board which shall have authority to order the President to sign. If the President wishes to sign the MOA, over the objections of the FA President, the FA President may appeal the decision to the IFO Board which shall have the authority to order the President not to sign.

e. The President’s signature is binding.

I. Authorization of Strike

1. When necessary, the Board shall supervise a strike authorization vote.

2. A strike vote shall be taken by secret ballot. Notice of the vote shall be announced at least two days in advance of the scheduled vote. Absentee ballots shall be made available according to rules established by the local Association. The Board shall be authorized to call a strike by an affirmative vote of a majority of members voting, plus a majority affirmative vote on at least four campuses, or by a two-thirds majority of members voting.

3. Strike vote totals shall not be published.

[Chapter XIII revised per Board Motion 9/15/06].

CHAPTER XIV: RECALL OF THE PRESIDENT

A. Recall of the President

1. A recall of the President may be initiated by petitions submitted to the IFO Secretary containing valid signatures of 25 percent of the membership on each of five or more campuses.

2. Recall Election Procedure

   a. Within 30 days of receipt of the petitions by the IFO Secretary, the IFO Board of Directors must call for a vote of the membership on the question of removal from office.

   b. Notification to all members of the pending recall election must be made four weeks prior to the recall election.
c. The election must be held within six weeks of the certification of the petition, at a time when all campuses are in regular session, but not during the first four weeks of the fall term.

3. A majority vote of those voting shall affect recall and a vacancy in the office of President shall exist.

4. Voting

   a. Voting shall be by paper ballot.

   b. Polls shall be closed at 4 PM and the vote count on each campus shall be reported to the IFO Office no later than 6 PM.

5. Results of the Voting

   a. Campus-by-campus results, along with the statewide totals, shall be announced to the membership.

   b. Ballots shall be sent to the IFO state office within 10 days of the vote and shall be destroyed sixty (60) days after publication of results.

[Chapter XIV revised per Board Motion 9/15/06].

CHAPTER XV: REFERENDUM

A. Referendum

1. Referendum petitions to the IFO Board proposing a specific action or proposal will be considered if signed by one-third of the IFO membership.

2. If the Board does not undertake the action or adopt such a proposal in substance at the next meeting, after receipt of the petition, the matter must be submitted to the IFO membership for a secret ballot referendum if it does not conflict with the provisions of the IFO Constitution or the contract. [Membership 4/8/08]

3. A majority of those IFO members voting shall be sufficient to decide the matter and the Board shall be bound by the result of the referendum.

4. Voting

   a. Polls shall be closed at 4 PM and the vote count on each campus shall be reported to the IFO Office no later than 6 PM.

5. Results of the Voting
a. Campus-by-campus results, along with the statewide totals, shall be announced to the membership.

c. Ballots, if any, shall be destroyed sixty (60) days after publication of results.

[Chapter XV revised per Board Motion 9/15/06].

CHAPTER XVI: AMENDMENTS (of IFO Articles)

A. Amendments

1. These articles may be amended by a majority affirmative vote of the IFO members voting on such amendments and, in addition, shall require a majority affirmative vote on a majority of the campuses where ballots are cast.

2. Amendments shall be proposed either by recommendation of two-thirds of the members of the IFO Board of Directors or by recommendation of a majority of the members of a General Delegate Assembly, or by a petition signed by at least five percent of the IFO membership.

3. Written notice of a proposed amendment shall be submitted to the IFO members at least 30 days before a scheduled vote of the membership on such amendments.

4. Normally, constitutional changes proposed by the Board shall also be voted on by the membership in the presidential election.

5. The model ballot prepared by the IFO Office shall include the wording of all proposed changes and a place to indicate yes or no.

6. Voting

   a. Polls shall be closed at 4 PM and the vote count on each campus shall be reported to the IFO Office no later than 6 PM.

7. Results of the Voting

   a. Campus-by-campus results, along with the statewide totals, shall be announced to the membership.

   c. Ballots, if any, shall be destroyed sixty (60) days after publication of results.

[Chapter XVI revised per Board Motion 9/15/06].

CHAPTER XVII: GOVERNANCE

A. Governance
B. Relationship with MnSCU

1. The IFO shall cooperate with MnSCU and the Chancellor’s Office to promote and develop the biennial program of the state universities, to establish and revise goals and objectives, and to develop long-range and strategic plans.

2. The IFO shall establish a professional relationship with MnSCU and the Chancellor’s Office in order to work toward increased faculty involvement in the governance of the MnSCU system.

3. When vacancies occur on the MnSCU Board of Trustees, the IFO Board may endorse candidates to fill the vacancies.

C. Statewide Meet and Confer (M&C)

1. The M&C team shall be the IFO President or his/her designee and the local FA presidents or their designees.

2. IFO shall request a statewide M&C with MnSCU at least four times each year.

3. Agenda
   a. The Board shall determine its items for the agenda of the statewide M&C at its last meeting prior to the M&C.
   b. Suggestions of items for the statewide M&C agenda should come from FA presidents, chairpersons of Standing Committees, the president and members of the Board.
   c. Items may be added to the agenda at the pre-M&C meeting of the IFO team with unanimous consent.

4. Whenever necessary, the Board will develop statewide positions on matters to be discussed at M&C.

5. A report of every statewide M&C shall be communicated to the membership.

D. Joint MnSCU/Faculty Task Forces and Committees

1. Where there are to be appointments to statewide joint MnSCU/Faculty committees or other groups, there must first be a statewide M&C on the establishment of such committees or groups. Prior to the establishment of such committees or groups, there must be a mutually agreed-upon written description of the charge, composition, and timelines of the committee or group, along with a sunset clause. In a crisis or emergency situation, as agreed to by the EC, such committees may be temporarily established until agreed upon at the next scheduled M&C. If agreement is not reached at statewide M&C, the temporary committee will be disbanded. In any event, the IFO
must be provided in advance a proposed draft description of the charge, composition, and timelines of the committee or group, along with a sunset clause.

2. The Executive Committee shall serve as an appointments committee for statewide committees.

3. The IFO shall seek MnSCU’s agreement to reimburse the expenses of faculty representatives to MnSCU task forces.

[Chapter XVII revised per Board Motion 9/15/06].

CHAPTER XVIII: FISCAL POLICIES

A. Fiscal Policies

1. Financial records, except for audited annual financial statements that are kept permanently, shall be retained for seven years.

B. Financial Assets

1. Investment of IFO Funds [See Appendix]

   a. The Board shall approve an investment policy for IFO funds. This investment policy shall be reviewed annually by the Board at the first Board meeting of the calendar year.

   b. Treasurer’s Advisory Committee (TAC)

      b1. The Board shall appoint a Treasurer’s Advisory Committee, the membership of which shall include the Treasurer, the IFO Controller, and four members of the Board.

      b2. The Treasurer’s Advisory Committee shall meet a minimum of once/semester at a time to coincide with scheduled Board meetings. These meetings shall be scheduled and called by the Treasurer at least one month in advance.

      b3. The duties of the Treasurer’s Advisory Committee shall include establishing (and annually reviewing) an investment policy to present to the Board, to advise the Treasurer on budgetary issues, and to review the annual budget prior to consideration by the Board.

      b4. The terms of the Treasurer’s Advisory Committee membership shall coincide with their appointment term to the Board. A Board member may serve up to two consecutive terms on the Treasurer’s Advisory Committee. The Treasurer shall serve as the chair of this committee throughout her/his term as Treasurer. [Board 4/26/07]

   c. Funds

      c1. Reserve Fund
c1.1 The Board shall maintain a reserve fund to aid in emergency situations, possible fiscal shortfalls, and the cash flow of the organization.

c1.2 Reserve funds shall be partitioned as follows:

1) Operating Cash. Short-term investments, such as interest bearing checking accounts, shall provide working capital for the organization. The working capital accounts shall be kept at an amount equal to one month of operating expenses. Short-term funds in excess of short-term needs shall be moved to cash reserves. [Board 2/8/08]

2) Cash Reserves. Medium-term investments, such as money market accounts and certificates of deposit, shall provide working capital during periods when cash disbursements exceed dues revenues. The cash reserves should be kept at an amount equal to finance the operations over the largest period without revenues, which is five months, as of February 2007. Funds not needed for medium-term needs shall be moved to long-term investments. [Board 2/8/08]

3) Long-term Investments, such as index mutual funds, shall provide growth of assets at a higher risk than short-term and medium-term investments but at a relatively low risk of loss. Long-term investments may be sold to fund needs approved by the IFO Board of Directors. [Board 2/8/08]

c1.3 At the end of each fiscal year, any unexpended funds of that year and the interest earned on investments, shall go into the reserve fund.

c1.4 A permanent reduction in the reserve fund balance shall require a two-thirds affirmative vote of the Board. The term permanent reduction does not apply to a single-year expenditure.

c1.5 The Board may appropriate some of the reserve funds held as long-term investments for a special purpose fund if approved by a two-thirds vote of the Board. [Board 2/8/08]

C. Annual Budget

1. The fiscal year shall be July 1 through June 30.

2. The Board shall give preliminary approval to the annual budget. The GDA will give final approval in even-numbered years. In odd-numbered years, the Board shall set the budget no later than May 15.

   a. Each Standing Committee shall submit its budget request for the following fiscal year no later than February 1.
a1. Standing Committees may carry forward to the next fiscal year the unused portion of its budget for a special purpose with the approval of the Board at its last meeting of the academic year. [Board 12/2/05]

3. During the fiscal year the Board may augment or reduce amounts in line items in the budget as it deems necessary.

4. For proposed capital expenditures in excess of $5,000, the Board shall be provided with financial analysis and data prior to the meeting at which the proposal will be considered. [Board 12/2/05]

5. Expenditure Policies

a. Official Travel Expenses

a1. Transportation

a1i. Allowable personal automobile expenses for official IFO business in any fiscal year shall be reimbursed on the basis of the IRS Standard Rate per mile. [Board 10/12/06]

a1ii. The Board shall establish the reimbursement rate for travel to and from the GDA by delegates and alternates.

a1iii. Except for Delegate Assemblies, an individual shall be reimbursed for the actual reasonable cost of a rented vehicle or airfare fees incurred to attend a regularly scheduled meeting or other IFO activity.

a1iv. The IFO will reimburse a member who incurs either automobile service call expense or collision costs not covered by insurance while traveling on official business. The limit on such reimbursement is $500 per incident.

a2. Meals

a2i. Reimbursement for food (meals) shall be limited to the equivalent of State of Minnesota per diem rates (generally referred to as state meal amounts) unless the request for reimbursement is accompanied by an itemized receipt. If an itemized receipt is submitted with the reimbursement request, the breakfast and lunch reimbursement rates shall not exceed 2 times the State of Minnesota per diem rates and the dinner reimbursement shall not exceed 2 times the State of Minnesota per diem rate plus $10.00. These expense limits shall also apply to group meals (such as during committee meetings) when food is paid for by a staff member’s credit card or charged to a hotel room or account. Any receipts submitted for group purchases must include the names of members (and staff) for whom meals are purchased. Service gratuities shall be included in these limits and in no case shall the organization reimburse gratuities that exceed 22% of the total service. [Effective date of change 3/1/08, Board 2/8/08]
a3  Alcohol

a3i. Reimbursement of expenditures for alcohol shall be determined by the local Faculty Associations with regard to use of campus funds. If local money is used for alcohol, receipts must be provided delineating the amounts for alcohol.

a3ii. Reimbursement of expenditures for alcohol shall be allowed at the state IFO level at a rate of up to ten dollars ($10.00) per day for each individual. Receipts must be provided delineating the amounts for alcohol. [Effective Date Tuesday, December 5th, 2006, Board 12/1/06] This reimbursement limit shall also apply to group meetings (such as committee meetings) when alcohol is paid for by a staff member’s credit card or charged to a hotel room or account. Any receipts submitted for group purchases must include the names of members (and staff) for whom alcohol is purchased. Service gratuities shall be included in these limits and in no case shall the organization reimburse gratuities that exceed 22% of the total service. [Effective date of change 3/1/08, Board 2/8/08]

a4. Lodging

a4i. Normally lodging will be arranged and paid directly by the IFO state office. When not paid directly by the IFO state office, lodging will be reimbursed at reasonable actual rates through submission of receipt.

a5. Other Expenses

a5i. Reimbursement for other travel expenses, such as parking and taxis, shall be at cost. Receipts are required for such reimbursements in excess of ten dollars.

a6. Out-Of-State Travel

a6i. Reimbursement for out-of-state travel expenses incurred while on IFO business must be approved in advance by the IFO EC.

a7. Where a receipt is unavailable, an affidavit provided by the IFO State Office is required.

b. IFO President

b1. IFO shall reimburse MnSCU for the President’s release time, as agreed to in the IFO/MnSCU Agreement. The President shall receive her/his base pay from her/his home institution. The IFO shall pay the President for the additional amounts (if any) as indicated below. [Board Motion 1/26/06]
b1.1 At the beginning of each Presidential term, the President’s IFO base salary shall be set at the highest of either 135.7% of her/his faculty base salary or the IFO minimum as described below. (While the 135.7% was arrived at by looking at a faculty schedule of 168 duty days plus 60 additional it does not imply a set number of work days, vacation days etc. but does imply year round work as necessary to do the job.) After that, any increases the President would have received, even retroactively, in her/his faculty salary shall be added to her/his IFO base salary. [Board Motion 10/29/98 4/28/2000 and 1/26/06.]

b1.2 IFO Minimum: The IFO minimum Presidential salary is set at $90,000, for the 2004-2006 term, and is to be increased by Board resolution for each subsequent two-year term to reflect the average increase in faculty salaries during the preceding two years. [Board Motion 1/26/06] The IFO Presidential minimum salary for the FY06-08 term shall be set at $95,400 (reflects a 6% increase achieved in the FY05-07 contract). [Board Motion 4/27/07]

b1.3 Calculation of the IFO minimum Presidential salary shall take place at the start of each presidential term. If a President serves two consecutive terms, her/his salary shall not be reduced as a result of this calculation. [Board Motion 4/27/07]

b2. During the transition period between presidents, the IFO shall pay actual salary and expenses of the President-elect for a period not to exceed 10 duty days, in June of the year in which the presidential election occurs. [Board 10/27/00]

b3. The IFO President shall be provided a taxable housing allowance if he/she must maintain a second residence in the St. Paul/Minneapolis metropolitan area during his/her term of office. Housing allowance is set each year on July 1 to the average rent for a two bedroom apartment in St. Paul plus 20%. This amount is recalculated each July 1. [Board 12/2/05 and 1/26/06]

b4. In addition to actual business mileage, the IFO President will be reimbursed for no more than 40 trips home, per year, at the IRS rate. [Board Motion 12/2/05 and 1/26/06]

b5. The IFO Presidential compensation package (salary, housing, mileage) shall be subject to reporting as defined by IRS regulation. [Board Motion 12/2/05 and 1/26/06]

c. Financial Support for Local Associations

c1. Local Operating Budget

c1.1 Financial support for local Associations shall be provided by the IFO according to the amounts as adopted with the setting of the IFO budget.
c1.2 The local support allocation will be paid in four equal amounts on September 15, November 15, January 15, and March 15.

c1.3 Local Associations should plan their budgets based upon the local support amounts authorized by the Board.

c1.4 Local Associations may request funds in addition to the allocation in the budget.

c1.5 Associations may hire secretarial staff consistent with needs and local support funding. The costs for fringe benefits for staff covered under the IFO Staff Contract provisions shall be funded from the budget for IFO staff and not from the local support allocation. Payroll matters, except for scheduling and the reporting of hours worked, shall be the responsibility of the IFO Office. [Board Motion 4/28/2000]

c2. Local Equipment Expenditures

c2.1 For each local FA office, the IFO central office shall purchase the following equipment: copy machine, fax machine, printer, scanner (may be an all-in-one unit), and shredder. In addition, the central office shall purchase any computer CPUs, monitors, and MS Office software needed by FA Presidents or office staff (not to exceed one machine per person). Such purchases shall be approved in advance by the IFO President and coordinated with the equipment replacement schedule adopted by the IFO Board of Directors. This equipment is property of the IFO. The Board shall be notified of any such purchases at its next regularly scheduled meeting. [Board 10/12/07]

c2.2 The cost of repairs and/or service contracts for equipment purchased by the central IFO office shall come from the IFO budget. [Board 10/12/07]

c2.3 In the case of emergencies, the IFO President may approve Local Association equipment purchases, to be made from central IFO funds, up to $3,000 per incident. At its next regularly scheduled meeting, the Board shall be notified of any emergency equipment purchases that were made.

C2.4 Any other equipment or software desired by a local Association must be purchased from local FA funds. Maintenance of such equipment is the responsibility of the local FA office. Internet connectivity is the responsibility of the local FA office. [Board 10/12/07]

C2.5 The IFO Controller shall keep an inventory record of all equipment at the St. Paul IFO office and Local Association offices. Each FA Treasurer should report any new equipment purchases to the IFO Controller, as well as any equipment disposals. The IFO Controller shall perform an equipment inventory biennially and shall report the results of the inventory to the IFO President. [Board 10/12/07, 4/3/09]
d. Release Time For FA Officers. The purpose of the IFO purchasing release time for FA officers is to ensure that such officers have free time in which to conduct union business. Accordingly, FA officers receiving IFO release time shall be expected to limit their schedules to no more than 16 credits per semester or 29 credits per year, including union release time. Effective August 1, 2011, the IFO will not request and will not reimburse the Employer for union release time which would result in exceeding such limits. Exceptions to such limits must be approved in advance by the Board. [Board 12/2/10]

e. Summer Compensation for FA Presidents

e1. With the approval of the annual budget, the Board shall consider the payment of compensation for the summertime services of FA presidents.

e2. A president may decline an offer of summer compensation or direct that the payment be offered to the FA vice president or president-elect.

e3. Such payments shall be treated and reported as non-employee compensation consistent with IRS rules and regulations. [Board 10/27/00, 12/2/05, & 12/2/10]

f. Lobby Fund

f1. The IFO shall establish an external Lobby Fund for contributions to state-level political candidates. No endorsements or screenings of candidates shall be made. Contributions to state public office candidates or Minnesota county or state party units shall be approved in advance by the Lobby Fund Committee. [Board 12/2/05]

f2. The co-chairs of the GRC shall serve as members of the Lobby Fund Committee and alternate on a yearly basis as chair of the Lobby Fund Committee. The president shall also serve as a member of the Lobby Fund Committee [Board 9/19/03].

f3. IFO shall contribute annually to the Lobby Fund through an allocation in the budget. To comply with IRS rules and regulations funds shall be transferred from the regular IFO checking account to the non-interest bearing Lobby Fund checking account in a timely manner following any state payroll deduction that includes deductions of dues from IFO members equal to or greater than the amount transferred. All contributions from the Lobby Fund to candidates and party units for state public offices shall be made from the Lobby Fund checking account. The Director of Government Relations and the IFO President shall be authorized signatories on the Lobby Fund checking account. [Board 12/2/05]

f4. Reports to the Campaign Finance Public Disclosure Board and the IRS will be made by the IFO state office.

D. Financial Procedures

1. For accounting and IRS purposes, IFO shall treat staff business expenses as subject to an accountable plan by requiring adequate accounting by staff, and by requiring employees to return
excess reimbursement, advances, or allowances not adequately accounted for as ordinary and necessary business expenses.

2. The Board may contract with an auditor, a payroll firm, and an investment firm for purposes of handling financial affairs of the IFO.

3. Financial Duties

   a. The Controller shall have responsibility within the IFO Office for receiving, classifying, authorizing, and paying all general expense vouchers and routine office bills. [Board 10/27/00, 9/19/03, 4/26/07]

   b. The President and designated staff members other than the Controller shall be authorized signatories for general expense checks. All checks (other than those drawn on the Petty Cash Checking account or the Lobby Fund checking account) shall be cosigned by the President or another authorized signatory. [Board 10/27/00, 12/2/05, 4/26/07]

   c. Any checks received in the IFO office shall be deposited in a timely manner by the Controller. [Board 4/26/07]

   d. The Controller shall be responsible for regularly providing copies of bank statements and payroll reports and other necessary information to the Treasurer. [Board 10/27/00, 4/26/07]

   e. The Controller shall be responsible for maintaining a petty cash fund in the office and for properly recording all expenditures from the fund. The President, Controller and Administrative Assistants shall be authorized signatories on a Petty Cash checking account. [Board 10/27/00, 4/26/07]

   f. The Treasurer shall review and sign the expense reports and credit card charges of the President.

4. Except in the case of emergencies, non-routine expenditures must be approved in advance. Non-routine expenditures up to $3,000 must be approved by the President. Non-routine expenditures from $3,000 to $8,000 must be approved in advance by the EC and any non-routine expenditure in excess of $8,000 must be approved in advance by the Board. Emergency non-routine expenditures in excess of $10,000 must be approved in advance by the EC. [Board 12/8/00]

5. The Controller shall be responsible for making the quarterly payments to the local Faculty Associations and for reconciling those payments with payroll expenditures by IFO for local Association employees and with local printing expenditures chargeable to IFO. A report of such payments shall be provided to the Treasurer. [Board 10/27/00, 4/26/07]

E.   Staff Expenses

   1. Requests for Reimbursement
a. Staff shall be provided with written guidelines for submission of reimbursement requests.

b. Staff shall be provided with standardized forms on which to submit requests for reimbursement.

F. Economic Services

1. Economic services provided through IFO shall be available to members only.

G. Legal Assistance Plan

1. The following legal assistance is available to faculty members who are sued for their acts or omissions while acting in the scope of their employment.

2. The Tort Claims Act, Minn. Stat. Section 3.736 describes coverage of employees of the State of Minnesota. As faculty members in the Minnesota State Colleges and Universities system, we are state employees, and we are afforded the following protections:

   a. Defense of and indemnification for claims arising from acts or omissions of an employee acting within the scope of employment, except for conduct constituting malfeasance in office or willful or wanton acts or neglect of duty.

   b. Immunity from lawsuit for several categories of claims, including those arising from due care in the execution of a valid or invalid rule or regulation, and those arising from performance or failure to perform discretionary duties within the scope of employment, whether or not discretion is abused.

   c. Defense and indemnification also applies to auto claims arising within the scope of employment when a faculty member is driving his/her own auto. In such cases, the faculty member’s own auto insurance is obligated for the first coverage. Amounts awarded beyond the limits of that insurance are covered by the State.

   d. Minn. Stat. 3.736 limits awards against state employees to $300,000 per individual and $1,000,000 per occurrence, and the law specifies that the State will not pay punitive damages. These limitations do not create a realistic threat of uncovered liability beyond these dollar amounts, because the Tort Claims Act expresses the specific intent to “defend, save harmless, and indemnify any employee of the state against the full amount of any final judgment” from a covered occurrence.

   e. In effect, Minn. Stat. Section 3.736 provides that faculty members cannot be sued for certain things, can be sued only for a limited dollar amount for certain other things, and are defended and indemnified for losses from covered events.

3. When faced with a lawsuit or the possibility of being sued, a faculty member should first contact the Inter Faculty Organization for assistance with the process of invoking the representation and indemnification provisions of Minn. Stat. Section 3.736. Should the State of Minnesota determine the faculty member is not entitled to representation and indemnification because the acts or
omissions did not occur within the scope of employment, the faculty member should look to the IFO for assistance in appealing that decision.

4. The IFO will assist members with appealing the Attorney General’s denial of certification by the Minnesota State Colleges and Universities that a faculty member’s activities were within the scope of employment.

5. Before doing so, an appropriate IFO staff member will meet with the faculty member to determine whether there are grounds for appealing the State decision denying representation and indemnification. If the staff member determines that grounds for an appeal do not exist the member has 10 days in which to appeal the decision to the IFO Board. The Board is authorized to overturn the staff member’s decision and provide the faculty member with legal assistance under this plan.

6. If legal assistance is granted, either by the staff member or the IFO Board, the IFO will provide the member with a free consultation with an attorney of the IFO’s choosing regarding civil or criminal complaints arising within the scope of the member’s employment. The IFO will assist members in locating and consulting with an appropriately qualified attorney, and will pay for the initial consultation. [all of section G added, Board motion September 19, 1997]

[Chapter XVIII revised per Board Motion 9/15/06].

CHAPTER XIX: IFO OFFICE POLICIES

A. Records Retention Policies

1. Membership Records
   a. Membership databases and campus seniority rosters will be archived electronically and retained permanently. State reports of unit assignments, payroll deduction reports, and other bargaining unit payroll records will be retained for at least seven (7) fiscal years. [Board 10/27/00]

2. Financial Information
   a. Staff payroll records, staff expense reports, and bill and payment records will be retained seven years. [Board 10/27/00]
   b. Audited financial statements and tax returns will be retained permanently.

3. Official Minutes and Notes
   a. Minutes of the Delegate Assemblies, meetings of the Board of Directors, and Executive Committee meetings will be retained permanently.
   b. Notes of Statewide Meet-and-Confer sessions will be retained permanently.
4. Negotiations and Contract Records
   a. Arbitration decisions, memoranda of agreement, letters of understanding, and all records and correspondence pertaining to the negotiation of the Collective Bargaining Agreements will be retained permanently. [Board 3/25/04]
   b. Pertinent electronic communications will be retained permanently.

5. Official correspondence shall be retained permanently.

6. Grievance Files. All grievance files shall be retained permanently. Grievant’s copies of personal records may be returned to the grievant following the expiration of the grievance and arbitration processes and all appeals.

B. Office Hours
   1. The IFO office shall maintain normal business hours.
   2. In weather emergencies, the President may close the office.

C. Membership Records
   1. Local Associations shall be provided with membership applications by the IFO office.
   2. Membership Records
      a. IFO membership records shall be considered confidential information and shall be released or made available only at the direction of the Board.
      b. Regularly, the IFO Office shall provide each local Association president and local Association membership chair an updated list of members and non-members, to be used for official IFO and Association business.

D. Dues and Fair Share Fees
   1. Membership dues for full-time faculty members shall ordinarily be collected by payroll deduction in 16 equal portions beginning in September or October and continuing through 16 pay periods. [Board 4/21/06]
   2. Fair share fees for full-time non-members shall ordinarily be collected by payroll deduction in 16 equal portions beginning in September or October and continuing through 16 pay periods. [Board 10/27/00 & 4/21/06]
      a. In a timely manner, as required by law, the IFO Office shall notify full-time, part-time, and adjunct non-members of IFO’s intent and its procedures for collecting fair-share fees.
3. Upon receipt by the IFO Office of notice from the employer of employment of adjunct or part-time faculty during the year, the IFO Office shall notify said faculty of membership dues, fair share fees, and IFO’s procedures for collecting fees as required by law.

4. At the beginning of each academic year, the IFO Office shall publish an explanation of IFO dues and fair share fees and the benefits to be realized from membership.

5. At the beginning of each academic year, the IFO Office shall inform all members and non-members that they may choose to pay dues or fair share fees with a single payment. The IFO Office shall set the date by which this payment must be made.

E. Information

1. The Operating Procedures shall be kept current and maintained at the IFO Office, with copies available upon request.

2. The position descriptions of the appointed personnel shall be kept on file at the IFO Office.

3. Campus Information
   a. A copy of each FA Constitution shall be kept on file at the IFO Office.
   b. Each FA shall provide the IFO Office with copies of the campus (6) and local community phone (1) directory when they become available each year. [Board 10/27/00]

4. Negotiations
   a. The IFO Office shall be responsible for preparation of the summary document outlining significant language changes, and shall be responsible for distribution of copy(ies) of the tentative settlement and of the summary document along with Article 11 to each Board member and local FA president.

F. Vendor Selection

1. Whenever practicable, the IFO shall schedule IFO meetings at hotels at which the workforce is represented by a union.

2. Whenever practicable, the IFO shall purchase printing services from businesses at which the workforce is represented by a union. In addition, whenever possible, the IFO shall require the Allied Printing Trades Council Union label to be affixed to its printed materials.

3. In carrying out its organizational functions, the IFO will strive to utilize unionized services and patronize unionized restaurants.

G. Whistleblower Policy [Board 4/3/09]
This whistleblower policy is intended to provide a mechanism for the reporting of illegal activity or the misuse of Inter Faculty Organization (“IFO”) or Faculty Association (“FA”) assets while protecting from retaliation the employees, IFO/FA officers and/or IFO represented bargaining unit members who make such reports.

1. Questionable Conduct

This policy is designed to address situations in which an individual suspects that an IFO/FA officer or employee has engaged in illegal acts or questionable conduct involving the Union’s assets. This conduct might include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to the IFO/FA or to the IFO’s auditors, or even a conflict of interest that results in financial harm to the IFO/FA. The IFO encourages staff, officers and bargaining unit members to report such questionable conduct and has established a system that allows them to do so anonymously.

2. Reporting

   a. If an individual suspects illegal conduct or conduct involving misuse of IFO/FA assets or in violation of the law, he or she may report it, anonymously if the individual wishes, and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

   b. Reports of concerns or complaints about potentially illegal conduct or conduct involving misuse of Union assets may be made to any of the following:

       IFO President
       IFO Vice President
       IFO Treasurer
       IFO Controller
       FA Presidents

       The IFO will promptly conduct an investigation into matters reported, keeping the informant’s identity as confidential as possible consistent with the obligation to conduct a full and fair investigation, and the Union’s obligations under the IFO/IFOSA collective bargaining agreement. The names and e-mail addresses of the current holders of the positions designated above are posted on the IFO’s website.

3. No Retaliation

   An individual who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation may report it to any of the individuals listed above, as appropriate. In addition, retaliation for reporting suspicious conduct pursuant to this policy shall be grievable by IFO staff under the IFO/IFOSA collective bargaining agreement.

   Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation and the IFO’s
obligations under the IFO/IFOSA collective bargaining agreement. The party conducting the investigation will notify the individual making the report (if identified) and the officer, employee or member accused of misconduct of the results of the investigation.

The IFO strongly disapproves of and will not tolerate any form of retaliation against officers, employees and/or members who report concerns in good faith regarding the IFO/FA’s operations. The IFO will take appropriate steps to address retaliation.

4. Whistleblower Procedure

The “whistleblower” procedure is intended to describe the process through which concerns about the possible misuse of IFO/FA’s assets are handled pursuant to the IFO’s whistleblower policy.

a. An individual makes a report of suspected misuse of IFO/FA assets by reporting in person to any of the designated individuals listed above. Alternatively, reports may be made anonymously in writing to any of the designated individuals. Particularly in the case of anonymous reports, reports should include as much information as possible to facilitate investigation.

b. The report is promptly reviewed by the IFO President and the IFO Controller to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. (If both of them are alleged to be involved, the report should go directly to the Executive Committee.)

- A complaint means any report involving (i) questionable accounting, auditing, financial reporting, or internal controls; (ii) suspected fraud, theft, or improper use of company assets; (iii) a violation of the IFO’s conflict-of-interest policy that results in a financial harm to the IFO/FA; or (iv) a claim of retaliation against any officer, employee or bargaining unit member making a good-faith report regarding any of the preceding matters.

- A non-Complaint means a report of any other matter not involving a misuse of the Union’s assets.

c. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the Executive Committee. If the report is deemed to be a non-complaint, it will be referred for follow-up. Some non-complaints may involve serious matters that require prompt investigation, but may nevertheless not involve misuse of the IFO/FA’s assets.

d. Each complaint is fully investigated, and, as far as possible, handled so as to protect the privacy of the individual making the complaint. A written report of the outcome of each investigation is prepared and delivered to the Executive Committee.

e. The Executive Committee decides whether the report involves a matter that is material. If a report is deemed material and substantiated, the Executive Committee may forward it for disposition to the IFO board or may direct the IFO President or the relevant FA President to take action to resolve the situation. If the report is deemed substantiated, but nonmaterial, the
Executive Committee may refer the matter to the IFO Controller to be addressed as appropriate.

H. Conflict of Interest Policy [Board 4/3/09, 12/2/10]

1. Members of the IFO Executive Committee, the IFO Board, the IFO Negotiation Team, the IFO Salary Equity Committee, Local FA Executive Committees and IFO management staff have a duty of loyalty to the IFO. In furtherance of this duty, it is the policy of the IFO that these identified individuals may not use their positions for personal, financial, family or professional gain at the expense of the IFO. This policy is not designed to eliminate all relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest. The policy outlines procedures to implement in specific situations where the potential of conflict of interest may be perceived by the general IFO membership.

2. Definitions

A conflict of interest may exist when the interests or potential interests of any of the following groups may be seen as competing with the interests of the IFO, or when such interests may impair a person’s independence or loyalty to the IFO.

IFO Officers
IFO Executive Committee
IFO Board of Directors
IFO Negotiation Team
IFO Salary Equity Committee
Academic Affairs Coordinators
Local FA Executive Committees
IFO Controller

3. Examples

A conflict of interest may exist if individual holding a position identified in Paragraph 2 above:

a. Seeks a position in local management (administration) or MnSCU system offices while serving in an identified position listed above
b. Derives remuneration or seeks to derive remuneration or other financial gain from a transaction involving the IFO and MnSCU, with the exception of grants offered through an established RFP process by MnSCU

c. Seeks to direct IFO policy in relation to MnSCU in a direction from which the individual would derive remuneration or plans to seek to derive remuneration

d. Has a business or financial interest in any third party dealing with the IFO
e. Supervises or makes decisions regarding the compensation or other terms and conditions of employment of any employee with whom the individual has a family, personal or financial relationship

f. Selects specific vendors who offer personal incentives to direct IFO business their way

g. Seeks to direct the business of IFO members to specific vendors for retirement planning

4. Retirement Planning Advice

To protect the IFO membership and allow IFO staff to give complete and unbiased information related to retirement planning, no specific individual retirement or financial planners will be recommended or referred business at statewide or individual meetings.

5. Dissemination of Policy and Disclosure Statements

A copy of this conflict of interest policy shall be furnished to individuals holding and/or seeking to serve in any of the positions identified in Paragraph 2 above. All individuals holding positions identified in Paragraph 2 above shall be required to complete and submit an IFO Conflict of Interest Disclosure Statement each fiscal year. (Provided that this policy shall not be applied to IFOSA-represented staff without the agreement of the IFOSA.) Completed disclosure forms should be submitted to the IFO Controller by not later than 60 days after selection to serve in a position identified in Paragraph 2, and updated thereafter by not later than October 1 each year. The IFO Controller will compile a master list of disclosed conflicts for use by the IFO and the local FAs.

Effective January 1, 2011, prior to being considered as a candidate for election or appointment to any office identified in Paragraph 2, faculty shall be required to confirm in writing that “I have read and agree to abide by the IFO Conflict of Interest Policy if selected for covered office.” Such confirmation must be submitted to the relevant Faculty Association or to the IFO prior to inclusion on the ballot or consideration for appointment. In the case of successful write-in candidates, such written confirmation must be provided before the write-in may be declared a winner and assume office. [Board 12/2/10]

6. Certification

This policy and its application shall be reviewed annually for the information and guidance of the individuals holding any of the positions identified in Paragraph 2, each of whom has a continuing responsibility to scrutinize their transactions and outside business and professional interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

I. Anti-Harassment Policy [Board 10/29/09]

1. General. The Inter Faculty Organization (“IFO” or “Union”) is an equal opportunity employer committed to providing a work environment for its employees free from unlawful harassment, including harassment or other forms of discrimination based on race, color, creed, religion, national
origin, sex, sexual orientation, marital status, disability, age, receipt of public assistance, or union affiliation.

2. Sexual Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when:

   a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; or

   b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or

   c. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to, unwanted sexual advances; demands for sexual favors in exchange or favorable treatment or continued employment; physical conduct that is sexual in nature, such as touching, pinching, patting, leering, whistling, making or sexually-oriented gestures; verbal abuse of a sexual nature such as making noises, remarks, jokes, or comments about a person's sexuality or sexual experience; or display in the workplace of pictures, posters, calendars, graffiti, objects, promotional materials, internet materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

3. Other Forms of Unlawful Harassment. Unlawful harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual:

   a. Because of the individual's race, color, creed, religion, national origin, sexual orientation, marital status, disability, age, or receipt of public assistance; or

   b. Because of his/her relatives', friends' or associates' race, color, creed, religion, national origin, sexual orientation, sex, marital status, disability, age, receipt of public assistance or union affiliation; and

   c. Has the purpose or effect of:

      Creating an intimidating, hostile, or offensive working environment; or

      Unreasonably interfering with an individual's work performance; or

      Otherwise adversely affects an individual's employment opportunities.

Unlawful harassment may include, but is not limited to, negative epithets, slurs, or stereotyping; threatening, intimidating, or hostile acts relating to race, color, creed, religion, national origin, sexual orientation, sex, marital status, disability, age, or receipt of public assistance; and written or graphic material visible or circulated in the workplace that denigrates or shows hostility or aversion toward a
person or group because of race, color, creed, religion, national origin, sexual orientation, sex, marital status, disability, age, receipt of public assistance or union affiliation.

4. Filing, Investigating and Resolving Complaints. Complaints regarding sexual harassment and other forms of unlawful harassment should be submitted to the IFO President or to any other member of the IFO Executive Committee. Complaints may be made in writing or orally, and employees who witness harassment are encouraged to report it immediately, even if they are not the target of the objectionable language or conduct. Employees represented by the Inter Faculty Organization Staff Association (“IFOSA”) may also wish to advise the IFOSA of their complaints regarding objectionable language. All complaints of harassment submitted to the IFO will be investigated promptly, fairly, and completely. IFOSA represented employees may elect to have an IFOSA representative present during any interview conducted under this policy. Information obtained through such investigations will be kept confidential to the degree possible in light of the IFO’s Constitution and operating procedures, the IFO/IFOSA collective bargaining agreement, and local, state, and federal laws. Corrective action will be taken as warranted by the results of the IFO’s investigation.

[Chapter XIX revised per Board Motion 9/15/06].

**Chapter XX. GRIEVANCE REPORTING**

**A. Internal Grievance Reporting**

1. Each campus shall designate a reporter to assure that campus grievance activities are reported to the Faculty Association and the state IFO office in an accurate and timely matter.

2. The designated campus reporter shall provide copies of all campus Step I and Step II grievances to the state IFO office contemporaneously with the filing of such documents on campus. In addition, the designated reporter shall forward administrative Step I and Step II responses to the state IFO office as soon as possible after receipt.

3. The state IFO office shall be notified as soon as possible of campus requests to move a grievance to Step III in order to allow adequate time for compliance with the contractual deadline for filing Step III grievances.

4. Campus requests to the state IFO office to move a grievance to Step III should be accompanied by relevant documentation as identified in the Grievance Transmittal Cover Sheet. In cases where such documentation is not immediately available, the information should be forwarded as soon as possible after the request to move a grievance to Step III is made.

5. The designated reporter shall provide an update on pending campus grievances to the Faculty Association, the IFO and campus grievance committees at least once each semester.

6. State IFO staff shall keep campus Faculty Associations, designated reporters, and campus grievance officers informed on the status of grievances from their individual campuses.

**B. Summary Reports**
The IFO staff shall prepare summary grievance reports for each IFO Board of Directors meeting, and more often as requested, regarding all grievances pending at the Step III level or above. Normally, such summary reports shall not identify an individual grievant by name. Such summary reports may be distributed as deemed appropriate by the IFO and Faculty Associations.

C. Access to Individual Grievance Information

1. In response to requests from IFO bargaining unit members, the union will provide copies of documents relating to IFO grievances and arbitration decisions that MnSCU and/or individual universities would be obligated to provide as “public data” pursuant to the Minnesota Government Data Practices Act (“MGDPA”). Information to be disclosed would include:

   - Name of the grievant
   - University (or universities) involved
   - Date of grievance
   - Nature of the grievance, including the contract provision(s) alleged to have been violated and the remedy requested
   - Status of the grievance
   - Terms of any grievance settlement
   - Arbitration award in cases where grievance is arbitrated

2. It is the policy of the IFO in the case of pending disciplinary grievances to treat as confidential the name of the grievant, the alleged offense for which the grievant was disciplined, and the specific disciplinary action taken. Such information may be disclosed internally to IFO and FA officers, including grievance officers, and staff as the union deems appropriate.

3. Grievance/arbitration documents may be redacted or withheld to preserve the confidentiality of personal data such as:

   - Social security numbers
   - Medical information
   - Employee assistance or other counseling information
   - Sexual abuse or maltreatment
   - Information which could threaten the personal safety of an individual or subject the individual to harassment
   - Student information

[Entire chapter, Board 12/8/00]
[Chapter XX revised per Board Motion 9/15/06]
[Entire Chapter XX revised per Board Motion 1/23/09]
APPENDIX ITEMS:

STAFF JOB DESCRIPTIONS:
Administrative Assistant & Membership Coordinator
Controller
Director of Government Relations
Director of Grievance & Equity Issues
General Counsel
Legal Assistant

INVESTMENT POLICY

Position Title: Administrative Assistant & Membership Coordinator

Supervisor: President
General Assignment: To perform general administrative support including word processing, telephone reception, and scheduling for IFO staff, officers, and committees, and membership coordination for the organization.

The specific duties include:

1) Schedule and coordinate appointments for IFO staff members and the IFO President;
2) Handle meeting arrangements, hotel accommodations, and related matters for IFO meetings and events;
3) Provide telephone and office reception support;
4) Record minutes at IFO Board meetings, Executive Committee and Statewide Meet and Confer;
5) Maintain stationery, forms, brochures, and other office materials;
6) Provide secretarial assistance to the IFO President, Director of Government Relations and Academic Affairs Coordinators;
7) Provide desktop publishing support for IFO publications;
8) Construction and maintenance of IFO website;
9) Process and distribute mail;
10) Pick up and deliver printing orders, packages, mail, bank deposits, etc., and other errands as necessary;
11) Process special mailings;
12) Administers and maintains the membership database including data entry, routine processing for member deductions, mailings, as well as dues/fair share collections;
13) Performing all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continuing self development, and with responsibility for facilitating a cooperative work environment;
14) And, other duties directly related to the description of the position as defined above and as assigned by the IFO President.

Revised by the IFO Board – October 30, 1997
As amended by Operating Procedures – October 27, 2000
Revised by the IFO Board - October 23-24, 2003
Revised by the Board September 14-15, 2006
Revised by the Board September 25-26, 2008
Revised by the Board September 24-25, 2009

Position Title: Controller
Supervisor: President
General Assignment: This position has three primary duties: Bookkeeper, Assistant to the IFO President, and Human Resources. The specific duties include:

1. Maintains and records business transactions, issues checks, balances ledgers and prepares reports.
2. Works with outside accountant to assure accuracy and completeness of IFO financial records and operating procedures.
3. Performs clerical and routine administrative support functions to assist the President in IFO staff matters.
4. Responsible for confidential and time sensitive materials.
5. Provides assistance to the IFO Treasurer to permit him/her to fulfill official duties of the Treasurer. Acts as Treasurer for the IFO Lobby Fund.
6. Maintains confidential personnel records, collects and analyzes HR data, establishes and implements systems for payroll and other benefits. Acts as pension plan administrator for staff pension. Transmits information to the appropriate service bureau or government agencies.
7. Identifies all insurance maintained by the IFO (including Officers and Directors, office, fire, theft, workers compensation, unemployment compensation, auto, etc.).
8. Documents contacts, procedures and calendar for renewal/service dates.
9. Provides in house computer support for the IFO office, works directly with technical support in resolving computer issues.
10. Maintains office supplies and a centralized file system for the IFO office.
11. The Controller will be a member of the Treasurer’s Advisory Committee and be responsible for taking the minutes and keeping the Treasurer’s Advisory Committee binder up-to-date.
12. The Controller will be responsible for the annual audit which consists of preparing the audit materials, overseeing the auditor’s fieldwork, reviewing the financial statements and management letter drafts, and presenting the audit (along with the Treasurer and auditors) to the Executive Committee and Board of Directors.
13. Performs all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continuing self development, and with responsibility for facilitating a cooperative work environment.
14. Other duties directly related to the description of the position as defined above and as assigned by the IFO President.

Approved by the IFO Board on October 14-15, 2006.
Title Change approved by IFO Board on April 26-27, 2007.
Approved By the IFO Board September 25-26, 2008.
Approved by the IFO Board on September 24-25, 2009.

Position Title: Director of Government Relations
**General Assignment:** To develop and implement strategies to accomplish the political objectives of the IFO and to represent and promote the image of the IFO before the legislature, federal and state agencies, the governor’s office, student and faculty groups and the general public.

The specific duties include work in the following areas as assigned by the IFO President:

1) Monitor legislation and proposed agency rules, procedures and regulations of concern to the IFO and to interpret legislative and agency actions to members;
2) Respond to organizational, legislative objectives and assist in the drafting of appropriate legislation;
3) Communicate legislative concerns to members of the legislature, the Governor, and appropriate legislative staff, and promote and strengthen the relationship between these parties and the IFO;
4) Schedule meetings/information sessions involving the President and/or appropriate faculty members with the legislature;
5) Provide staff support for the Government Relations Committee and campus political committees and promote meaningful lobbying and political action by faculty members;
6) Coordinate contributions from the Lobby Fund for political candidates and state party units;
7) Coordinate public relations and internal and external communications for the IFO;
8) Coordinate IFO positions on MnSCU budget;
9) Build working relationships with students and other unions to further IFO objectives;
10) Conduct retirement workshops and assist faculty members with pension and retirement concerns;
11) Communicate with Academic Affairs Coordinators, General Counsel, Director of Grievance and Equity, other staff and IFO Board concerning legislative matters;
12) Serve as an IFO representative on the Health Care Coalition Bargaining Group;
13) Performing all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continuing self development, and with responsibility for facilitating a cooperative work environment;
14) And, other duties directly related to the description of the position as defined above and as assigned by the IFO President.

Adopted by the IFO Board June 2, 1995
As amended by the Board October 27, 2000 (revisions of Operating Procedures)
Adopted by the Board September 12, 2002
Revised by the IFO Board - October 23-24, 2003
Revised by the IFO Board – December 6, 2007
Revised by the IFO Board September 25-26, 2008

**Position Title:** IFO Director of Grievance and Equity (DOGE)
**Supervisor:** Reports to the IFO President

**General Assignment:** Primary responsibility is to provide professional assistance to the IFO in contract grievance and equity matters. The individual must have a current license to practice law and must, within six months of hire obtain and then maintain a license to practice law in the State of Minnesota.

**Specific duties include:**

1. Direct and assist the campus Faculty Associations in developing effective local grievance and equity support systems, including training.

2. Advise faculty members on their rights related to MnSCU and University policies and procedures, IFO-MnSCU contract and state and federal employment and anti-discrimination law.

3. Initiate and/or assist with processing contract grievances, primarily of an individual or single campus nature.

4. Advocate for and assist faculty in pursuing their rights under anti-discrimination laws and policies.

5. Monitor compliance of employer and recommend remedial actions with respect to non-discriminatory hiring and employment practices and affirmative action goals.

6. Attend Meetings of the Board of Directors and report to regarding grievance, equity, and diversity matters.

7. Regularly attend contract negotiations. Advise negotiations team regarding grievance, equity and diversity matters.

8. Oversee provision of staff support to IFO committees dealing with equity issues, including salary equity studies.

9. Work in conjunction with the IFO General Counsel to assure coordination of effort and information in all grievance and contract interpretation matters.

10. As assigned by the President, undertake other duties consistent with the position as defined above.

11. Perform all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continuing personal and professional development, and with responsibility for facilitating a cooperative work environment.

Adopted by the IFO Board of Directors on November 8, 2007.

**Position Title:** IFO General Counsel
**Supervisor:** This position reports to the IFO President.

**General Assignment:** Primary responsibility is to provide professional legal service by advising and representing the IFO on a broad range of legal matters focusing especially on Higher Education Law, Public Sector Labor Law and contract negotiations. The individual must have a current license to practice law and must, within six months of hire obtain, and then maintain, a license to practice law in the State of Minnesota.

**Specific duties include:**

1. Monitor state and federal legal developments impacting higher education and keep the organization apprised of important matters including, but not limited to, intellectual property, tenure, performance or merit pay, trends involving part-time faculty and funding.
2. Monitor state and federal legal developments of significance to public sector employment including, but not limited to, Public Employment Labor Relations Act, Minnesota Data Practices Act, Minnesota Public Employee Pensions and the Minnesota State Colleges and Universities System.
3. Advise the IFO with regard to duties and liabilities of officers, Board of Directors and staff. Provide for appropriate training to enable individuals to fulfill these duties.
4. Attend meetings of the Board of Directors and regularly report on legal developments and other matters as may be needed.
5. Serve as primary staff advising the IFO Contract Negotiations Team. Work in cooperation with the Director of Grievance and Equity (DOGE), the Director of Government Relations, and the Academic Affairs Coordinator(s) to see that input from the staff is provided to the Team and that communication with the staff is maintained with the Team.
6. In coordination with the DOGE, have primary responsibility to initiate system wide grievances at the step 3 level.
7. Work in conjunction with the DOGE to assure coordination of effort and information in all grievance and contract interpretation matters.
8. Provide legal information and advice on other issues such as business law, tax law, and real estate law as time and experience may allow.
9. In coordination with the DOGE and the Coordinator(s) of Academic Affairs, provide education and training for IFO campus and state wide groups to enable them to function more effectively.
10. As assigned by the President, undertake other duties consistent with the position as defined above.
11. Perform all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continued personal and professional development, and with responsibility for facilitating a cooperative work environment.

Adopted by the IFO Board of Directors on November 8, 2007.

**Position Title:** Legal Assistant, Labor Relations and Equity Affairs
Supervisor: IFO President

General Assignment: To provide paralegal services to the IFO and to support the Director of Grievances and Equity (DOGE) and the General Counsel (GC) in the performance of their duties.

Specific duties include:
1. Create and maintain a data base of grievances and arbitrations conducted by or for the IFO.
2. Create and maintain a data base correlating the IFO MnSCU Contract with negotiation records, grievances and arbitration awards.
3. As appropriate provide support to the DOGE and the GC in handling grievance and discrimination matters:
   a. Maintain calendar and tickler system for deadlines and remind DOGE and GC of meetings, hearings, arbitrations and other key matters.
   b. Manage grievance files, including maintenance of records, and serving as liaison with the faculty grievant when appropriate.
   c. Support arbitration and discrimination representation, including gathering witness and documentary information, preparation of documents, exhibits and assisting with pre and post hearing briefs. Attend arbitrations and discrimination meetings as requested.
   d. Conduct legal and grievance research as requested by the DOGE or GC.
4. Provide support to the IFO Negotiating Team including:
   a. schedule joint IFO/MnSCU sessions, meeting times and locations.
   b. attend bargaining sessions and maintain record of discussions.
   c. assist in drafting, tracking and refining language proposals.
5. Coordinate with Administrative Assistant and Membership Coordinator the scheduling of, and preparation for, committee meetings for which the DOGE or GC have primary staff responsibility. Attend meetings and assist with preparation of minutes and other follow up as requested.
6. Provide secretarial support to the DOGE and GC and provide occasional back up to the Administrative Assistant.
7. Performing all duties in a professional manner with good planning/organizational skills, demonstrating effective decision making, engaging in continuing self development, and with responsibility for facilitating a cooperative work environment;
8. And, other duties directly related to the description of the position as defined above and as assigned by the IFO President.

Approved for Board Recommendation by the EC on October 14, 2005.
Approved by the IFO Board of Directors on October 22, 2005.
Approved for Board Recommendation by the EC on March 20, 2008.
Approved by the IFO Board of Directors on March 27, 2008.
INVESTMENT POLICY

[Adopted by the Treasurer’s Advisory Committee on February 16, 2007]
[Reviewed by the Executive Committee on February 23, 2007]
[Approved by the Board of Directors on April 26, 2007]

Objectives

All funds of the Inter Faculty Organization shall be invested in short, medium, and long-term instruments with the goal of preserving capital while promoting asset growth and social responsibility. The IFO Treasury Committee shall review current investment performance annually, and propose investment changes to the IFO Board as needed.

Assets

a. Operating Cash. Short-term instruments, such as interest bearing checking accounts, shall provide working capital for the organization. The working capital accounts shall be kept at an amount equal to one month of operating expenses. Short-term funds in excess of short-term needs shall be moved to cash reserves.

b. Cash Reserves. Medium-term instruments, such as money market accounts and certificates of deposit, shall provide working capital during periods when cash disbursements exceed dues revenues. The cash reserves should be kept at an amount equal to finance the operations over the largest period without revenues, which is five months, as of February 2007. Funds not needed for medium-term needs shall be moved to long-term investments.

c. Long-term investments, such as index mutual funds, shall provide growth of assets at a higher risk than short-term and medium-term instruments but at a relatively low risk of loss. Long-term investments may be sold to fund needs approved by the IFO Board of Directors.