CONSTITUTION OF THE

BEMIDJI STATE UNIVERSITY

ASSOCIATION OF ADMINISTRATIVE AND SERVICE FACULTY LOCAL 320, INTERNATIONAL BROTHERHOOD OF TEAMSTERS

This Constitution shall consist of Part 1, the Articles and Part II, the Bylaws.

PART 1: ARTICLES ARTICLE I – NAME AND AFFILIATION

Section 1. Name

The name of this organization shall be the Bemidji State University Association of Administrative and Service Faculty, hereinafter “BSUAASF” also known as “ASF” locally.

Section 2. Affiliation

BSUAASF shall be considered a chapter of the Minnesota State University Association of Administrative and Service Faculty, hereinafter “MSUAASF”. Any other affiliation shall be in accordance with the regulations contained in the Bylaws and in accord with the procedures established by the Bureau of Mediation Services.

ARTICLE II – PURPOSE

The purpose of this organization shall be to: 1) maintain the quality of education and educational services at Bemidji State University, 2) promote the welfare of the administrative and service faculty of Bemidji State University, and 3) cooperate with similar organizations in the Minnesota State Colleges and Universities System via MSUAASF to achieve common goals in all areas of employment conditions.

ARTICLE II I – MEMBERSHIP

The membership of this organization shall consist of administrative and service faculty of Bemidji State University who are eligible under the requirements of the Bylaws and in accordance with procedures established by the Bureau of Mediation Services and who comply with the Articles, Bylaws and obligations of the BSUAASF. Members of this organization shall be considered in good standing, hereinafter “members”, as specified in the Bylaws.

ARTICLE IV – OFFICERS

Section 1. The officers of BSUAASF shall be: Immediate Past President, President, President Elect, Secretary, Membership Coordinator and Treasurer. The officers shall be elected and have powers and duties as specified in the Bylaws.

Section 2. The officers of BSUAASF shall constitute the Executive Committee, along with the chief negotiator. The Executive Committee shall act for BSUAASF between general meetings in accordance with regulations contained in the Bylaws. When a

Section 3. BSUAASF shall choose membership representatives to the BSUAASF Meet and Confer Team and the MSUAASF Negotiating Team in accordance with regulations contained in the Bylaws.

Section 4. All officers shall assume their respective positions immediately upon election.

BSUAASF Constitution

Revised April 2023 Page 1

ARTICLE V – MEETINGS AND TRANSACTION OF BUSINESS

Section 1. Regular Meetings

Regular meetings of BSUAASF shall be held twice each semester during the academic year and once during the summer. At the beginning of each academic year, the Executive Committee shall establish a specific schedule of regular meetings for the year. In election years, at the first regular spring semester BSUAASF meeting, a slate of officers shall be submitted and the announcement of any special procedures for the election shall be made as provided in the Bylaws.

Section 2. Special Meetings

The President of BSUAASF may call a special meeting at any time for any appropriate matter of business. A special meeting shall be called by the President if at least twenty percent (20%) of the members submit a written request for such a meeting, specifying the agenda.

Section 3. Quorum

A quorum for the transaction of business at any BSUAASF meeting shall consist of at least thirty-three percent (33%) of the full share membership.

Section 4. Extraordinary Circumstances

In the event of extraordinary circumstances as determined by the Executive Committee, business of the BSUAASF may be conducted by mail. In such a case, time period for membership response shall be indicated and quorum shall apply.

Section 5. Notification of Meeting

The Secretary shall distribute to all members of BSUAASF a written notice of regular meetings, indicating a tentative agenda, at least two (2) duty days prior to the date of the meeting. Special meetings may be called without prior notice up on the direction of the Executive Committee.

Section 6. Mode of voting at Meetings

Motions presented at meetings shall be voted upon by acclamation, unless a motion for a secret ballot is made and passed by a majority of the members present at the meeting.

Section 7. Parliamentary Procedure

The parliamentary authority for BSUAASF and its components shall be Robert’s Rules of Order (latest edition).

ARTICLE VI – ADOPTION AND AMENDMENTS

Section 1. Adoption/Amendment

The constitution may be amended by simple majority of the votes members cast in a mail ballot election conducted by the Nominating Committee. Such amendment shall have been presented to the members of BSUAASF at a regular or special meeting and shall have been presented in writing to members of BSUAASF at least ten (10) days prior to the voting. Unless otherwise specified, the amendment shall go into effect immediately upon adoption.

PART II: BYLAWS

CHAPTER I – MEMBERSHIP

Section 1. Qualification for Membership

Unclassified employees of the administrative and service faculty or other employees of Bemidji

BSUAASF Constitution

Revised April 2023 Page 2

State University are qualified for membership in BSUAASF if their positions are in the appropriate unit as determined by the Minnesota bureau of Mediation Services. In the event that such determination has not been made by the Bureau of Mediation Services, the Executive committee of BSUAASF, in consultation with the Board of Directors of MSUAASF, shall determine eligibility.

Section 2. Membership in Good Standing

Those eligible for membership in BSUAASF shall be considered in good standing when regular membership dues of this organization and any dues of the MSUAASF are duly paid. Evidence of paid membership shall be in accordance with the provisions specified in these Bylaws.

Membership records shall be maintained by the Treasurer, and membership shall be continuous until termination of employment, written resignation, or suspension of member for failure to pay dues. Those eligible for membership who fail to pay dues shall be considered non-members.

Section 3. Membership in Affiliate Organizations

BSUAASF may not become a party to any merger with, or affiliation to, any other professional organization or group other than the MSUAASF, except by a majority vote of all ballots cast by members in a mail ballot election held for that purpose and conducted by the Bureau of Medication Services. The status of this organization as a Chapter of MSUAASF shall not be construed to mean that BSUAASF shall automatically become a party to any merger or affiliation which may be entered into by MSUAASF.

Section 4. Liability for Dues

Subsection 1. The monthly dues shall be established by the International Brotherhood of Teamsters Local 320 in compliance with the Teamsters International Constitution Bylaws.

Subsection 2. Additional membership dues shall be determined biannually by the Board of Directors of the MSUAASF with an option for local acceptance or rejection as offered by Article VII of the MSUAASF Constitution.

Subsection 3. Special local assessments may be levied upon members of BSUAASF by simple majority vote of the total membership in a mail ballot.

CHAPTER II – ELECTION PROCEDURE

Section 1. The Nominating Committee of BSUAASF, as appointed by the Executive Committee, shall conduct the nomination and election of all elective offices of BSUAASF and shall determine whether the election shall be by mail ballot, by secure, confidential electronic ballot, or by a special meeting called for the purpose of holding an election. In either case, the Nominating Committee shall specify to the membership the procedures to be employed in the nomination and election process. The Nominating Committee shall: 1) determine the outcome of all elections, 2) publicize the results to all members, and 3) keep ballots on file for thirty (30) days.

Section 2. The Nominating Committee shall present candidates to fill vacancies in elective offices in its nominations and shall provide the membership with the opportunity to add nominations.

BSUAASF Constitution

Revised April 2023 Page 3

CHAPTER III – ELECTION OF OFFICERS AND OTHER ELECTED OFFICIALS

Section 1. Elective Positions

The elective positions of this organization shall be: Past President (1 year term immediately following term as President), President (1 year immediately following term as President Elect), President Elect (1 year term), Secretary (2 years), Treasurer (2 years), Membership Coordinator (2 years) and the Meet and Confer Team (2 years), all of which shall be elected in conformance with the election procedures provided in these Bylaws.

Section 2. Year of Elections

BSUAASF elections shall be conducted in even numbered years for secretary, treasurer and meet and confer members. An election will be held each year to elect a new president elect.

Section 3. BSUAASF Negotiating Team

The BSUAASF Negotiating Team members shall consist of one chief negotiator and one alternate who shall be appointed by the Executive Committee.

Section 4 – Meet and Confer Team

The Meet and Confer Team shall be standing committee and shall consist of the BSUAASF Executive Committee and four members selected by the membership during regular elections. Two alternates for Meet and Confer will also be selected. If a Meet and Confer member is unable to attend, it is that member’s responsibility to arrange for a Meet and Confer alternate to attend the meeting.

CHAPTER IV – POWERS AND DUTIES

Section 1. BSUAASF

BSUAASF shall be empowered to conduct the affairs of the organization as required by these Articles and Bylaws, The MSUAASF Constitution, and by the negotiated contract with the Minnesota State Colleges and Universities Board.

Section 2. Executive Committee

The Executive Committee shall be empowered to act for BSUAASF in emergency situations or when it is impossible for the members of the organization to meet. All actions of the Executive Committee shall be reported by the BSUAASF President to the members in the meeting minutes. The Executive Committee shall establish the agenda for BSUAASF meetings, shall arrange for an audit of the financial records as determined appropriate by the Executive Committee or a quorum of the general membership, and shall appoint members to serve on non-elective committees, search committees or as representatives to institutional committees and establish ad- hoc committees as necessary.

Section 3. President

The President of BSUAASF shall preside at all meetings, may call special meetings, and shall be responsible for conducting the affairs of this organization. The President shall serve as the chairperson of the Executive Committee and the Meet and Confer Team.

Section 4. President Elect

The President Elect of BSUAASF shall assume the duties of the President in the absence of the

BSUAASF Constitution

Revised April 2023 Page 4

President. The President Elect shall work closely with the President in all matters pertaining to BSUAASF. The President Elect shall serve on the Meet and Confer Team.

Section 5. Past President

The Past President of BSUAASF shall assume the duties of the President in the absence of the President and the President Elect. The Past President shall serve as the chair for the nominations committee and serve on the Meet and Confer team. The Past President is responsible for recognition of BSUAASF members who retire during the term.

Section 6. Secretary

The Secretary of the BSUAASF shall keep an official permanent record of all BSUAASF meetings and of business transacted at each; shall distribute the minutes of each meeting; shall provide for notification of all members of any and all meetings of the organization and shall serve on the Meet and Confer Team. In addition, the Secretary shall distribute any information to interested parties as designated by the BSUAASF President or Executive Committee.

Section 7. Treasurer

The Treasurer of BSUAASF shall be responsible for the collection, accounting and disbursement of all monies of BSUAASF and shall provide reports at each regular meeting of BSUAASF. The Treasurer is responsible for the management and disbursement of the Professional Development Funds (PDF) and oversees the Professional Improvement Funds (PIF) Committee. The Treasurer shall also serve on the Meet and Confer Team.

 Section 8. Membership Coordinator

The Membership Coordinator shall recruit new eligible employees for membership and shall have the power to appoint a membership committee to assist in recruitment of all eligible person for membership in the organization. This position will also coordinate materials to be presented to finalists visiting campus for ASF position searches. The Membership Coordinator shall be responsible for maintaining an up-to-date and official roster of eligible members and shall provide evidence of membership in good standing as specified in these Bylaws. The Membership Coordinator will also serve on Meet & Confer.

Section 9. BSUAASF Delegate to the Board of Directors of MSUAASF

The delegate to the MSUAASF Board of Directors shall be the BSUAASF President or his/her designee. The delegate shall represent the interest of BSUAASF members at MSUAASF Board meetings, provide reports of such meetings at regular meetings of BSUAASF, and shall perform other duties as specified in the Constitution of BSUAASF and MSUAASF.

Section 10. Negotiating Team

The Negotiating Team of BSUAASF shall be the official representative of BSUAASF to the MSUAASF Negotiating Team, as provided in the MSUAASF Constitution and shall act for BSUAASF in the collective bargaining process. The BSUAASF Negotiating Team shall seek and represent the interests and concerns of BSUAASF members and shall keep the membership informed of negotiation issues and progress through written memoranda or reports at regular or special BSUAASF meetings. The Negotiator shall also serve on the Meet and Confer and Membership committees.

BSUAASF Constitution

Revised April 2023 Page 5

Section 11. Meet and Confer Committee

The Meet and Confer Team of BSUAASF shall be responsible to present the issues and concerns of BSUAASF to the designated University officials as provided in the negotiated agreement.

Reports of Meet and Confer sessions shall be reported by the BSUAASF President to BSUAASF members.

Section 12. Nominating Committee

The Nominating Committee of BSUAASF shall have the authority to supervise the election process as described in Chapter II of the Bylaws.

Section 13. Membership Committee

The Membership Committee shall be comprised of the Negotiations Team and the President Elect. It is the duty of the membership committee to meet with candidates interviewing for a BSUAASF position and also meet with new hires to inform on contract benefits and welcome to our campus.

CHAPTER V – COMMITTEES

Section 1. The standing committees of BSUAASF shall include those specified in these Articles and Bylaws or in the Constitution of MSUAASF, and any additional committees established by the BSUAASF Executive Committee.

Section 2. At the appropriate time each year, the BSUAASF President shall notify the Executive Committee and the Nominating Committee of vacancies which exist on BSUAASF committees and direct that these vacancies be filled as specified in these Bylaws.

Section 3. All Committees of BSUAASF shall, on the call of the BSUAASF President, or as specified in these Bylaws, submit timely reports to the members at BSUAASF meetings.

Section 4.

Subsection 1. Executive Committee Subsection 2. Meet and Confer Team Subsection 3. Nominating Committee Subsection 4. Membership Committee

CHAPTER VI – VACANCIES

In the event of resignation or inability to serve of an elected officer or other elected official of BSUAASF, the Executive Committee may appoint a member to complete the unexpired term, or may request that the Nominating Committee conduct a special election to fill the vacancy(ies).

CHAPTER VII – ADOPTION OF AMENDMENTS

Section 1. Adoption

These bylaws shall be in effect upon their approval by a majority or eligible members in attendance at a meeting specifically called for adopting Bylaws.

Section 2. Amendments

These Bylaws may be amended by simple majority of votes cast by members in a mail ballot election. Amendment(s) shall be presented in writing to members of BSUAASF at least ten (10) days prior to voting. Unless otherwise specified, amendment(s) shall go into effect immediately upon majority vote.

BSUAASF Constitution

Revised April 2023 Page 6