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United Staff Association

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### USA constitution 1993-2011

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UMM USA/United Staff Association Constitution, 1993-2011  
Submitted to the UMM Digital Well by Rebecca Webb via Naomi Skulan  
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United Staff Association (U.S.A.)  
(Civil Service and Bargaining Unit Staff)  
University of Minnesota, Morris

## CONSTITUTION

Originally approved at the fall quarter 11/30/93 U.S.A. meeting

### Article I. Objectives

#### Section 1.

To facilitate U.S.A. staff participation in matters pertaining to staff (excluding matters covered by bargaining unit contracts or civil service rules, e.g., salaries, benefits, and grievances), to promote active involvement in institutional aims, pursuits and activities, and to encourage personal and professional development of staff members in the University community.

#### Section 2.

To develop and promote educational programming of benefit to U.S.A. employees, and to organize activities reflecting the variety of interests of staff members.

#### Section 3.

To serve as the vehicle for informing U.S.A. staff of the ongoing programs and objectives of UMM.

#### Section 4.

To share, with faculty and students, a common obligation and dedication to the fulfillment of the educational goals and purposes of the University of Minnesota, Morris, in conjunction with the total University.

### Article II. Organization

#### Section 1. Membership

Membership shall be open to all civil service/bargaining unit personnel on the Morris campus.

#### Section 2. Officers

A. The officers of the Association shall be a chair, one vice chair for each constituency (e.g., one vice chair for the Teamsters, one for AFSCME, one for civil service), a secretary, and a treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted.

B. The officers shall be elected at a spring quarter meeting. Vacancies shall be filled by a special election.

C. The officers shall be elected to serve for one year, or until their successors are elected. Their term of office shall begin at the start of the fiscal year, July 1. No member shall hold more than one office at a time, or serve more than two years in succession in one office (the maximum appointment does not apply to the chief steward of a bargaining unit who serves as a vice chair).

D. The Association Officers shall carry out and execute functions as delegated by the United Staff Association. Among their responsibilities shall be:

1. Recommend U.S.A. members to special campus committees as requested by the Executive Committee of the Campus Assembly.
2. Name a nominating committee for spring quarter elections.
3. Prepare agendas for meetings.
4. Request reports and information for Association meetings.
5. Establish ad hoc committees to undertake special programs and activities.

### Article III. Meetings

#### Section 1. Regular Meetings

The Association shall meet at least once each quarter of the academic year, with the chair and Association Officers establishing the time and place.

#### Section 2. Special Meetings

Special meetings may be called by the chair and/or upon written request of ten members. The meeting shall be called within three weeks of request. The purpose of the meeting shall be stated in the Call.

#### Section 3. Agendas

Agendas of regular and special meetings shall be prepared by the Association Officers and distributed by the secretary to all members of the Association at least seven days prior to the meeting. Any member may submit business to the Association Officers for its consideration as an agenda item. The spring quarter meeting shall be for the additional purpose of elections.

#### Section 4. Reports

Brief oral reports from assembly committees, assembly members, and Association committees shall be given upon request by the Association Officers. In addition, written reports from these committees shall be submitted at the spring quarter meeting.

#### Section 5. Quorum

Those in attendance shall constitute a quorum.

## Article IV. Powers of the Association

### Section 1.

- A. To discuss and act upon any issue or question relating to the concerns of the Association with the possibility of initiating action.
- B. To establish committees as may be deemed appropriate and review the actions of such committees.
- C. To review actions of the Association Officers.
- D. To receive and discuss reports to the Association.
- E. To request job-related training opportunities, such as workshops and seminars, to promote staff development.

## Article V. Committees

### I. Association Committees

#### Section 1. Organization

The Association may establish committees to assist in the discharge of its responsibilities. Membership on the committees is by election and/or appointment by the chair and Association Officers.

#### Section 2. Social Committee

One U.S.A. member for each constituency is elected by the U.S.A. staff to a one-year term, with a maximum consecutive appointment of two years.

#### Section 3. Nominating Committee

The Nominating Committee shall be named by the Association Officers. The Nominating Committee shall prepare a slate of candidates for the following offices and committees to be voted on at the spring quarter meeting.

### II. Campus Committees

- A. Campus Assembly - One U.S.A. member is elected by the U.S.A. staff for each 50 U.S.A. staff or major fraction thereof employed fall quarter of the same academic year, for a one-year term. By virtue of their appointments, persons holding the title of superintendent, registrar, or director are members of the assembly.
- B. Consultative Committee - Four U.S.A. members are elected by the U.S.A. staff to serve two-year terms, not to exceed three consecutive terms. The superintendent, registrar, and directors are not eligible for membership.
- C. Campus Grievance Committee - One civil service member is elected by the U.S.A. staff to serve a two-year term, not to exceed three consecutive terms. One alternate also needs to be elected for a two-year term. No administrative officer is eligible to serve on the committee and both sexes must be represented.

D. Campus Resources & Planning Committee - One civil service member is elected by the U.S.A. staff to a two-year term, with a maximum consecutive appointment of four years.

E. Student Services Committee - One U.S.A. member is elected by the U.S.A. staff to a two-year term, with a maximum consecutive appointment of four years.

F. Curriculum Committee - One ex officio, non-voting U.S.A. member is elected by the U.S.A. staff to a two-year term, with a maximum consecutive appointment of four years.

G. Scholastic Committee - One ex officio, non-voting U.S.A. member is elected by the U.S.A. staff to a two-year term, with a maximum consecutive appointment of four years.

H. Minority Experience Committee - One non-voting U.S.A. member is elected by the U.S.A. staff to a one-year term, with a maximum consecutive appointment of three years.

I. International Programs Committee - One U.S.A. member is elected by the U.S.A. staff to a one-year term, with a maximum consecutive appointment of three years.

J. Academic Support Services Committee - One U.S.A. member is elected by the U.S.A. staff to a one-year term, with a maximum consecutive appointment of three years.

K. Functions and Awards Committee - One U.S.A. member is elected by the U.S.A. staff to a one-year term, with a maximum consecutive appointment of three years.

L. Labor Management Committee - Four U.S.A. members are elected to serve two-year terms. Elections are staggered as follows: AFSCME Technical and Teamster representatives are elected in the spring of even years, AFSCME Clerical and Civil Service are elected in the spring of odd years.

M. Staff Development Fund Committee - Four U.S.A. members are elected to serve two-year terms. Representation is from AFSCME Tech, AFSCME Clerical, Teamster, and Civil Service units.

## Section 5. Grievances

For grievance procedures, see the contract or rule book for the appropriate constituency.

## Article VI. Amendments

This constitution may be amended at any regular meeting of the Association by a two-thirds vote of those members present, provided written notice of the proposed amendment is sent to all members not less than one week in advance of the meeting.

## Article VII. Rules

The meetings of the Association shall be governed by Robert's Rules of

Order Revised.

Amendments:

10/22/01 - Elimination of General Education & Freshman Year Experience & Honors Program Committees. Addition of Labor Management Committee

4/30/02 - Addition of Staff Development Fund Committee