

CONSTITUTION
SOUTHWEST MINNESOTA STATE UNIVERSITY FACULTY ASSOCIATION
OF THE INTER-FACULTY ORGANIZATION OF THE MINNESOTA STATE
UNIVERSITIES IN THE MINNESOTA STATE COLLEGES AND UNIVERSITIES
(MNSCU) SYSTEM OF THE STATE OF MINNESOTA

ARTICLE I: Name

In accordance with the Constitution of the Inter-Faculty Organization (IFO), this organization shall be called the Southwest Minnesota State University Faculty Association (SmSUFA).

ARTICLE II: Purpose

The purpose of this organization shall be to promote the welfare of the faculties of the Minnesota State Colleges and Universities and Southwest Minnesota State University (SMSU) and to improve education in the State of Minnesota through faculty participation in the governance of Minnesota State and SMSU.

ARTICLE III: Structure

Section 1: Faculty Assembly

The Faculty Assembly shall have the authority to establish policies, approve budgets, and review actions of the SmSUFA Executive Committee.

Section 2: SmSUFA Executive Committee

Subject to Article III, Section I, the managing body of this organization shall be the SmSUFA Executive Committee. It shall have full power for the SmSUFA subject to the limitations of the SmSUFA Constitution.

ARTICLE IV: Membership

Section 1: General

The membership of this organization shall consist of faculty members who are eligible under the requirements of the IFO Constitution, who are employed at SMSU and pay IFO dues. Members must comply with the Constitution of SmSUFA.

Section 2: Faculty Assembly

The membership of the Faculty Assembly shall be all members of SmSUFA. Only full members have the right to participate in votes taken at Faculty Assembly.

Section 3: SmSUFA Executive Committee

The membership of the SmSUFA Executive Committee shall be those officers elected under Article V, Section 1.

ARTICLE V: Officers

Section 1: Elective Officers

The elective officers of the organization shall be the President, Vice President, Secretary, Treasurer, IFO Board Member, and the chairpersons of the following committees:

Governmental Relations (statewide, two positions--we hope that they represent differing political perspectives)

Personnel Policies and Grievance

Curriculum

Budget Review (statewide)

Master Contract Goals/Negotiating Committee (statewide)

Professional Improvement
Membership and Communications
Academic Technology (statewide)
Academic Affairs (statewide)
Long-Range Planning
Physical Plant/Facilities
Feminist Issues (statewide)
LGBTQ+ Issues (statewide)
Graduate Council
Multicultural Issues (statewide)
Action Committee (statewide) Local Action Coordinator
Disabilities Advocacy Committee (statewide)
Contingent Appointments Committee (fixed term preferred, statewide)
Contingent Appointments Committee (adjunct preferred, statewide)

The persons elected shall take office on the first duty day of Fall semester for a two-year term. Only full members may be nominated and elected.

Section 2: Additional Appointments

The SmSUFA Executive Committee may establish and provide means of selection of committee members, additional positions, committees, and assignments.

Section 3. Equity Caucus

“Equity caucus” is defined as a body that is organized, led by, and represents members of an identity group with the goals of empowering marginalized faculty and improving working conditions. Each equity caucus determines its own structure and develops its own agenda. Anyone who identifies with an equity caucus can be a member, but does not need to be a member of the IFO. Faculty may be a member of one or more equity caucuses. Membership in equity caucuses does not preclude membership in an academic unit and vice versa. Equity caucuses will appoint positions on the SmSUFA Executive Committee to represent locally and statewide as equity advocates.

Section 4: The SmSUFA President shall send out a call to the general SmSUFA membership for committee chairs for local standing committees and representation to the statewide committee of the same name. SmSUFA will hold a vote during assembly to make these appointments following the election schedule in Article 5, Section 8.

Section 5: The SmSUFA President shall send out a call to the general SmSUFA membership for representatives to statewide IFO committees as needed to meet IFO requests and for SMSU task forces and ad hoc committees. SmSUFA Executive Committee will appoint members from the list of volunteers. Start and end dates for these appointments will depend on the purpose, function, and time frame of the committee work.

Section 6: The SmSUFA President shall send out a call for representatives to continuing IFO committees as needed. SmSUFA Executive Committee will appoint members from the list of volunteers.

Section 7: The SmSUFA President shall send out a call during Fall semester of odd-numbered years for representatives to the IFO Delegate Assembly held in March of even numbered

years. SmSUFA Executive Committee will appoint members from the list of volunteers.

Section 8: The SmSUFA member elected to serve on the Master Contract Committee and serve on the IFO Negotiating Team shall be chosen from volunteers who possess experience as a SmSUFA officer and/or an IFO Board member. For continuity in negotiations, this position has no term limit. In the event that an elected member is unable to serve, the SmSUFA Executive Committee will appoint a replacement with the appropriate experience.

Section 9: Elections

a. Minnesota state law governing union elections requires notice of union elections and election by secret ballot. A plurality of the votes cast is required to elect. Only SmSUFA members in good standing are eligible for election or may vote in Faculty Assembly elections. Members of the SmSUFA Executive Committee and IFO committees may be required to sign a conflict of interest disclosure and certification form. This requirement will be included in notices of nominations and elections. Electronic voting may be used for IFO Presidential elections.

b. During the first two weeks prior to Spring mid-semester break in odd-numbered years, a meeting of the Faculty Assembly shall be held for the purpose of electing the President, Vice President, Secretary, Treasurer, and IFO Board Member. The meeting shall be announced by written notice to the members at least one week prior to the date of the meeting. The current President, Vice President, Secretary, Treasurer, and IFO Board Member shall serve as a nominating committee for all elective officers. Additional nominations may be presented from the floor. Only full members may be nominated and elected.

The President, Vice President, Secretary, Treasurer, and IFO Board Member shall take office on the first duty day of Fall semester.

c. During the first two weeks following Spring mid-semester break in odd-numbered years, a meeting of the Faculty Assembly shall be held for the purpose of electing chairpersons of the following committees:

Governmental Relations (statewide)

Personnel Policies and Grievance

Curriculum

Membership and Communications

Long-Range Planning

Graduate Council

LGBTQ+ Issues (statewide)

Multicultural Issues (statewide)

Disabilities Advocacy Committee (statewide)

Contingent Appointments Committee (fixed term preferred, statewide)

The persons elected shall take office on the first duty day of Fall semester for a two-year term or until a successor is elected. Only full members may be nominated and elected.

**Robert's Rules, 11th ed. pp. 653-654).

d. During the first two weeks following Spring mid-semester break, in even-numbered years, a meeting of the Faculty Assembly shall be held for the purpose of electing

chairpersons of the following committees:

Budget Review (statewide)
Master Contract Goals (statewide)
Professional Improvement
Academic Affairs and Continuing Education
Physical Plant/Facilities
Academic Technology
Feminist Issues (statewide)
Action Committee (statewide) Local Action Coordinator
Contingent Appointments Committee (adjunct preferred, statewide)

The members elected shall serve for a two-year term or until a successor is elected. Only full members may be nominated and elected.

e. In the event the SmSUFA wishes to recall an elected SmSUFA Executive Committee member:

1. A petition is presented to the SmSUFA Membership Chair containing valid signatures of 25% of the SmSUFA membership. The Membership Chair will verify the signatures.
2. The SmSUFA Executive Committee will determine the procedure of the recall vote and will place the recall on the Agenda for the Assembly for discussion and vote. A recall vote requires a two-thirds majority vote at a meeting that has been announced a minimum of 48 hours in advance.
3. A recall vote removes an elected SmSUFA Executive Committee member and declares a vacancy in the office.

Section 10: Vacancies

- a. In the event of a vacancy in the office of the President, the Vice President shall become the President until an election can be held to elect a new president. The election must be held by the Faculty Assembly within 15 duty days of the vacancy. If the member elected President holds the position of Vice President, an election to fill the position of Vice President for the remainder of the unexpired term will be held at the same assembly as the election of the President. In the event of vacancies in both offices of the President and the Vice President, meetings of the Executive Committee shall be convened by the remaining officers, with responsibility for convening falling to the officer or committee chair in order of the naming of said officers in Section 1 of this Article. The purpose of the convening is to arrange for elections to fill both the President and Vice President positions within 15 duty days.
- b. Vacancies in any Executive Committee position other than the President and Vice President may be filled for the remainder of the term by means determined by the Executive Committee.

ARTICLE VI: Meetings

Section 1: Executive Committee

The SmSUFA Executive Committee shall normally meet once each week when school is

in session. Special meetings of the SmSUFA Executive Committee may be called by the President with enough advance notice and discussion to produce a quorum. Special meetings may also be convened upon written request of a majority of the SmSUFA Executive Committee members.

Section 2: Faculty Assembly

The Faculty Assembly shall meet at least once each academic term of the academic year. Additional meetings may be called by the SmSUFA Executive Committee or shall be called upon petition by 20 percent of the SmSUFA membership. The SmSUFA Executive Committee shall set the time and the President or his/her designee shall preside. Meetings must be announced within 48 hours of the meeting date and time with an agenda and voting items in order for votes to require a majority of members present. Meetings called, without proper advance notice, require a majority of members for a quorum.

Section 3: Referendum

If at least one-third of the SmSUFA members submit a petition to the SmSUFA Executive Committee proposing a specific action or position, and if the SmSUFA Executive Committee does not adopt such proposal in substance at the SmSUFA Executive Committee meeting following receipt of the petition, the SmSUFA Executive Committee shall submit the matter to a meeting of the Faculty Assembly within ten days of such SmSUFA Executive Committee decision. The initial decision of the SmSUFA Executive Committee shall prevail until the results of the referendum is announced at the Faculty Assembly meeting.

Section 4: Cancelling scheduled meetings

Scheduled meetings of the Assembly or Executive Committee can be cancelled by a majority vote of the Executive Committee. Communication of cancelled meetings is the responsibility of the SmSUFA President.

ARTICLE VII: Quorum

Section 1: Executive Committee.

A quorum for the SmSUFA Executive Committee shall be a majority of persons holding Executive Committee offices.

Section 2: Faculty Assembly

Meetings shall be called 48 hours in advance with written notice of the agenda and voting items. A quorum shall consist of those members present and business shall be limited to the published agenda items. In the event that notice, and agenda, and voting items are not announced in writing 48 hours in advance of the meeting, a quorum shall consist of a majority of full members.

ARTICLE VIII: Rules of Order

Robert's Rules of Order, (most current edition), shall govern all meetings of all components of this organization unless otherwise specifically provided herein. No proxy shall be permitted in any situation unless specifically provided herein. Mail balloting shall be permitted only by a two-thirds affirmative vote of the Faculty Assembly.

ARTICLE IX: Amendments

Proposed amendments to this Constitution shall be provided to members in writing at least thirty days prior to voting. The Constitution may be amended by a two-thirds affirmative vote of the Faculty Assembly.

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