United Staff Association (U.S.A.)
(Civil Service and Bargaining Unit Staff)
University of Minnesota, Morris

CONSTITUTION

Approved at the winter 2012 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
U.S.A. Membership includes all civil service/bargaining unit personnel on the Morris campus.

Section 2. Officers
A. The officers of the U.S.A. shall be a chair, one vice chair for each constituency (teamsters, AFSCME, and 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 semester 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 U.S.A. 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.
   2. Prepare agendas for meetings.
   3. Request reports and information for U.S.A. meetings.
   4. Establish ad hoc committees to undertake special programs and activities.

Article III. Meetings & Communication
Section 1. Regular Meetings
The U.S.A. shall meet at least once each semester of the academic year, with the chair and U.S.A. 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 U.S.A. officers and distributed by the secretary to all members of the U.S.A. at least seven days prior to the meeting. Any member may submit business to the U.S.A. officers for consideration as an agenda item. The spring semester meeting shall be for the additional purpose of elections.

Section 4. Reports
Brief oral reports from assembly committees, assembly members, and U.S.A. committees shall be given upon request by the U.S.A. officers. In addition, written reports from these committees shall be submitted at the spring semester meeting.

Section 5. Quorum
Those in attendance shall constitute a quorum.

Section 6. Communication
Email is recognized as the official means of communication for the U.S.A.

Article IV. Powers of the U.S.A.
A. To discuss and act upon any issue or question relating to the concerns of the U.S.A. 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 U.S.A. officers.
D. To receive and discuss reports to the U.S.A.
E. To request job-related training opportunities, such as workshops and seminars, to promote staff development.

Article V. U.S.A. Committees

Section 1. Organization
The U.S.A. 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 U.S.A. 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.

Section 3. Nominating Committee
The Nominating Committee is elected by the U.S.A. staff to a one-year term. The Nominating Committee shall prepare a slate of candidates for U.S.A. and Campus Assembly offices/committees to be voted on at the spring semester meeting.

Section 4. Scholarship 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. 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.

Article VI. Campus Assembly and Other Campus Committees

Campus Assembly - One U.S.A. member is elected by the U.S.A. staff for each 25 full-time equivalent (FTE) U.S.A. staff, or major fraction thereof, employed fall semester 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. A U.S.A. or student member who is removed for neglect shall be so notified by the Steering Committee. The next alternate from the original election shall become a member of Campus Assembly in place
of the person who forfeited.

For complete descriptions of Campus Assembly committees, their powers and membership, see the UMM Constitution available online (http://www.morris.umn.edu/committees/constitution/), approved fall 2010.

A. Steering Committee. One U.S.A. staff, nominated by U.S.A. staff, elected by Campus Assembly.†,*
B. Membership Committee. Two U.S.A. staff, nominated by U.S.A. staff, elected by Campus Assembly.†,*
C. Consultative Committee. Three U.S.A. staff, elected by U.S.A staff.†,*
D. Assessment of Student Learning Committee. One U.S.A. staff, elected by U.S.A. staff.‡
E. Curriculum Committee. One U.S.A. staff, elected by U.S.A. staff.‡
F. Finance Committee. Two U.S.A. staff, elected by U.S.A. staff.‡
G. Planning Committee. Two U.S.A. staff, elected by U.S.A. staff.‡
H. Scholastic Committee. One U.S.A. staff, elected by U.S.A. staff.‡
I. Student Affairs Committee. One U.S.A. staff, elected by U.S.A. staff.‡
J. Academic Support Services Committee. One U.S.A.staff, elected by U.S.A. staff.†
K. Faculty Development Committee. One U.S.A.staff, elected by U.S.A. staff.†
L. Functions and Awards Committee. One U.S.A.staff, elected by U.S.A. staff.†
M. International Programs Committee. One U.S.A.staff, elected by U.S.A. staff.†
N. Multi-Ethnic Experience Committee. One U.S.A.staff, elected by U.S.A. staff.†
O. Labor Management Committee. Four U.S.A. staff, elected by U.S.A staff.†

* Only eligible to members of Campus Assembly.
† Campus Assembly constitutional committee.
‡ Campus Assembly core standing committee. Three year term, maximum of two consecutive terms.
§ Campus Assembly other standing committee. Three year term, maximum of two consecutive terms.
‖ Other/Non-Governance committee.
Two year term, no restrictions on reelection.
+ Two year term, maximum of three consecutive terms.

Article VII. Amendments
This constitution may be amended at any regular meeting of the U.S.A. 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 VIII. Rules
The meetings of the U.S.A. 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.
- 6/1/11 - Alignment of U.S.A. Constitution with the new UMM Constitution.