

**CODE OF BYLAWS
OF
SUPPORTIVE EDUCATIONAL EMPLOYEES OF
MADISON TEACHERS INC.**

ARTICLE I. IDENTIFICATION

Section 1. Name

The name of this association shall be the Supportive Educational Employees of Madison Teachers Inc. (SEE-MTI).

ARTICLE II. MEMBERSHIP

Section 1. Active Membership

- a. Active membership in the association shall be open to all bargaining unit members, i.e., all full-time and regular part-time employees engaged in secretarial, clerical, technical and related office duties in the employ of the Madison Metropolitan School District.
- b. Employees who are eligible to become active members as defined in "a" above, may do so by applying for such membership on forms provided by MTI and upon payment of association dues pursuant to Article XII herein, either directly to MTI or via authorized payroll deduction.
- c. Only active members shall be afforded rights and privileges as set forth herein.

Section 2. Termination and Revocation of Membership

- a. Membership in the association shall be terminated by death, voluntary withdrawal, or expulsion, and thereafter all rights of the member in the association or in its property shall cease.
- b. In addition, active membership shall terminate when the member leaves the school system, voluntarily resigns, or fails to pay membership dues.
- c. No member may transfer his/her membership or any right arising therefrom.
- d. The Board of Directors may suspend from membership or expel any member for just cause and may reinstate any member who has previously been suspended or expelled from the association.

ARTICLE III. MEMBERS

Section 1. Rights and Privileges of Active Membership

- a. Only active members in the association shall have the right to vote, to hold office, to serve on committees.
 - (1) Members shall have the right to full participation through discussion and vote in the decision making processes of the association as well as to pertinent information needed for the exercise of this right. This right shall specifically include the decision relative to the acceptance or rejection of collective bargaining agreements as set forth in Article IX.

- b. Any active member who has a complaint or grievance concerning the performance of any committee or committee member, may submit the same in writing to the chairperson on the committee. If the problem is not satisfactorily resolved such should be sent in writing, along with the committee chairperson's comments, to the President and/or Board of Directors who may take whatever action she/he/it deems necessary.

Section 2. General Membership Meetings

a. Regular Meetings

At least one general meeting for association members shall be held annually. Written notice of such general meetings shall be made not less than fifteen (15) days prior to such meeting. Such notice shall contain the reason for such meeting, as well as the time and place of such meeting.

b. Special General Meetings

Notice of Special General Meetings called by the President or Board of Directors shall be made at least twenty-four (24) hours in advance of such meeting. Such notice shall contain the reason for such meeting, as well as the time and place of such meeting.

ARTICLE IV. UNITS

Section 1. Unit Definition

There shall be six units. A Unit shall consist of all employees assigned to the elementary schools, the middle schools, the high schools and Central Administration. The Unit consisting of those assigned to the elementary schools, the Unit consisting of those assigned to the middle schools and the Unit of those assigned to the high schools shall have one representative each. The Central Administration shall consist of three Units and shall include all members not assigned to a given school. Such representatives shall be elected at-large.

Section 2. Unit Representatives

Unit Representatives are as set forth in Article V, Section 1 and elected pursuant to Article V, Section 3.

Section 3. Unit Meetings

Each unit may hold special meetings, conducted by the representative of that unit, from time to time as necessary. Members of each unit may establish their own procedures for organization and operation, and may instruct their unit representatives as to their wishes on matters involving the association.

Section 4. Notice of Meetings

Written notice of unit meetings stating the place, day and hour of the meeting and in case of a special meeting the purpose or purposes for which the meeting is called, shall be given personally, either orally or in writing to members within the unit not less than twenty-four (24) hours before the date of such meeting.

ARTICLE V. BOARD OF DIRECTORS

- Section 1. **Composition**
The Board of Directors shall consist of the President, the Secretary, one Vice-President for those assigned to Central Administration, one Vice-President for those employed in the schools, six (6) unit representatives, and the Past-President. (Rev. 03/11/86) The aforementioned shall be known as the Board of Directors.
- Section 2. No person may hold more than one position on the Board of Directors.
- Section 3. **Election of Unit Representatives**
- a. There shall be six (6) units with each electing a representative to the Board of Directors; one each for those employed in the elementary schools, the middle schools and the high schools; and three (3) at-large for those assigned to Central Administration.
 - (1) Central Administration employees may, by majority vote of such employees, divide said employees into three distinct units as they deem appropriate.
 - b. Initially the terms of those unit representatives who are elected to represent those employed in the high schools and central administration positions 1 and 3 shall end December 31, 1977. Thereafter such election shall be held on odd numbered years for such positions.
 - c. Initially the terms of those unit representatives who are elected to represent those employed in the middle schools, elementary schools and central administration position 2 shall end December 31, 1978. Thereafter such election shall be held on even numbered years for said positions.
 - d. Nominations and balloting for unit representatives shall follow the procedures established in Article VI, Section 3.
 - e. Terms of office begin January 1.
 - f. Unit Representatives may be re-elected without an intervening term.
 - g. Whenever the office of unit representatives shall become vacant between elections, replacement to fill the unexpired term shall be by an election within thirty days of vacancy among the constituency represented by said position.
- Section 4. **Powers and Duties**
- a. The Board of Directors shall manage the affairs of the Association.
 - b. The Board of Directors shall, pursuant to the MTI Bylaws, elect a representative to the Cabinet on Personnel. Such representative shall be elected in even-numbered years. Terms shall be for two years. (Rev. 11/28/78)
- Section 5. **Meetings**
- a. **Regular Meetings**
The Board of Directors shall hold at least one regular meeting each three (3) months. Such meetings shall be open to the membership unless the Board, by majority, votes to hold such meetings only

among members of the Board and/or the specific group(s) or individual(s).

b. Special Meetings

Special meetings may be called by the President, Executive Director of Madison Teachers Inc. or at the request of three members of the Board with such notice given the President or Executive Director.

Section 6. Notice of Meetings

Regular meetings of the Board of Directors may be held without notice but shall be scheduled by the Executive Director of MTI each fall for the ensuing school year.

Section 7. Special meetings of the Board of Directors shall be held upon notice given to each member of the Board of Directors not less than twelve (12) hours before the hour set for such meetings in writing personally, or orally either personally, or by telephone. Attendance by a director at a meeting shall constitute a waiver of notice of such meeting. Waiver of notice of a directors meeting in writing signed at any time by a director shall be deemed equivalent to the giving of such notice.

Section 8. Removal of Directors

A director may be removed from office for cause by the Board of Directors. Removal shall be by a two-thirds majority of those members of the Board of Directors voting and/or two-thirds of the constituency of those represented by the individual in said position. Replacement to fill the unexpired term shall be by an election among the constituency represented by said position.

ARTICLE VI. OFFICERS

Section 1. Structure

- a. The officers of this association shall be a President, a Vice-President for those assigned to the schools, a Vice-President for those assigned to Central Administration, a Secretary, and a Past-President (Rev. 03/11/86). Such individuals shall serve on the Board of Directors.
- b. Such officers shall be elected at-large by the membership of the association.

Section 2. Powers and Duties

a. President

The President shall preside over meetings of the Board of Directors, serve as financial officer, shall serve on the Joint Fiscal Group, shall serve as a delegate to the South Central Federation of Labor, shall appoint the chairpersons and members of any approved SEE-MTI committees, shall appoint SEE-MTI special committees and task forces, shall appoint members to joint standing committees, and shall be an ex officio member of all SEE-MTI committees. The President, or his/her designee, shall serve as co-spokesperson of the association, pursuant to the MTI Bylaws, and shall also perform all other functions usually attributed to this office. (Rev. 11/78)

- b. Vice-President
The Vice-President designated by the President, or in his/her absence, by majority vote of the Board of Directors, shall assume the duties of the President in the absence of the President. He/she shall maintain contact with all committees, serve as an alternate delegate to the South Central Federation of Labor, and shall perform such other duties as may be delegated by the President.
- c. Secretary
The Secretary shall keep accurate minutes of all association meetings and shall provide same to the Executive Director who shall cause such to be printed.
- d. Past President
The Past President shall advise the Board of Directors and assist the President, at the latter's request (Rev. 03/11/86).

Section 3. Elections

- a. Nominations
The active members in each Unit during the month of October may nominate candidates for President, two Vice-Presidents, Secretary, three (3) Unit Representatives, and the Negotiation Team. Nominations may be made by members in writing to the Elections Committee at Unit meetings, or via the MTI headquarters. Further nominations can be made by members at a meeting of the Board of Directors or the General Membership, which meeting shall be called by the President on or about November 15. Notice of such meeting shall be placed in a publication sent to the general membership. Nominations shall be closed at the conclusion of the above-noted Board of Directors meeting or the above-noted General Membership meeting, whichever is later.

To be valid, all nominations must be received by the Executive Director of MTI prior to nominations being closed. The Executive Director shall then notify the membership of such nominations. The Executive Director shall then solicit biographical information from the nominee and prepare for the membership biographical sketches on all nominees.

- (1) If all of the positions are uncontested, i.e. only one person is nominated for a position, the election will occur at the General Membership Meeting whereby said nominees will be voted in by acclamation.
- (2) If two or more candidates are nominated for a position, all positions shall be placed on a written ballot. Under the direction of the Elections Committee, the Executive Director of MTI shall be responsible for the preparation and distribution of ballots to the membership.
- (3) Should there be more than two candidates for any of the above positions, the Elections Committee shall conduct a primary election. The two candidates receiving the most votes shall be placed on the final ballot.

b. Balloting

On or about December 15, active members shall vote for the officers and Unit Representatives. Balloting shall be secret and in accordance with procedures developed by the Elections Committee and approved by the Board of Directors. The Elections Committee shall report results to the Executive Director who shall have them published. After the initial election, new officers shall be installed into office January 1.

c. Terms and Succession

- (1) Unless otherwise designated herein, the officers shall serve for one year and may be re-elected without an intervening term.
- (2) Whenever the offices of both President and both Vice-Presidents shall become vacant between elections, the remaining members of the Board of Directors shall choose one of their members to serve as President pro tempore until another election can be held to fill the vacancies.
- (3) Whenever any other office shall become vacant between elections, replacement to fill the unexpired term shall be by an election within thirty days of vacancy among the constituency represented by said position.
- (4) The Past-President shall continue to serve on the Board as Past-President for the year following his/her service as President or until active membership ceases, whichever occurs first. (Rev. 05/03/06)

Section 4. Compensation

Duly elected officers shall serve without compensation for the performance of the duties of their respective offices.

ARTICLE VII. SEE-MTI STANDING COMMITTEES

Section 1. Structure

Unless otherwise provided by the Board of Directors, the Executive Director of MTI shall recommend names of persons for each committee. Recommendations are subject to approval by the Board of Directors. Each committee may, with the approval of the Board of Directors, organize special subcommittees from the general membership.

Section 2. Meetings

Each committee shall hold regular meetings and may hold special meetings at the call of the Committee Chairperson.

Section 3. Reports

Each committee shall choose a recording secretary who shall keep a continuing record of activities. Chairpersons shall report the actions of the Committee to the Executive Director.

Section 4. Titles and Duties

a. Elections Committee

The Elections Committee shall prepare specific and detailed procedures governing the nomination and election of the Board of Directors. The Chairperson shall report to the Board of Directors any violations of the MTI election procedures.

b. Other Committees

The President and/or Board of Directors may create other ad hoc committees and task forces as necessary.

ARTICLE VIII. JOINT STANDING COMMITTEES

Section 1. Structure

Pursuant to Article XII, Section 1, of the MTI Bylaws, the President shall appoint, subject to the approval of the SEE-MTI Board of Directors, representatives to the Public Relations, Legislative-Citizenship, Human Relations, Labor Liaison and Finance Committees.

ARTICLE IX. NEGOTIATION TEAM

Section 1. Structure

a. The Negotiation Team shall consist of the President, the Executive Director and/or his MTI staff designee(s), one member each elected from the elementary schools, the middle schools, and the high schools; and three elected at-large from Central Administration.

b. The terms of Negotiation Team members shall be in accordance with those set forth for Unit Representatives in Article V, Section 3.

c. The Negotiation Team shall have the power to establish subcommittees for the purpose of carrying out its responsibilities.

d. Vacancies shall be filled pursuant to Article IX, Section 1, by the members of the unit(s) in which the vacancies occur.

e. In the event that a representative is not elected by one or more units, a designee from the membership at-large shall be appointed by the Board of Directors to represent that unit(s). (Rev. 2/28/78)

Section 2. Powers and Duties

The Negotiation Team shall be the agent of the association in negotiations with the Board of Education on all matters involved in the negotiating of a new Collective Bargaining Agreement.

Section 3. Operating Procedures

a. The Negotiation Team shall accept recommendations for items to negotiate from committees, from individual members, groups of members, from the Board of Directors, the Executive Director of MTI, and may itself suggest items for negotiations.

b. All suggested items will be forwarded to the Executive Director for research and drafting.

c. The drafted items will then be returned to the Negotiation Team with recommendations. The Negotiation Team may then make revisions, but if so must so inform the Unit Representative from which the

- proposal originated and the Executive Director of MTI.
- d. The Negotiation Team shall have the power to establish a priority of items in preparing the contract negotiation proposal. Upon receiving items for possible inclusion in the proposal and making any revisions, the Negotiation Team will incorporate the items in a proposal in the name of the association.
 - e. The Negotiation Team shall then present the proposed contract to the Board of Directors for approval. Such action shall take place prior to it being presented to the Board of Education for negotiation. There will be an opportunity, at this time, for any member present to present his/her point of view if he/she is in disagreement with the revisions made by the Negotiation Team. If the Board of Directors does not approve one or more of the proposals, the proposal(s) will not be submitted to the Board of Education. The proposals as approved will then be negotiated with the Board of Education.

Section 4. Ratification

At such time as tentative agreement is reached by the Negotiation Team with the agents of the Madison Metropolitan School District Board of Education, the Negotiation Team shall present said tentative agreement to the Board of Directors. The Board of Directors may then vote to recommend, vote to not recommend, or send with no recommendation, the tentative agreement to the general membership for ratification. (Rev. 2/10/88)

The Collective Bargaining Agreement (negotiated contract) shall not be binding on the membership until it is approved by at least a majority of all members, by secret written ballot, present and voting on the tentative agreement.

Section 5. Removal of Negotiation Team Members

Any member of the Negotiation Team may be removed only by the procedure set forth in Article V, Section 8.

ARTICLE X. EXECUTIVE DIRECTOR

The Executive Director of Madison Teachers Inc. shall be the agent of the association and shall execute the policies of the association. He/she shall prepare the agendas for all meetings and shall serve as the co-spokesperson for the association.

ARTICLE XI. JOINT FISCAL GROUP

The Association shall be represented on the Joint Fiscal Group by the President, as well as Directors, up to the number of representatives authorized under Article VI, Section 1, of the MTI Bylaws who are elected by majority vote of the Board of Directors. If any representative(s) in addition to the above are authorized under said article, such representative(s) shall be elected by majority vote of the Board of Directors from the membership at-large.

ARTICLE XII. DUES/ASSESSMENTS

Section 1. Members

The Board of Directors shall establish the annual dues or any assessments of the association, with the approval of the membership.

Section 2. Fair Share Contributors

Employees in the bargaining unit who do not voluntarily become members of the association via cash payment or who have not authorized the deduction of dues pursuant to the terms of the Collective Bargaining Agreement are required to pay their proportionate share of cost of the collective bargaining process and the administration of the Collective Bargaining Agreement, measured by the amount of dues uniformly required of all members of the association. Fair Share contributors shall be afforded all rights and privileges as guaranteed under the Collective Bargaining Agreement and/or Wisconsin Statutes Chapter 111.70, but shall not have the right to hold office, serve on committees, vote on the ratification of a contract, and attend membership meetings.

Section 3. The above amounts will be one-half for employees working less than 19 hours per week.

ARTICLE XIII. QUESTIONNAIRES, OPINIONNAIRES, AND POLLS

The following procedures and guidelines shall be made available to the membership:

- (1) All questionnaires, opinionnaires or polls of the Association must be submitted to the Board of Directors for approval. The President or Executive Director of MTI may act as agent of the Board with its consent.
- (2) Each questionnaire, opinionnaire or poll must identify its author and state the purpose for which it is intended and/or the use to which it will be put.
- (3) The results of such questionnaire, opinionnaire or poll must be made available to the Board of Directors. Members shall be informed of the results upon request to the Board.
- (4) With the approval of the Board of Directors, the Executive Director of MTI may formulate and distribute questionnaires, opinionnaires and polls.

ARTICLE XIV. RULES OF ORDER

Section 1. All meetings of the Board of Directors, Committees, Unit and general membership shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order.

Section 2. A quorum for any meeting of the association shall be a majority of the specified group/body meeting.

ARTICLE XV. AMENDMENT OF BYLAWS

- Section 1. A proposed change in the bylaws may be submitted by any member of the Board of Directors, Executive Director, or petition signed by ten percent of the membership.
- Section 2. No proposal shall be voted upon at the Board of Directors meeting at which it was initially presented.
- Section 3. At the next meeting, the Board of Directors will then vote. A majority of those voting shall be sufficient to carry the proposal.