

CODE OF BYLAWS  
OF  
EDUCATIONAL ASSISTANTS OF  
MADISON TEACHERS INC.

ARTICLE I. IDENTIFICATION

Section 1. Name

The name of this Association shall be the EDUCATIONAL ASSISTANTS OF MADISON TEACHERS INC. (Revised 9/30/87)

Section 2. Fiscal Year

The fiscal year of the Association shall be July 1 through June 30.

ARTICLE II. MEMBERSHIP

Section 1. Active Membership

Active Membership in the Educational Assistants of Madison Teachers Inc. shall be open to all school Educational Assistants employed in the Madison Metropolitan School District.

Section 2. Termination and Revocation of Membership

- a. Membership in the Association shall be terminated by death, voluntary withdrawal, or expulsion, and thereafter all the 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 her/his 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, or to serve on committees.
- 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 of the committee. If the problem is not resolved, it should be sent in writing, along with the committee chairperson's comments, to the President, who may take whatever action he/she deems necessary.

Section 2. Meetings

- a. A General Membership Meeting of the membership will be held within the third quarter of the school year. Among other business, members will nominate and may elect members to fill expiring terms of officers and area chairpersons on the Board of Directors. *(revised 5/10/93)*
- b. Each unit (school building) will hold special meetings, conducted by the School Representative of that unit, from time to time as may be necessary. Members of each

unit may establish their own procedures for organization and operation and may instruct their School Representatives as to their attitudes on matters involving the Association.

Section 3. Notice of Meetings

Written notice of meetings within units 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 to members within the unit not less than twenty-four hours before the date of such meeting.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of the President, Vice-President, Past-President, and Secretary of the Association, and four Educational Assistant Chairpersons.

Section 2. Election of Educational Assistant Chairpersons

- a. The school district will be divided into four (4) attendance areas (East, LaFollette, Memorial, West). Members of the Association from each attendance area will elect by secret ballot an Educational Assistant Chairperson who will represent that attendance area for a two-year term.
- b. Educational Assistant Chairpersons shall represent those members in the attendance area in which they are employed.
- c. On even numbered years Educational Assistant Chairpersons from the East and Memorial Attendance Areas shall be elected. *(revised 5/10/93)*
- d. On odd numbered years, Educational Assistant Chairpersons from the LaFollette and West Attendance Areas shall be elected. *(revised 5/10/93)*
- e. Nominations and balloting for Educational Assistant Chairpersons shall follow the procedures set up in Article V, Section 3.
- f. Terms of office begin May 1.
- g. Educational Assistant Chairpersons may be reelected without an intervening term.

Section 3. Powers and Duties

The Board of Directors shall manage the affairs of the Association.

Section 4. Meetings

- a. Regular Meetings  
The Board of Directors shall hold at least one regular meeting each three months.
- b. Special Meetings  
Special meetings may be called by the President or at the request of three members of the Board.
- c. Quorum  
A majority of the number of Directors shall constitute a quorum at a meeting of Directors.

Section 5. Notice of Meetings

Regular meetings of the Board of Directors may be held without notice. Special meetings of the Board of Directors shall be held upon notice given to each director not less than twelve hours before the hour set for such meetings in writing personally, or

orally, either personally or by telephone.

Section 6. Removal of Directors

A director may be removed from office for cause by the Board of Directors. Removal shall be by two-thirds majority of those voting, and the Board of Directors shall immediately elect a replacement to fill the unexpired term.

ARTICLE V. OFFICERS

Section 1. Structure

The officers of this Association shall be a President, a Vice-President, a Past-President and a Secretary.

Section 2. Powers and Duties

a. President

The President shall preside over meetings of the Board of Directors, shall appoint the chairpersons and members of the EA-MTI standing committees, shall appoint EA-MTI special committees and members to joint standing committees, and shall be ex officio a member of all EA-MTI standing committees. The President, or his/her designee, shall serve as a delegate to the South Central Federation of Labor and shall present the views and represent the interests of EA-MTI at all South Central Federation of Labor meetings and shall make regular reports to the EA-MTI Board of Directors and to the general membership concerning important issues being considered and acted upon by the South Central Federation of Labor Delegate Body, shall represent the Association before the public and the Joint Fiscal Group, pursuant to the MTI Bylaws, and shall perform all other functions usually attributed to this office. (Revised 2/14/79,7/15/98)

b. Vice-President

The Vice-President shall assume the duties of the President in the absence of the President. He/she shall maintain contact with all committees, shall serve as an alternative delegate to the South Central Federation of Labor, and shall perform such other duties as may be delegated by the President. (Revised 7/15/98)

c. Past-President

The Past-President shall advise the Board of Directors and assist the President at the latter's request.

d. Secretary

The Secretary shall keep accurate minutes of all meetings of the Board of Directors and shall assist the President with correspondence.

Section 3. Elections

a. Nominations

The active members in each unit during the month of February may nominate candidates for President, Vice-President, Secretary, and Educational Assistant Chairpersons. (Revised 3/5/86) The School Representative shall deliver all nominations to the Executive Director or to the President before the General Membership Meeting. At this meeting, further nominations shall be in order. Nominations will close before the election if the election occurs at the General Membership meeting, or when declared by the President to be closed prior to the end of said meeting.

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 shall be responsible for the preparation and distribution of ballots to the membership.
  3. Should there be more than two candidates for each office, a primary election shall be conducted. The two candidates receiving the most votes shall be on the final ballot.
- b. Balloting shall be secret and in accordance with procedures developed by the Elections Committee and approved by the Board of Directors. The election will take place on the 4th Monday in April. The Elections Committee shall report results to the Executive Director who shall have them published. New officers shall be installed into office May 1.
- c. Terms and Succession
- (1) The officers shall serve for one year and may be reelected without an intervening term.
  - (2) Pursuant to Article V, Section 2(b), the Vice President shall assume the office of President effective with the date the President permanently vacates said position. The Vice President shall serve the remainder of the President's term. *(rev. 3/9/94)*
  - (3) Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Board of Directors shall choose one of their number to serve as President pro tempore until another election can be held to fill the vacancies.
  - (4) Whenever any other office shall become vacant between elections, the Board of Directors shall fill the vacancy.

Section 4. Compensation

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

Section 5. Removal of Officers

Any officer may be removed from office by the Board of Directors whenever, in their judgement, the best interests of the Association may be served thereby. Removal shall be by a two-thirds majority of those voting.

ARTICLE VI. BUILDING REPRESENTATIVES

Section 1. Representation

Educational Assistant members in each work site who are members in good standing of the Association shall elect for a term of one year a Building Representative. At each work site one alternate shall also be elected at the same time and in the same manner as the School Representative.

Section 2. Duties

The Building Representative shall distribute all Educational Assistant Publications and other communications to the appropriate people at her/his work site, conduct elections for EA-MTI, and perform other duties as approved by the organization or its officers. The Building Representative shall communicate the concerns of her/his colleagues to the appropriate personnel in the Educational Assistant Organization (i.e. President, Educational Assistant Chairperson, Executive Director, etc.)

Section 3. Elections

During the fourth week in April, the active members in each building shall vote by secret ballot for Building Representatives. Nominations shall be posted in a conspicuous place for one week prior to the election. The current Building Representative shall be responsible for conducting the election and reporting the results to the President, who shall cause to have them published.

Section 4. Removal of School Representative

A Building Representative may be removed by a vote of the majority of the Educational Assistant members in the work site where s/he is a representative. Upon removal, the representative's alternate will automatically become the new representative for the remainder of the elected term.

ARTICLE VII. STANDING COMMITTEES

Section 1. Structure

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

Section 2. Meetings

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

Section 3. Reports

Each committee shall choose a Recording Secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary 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. It shall report to the Board of Directors any violations of the procedures which have been adopted.

b. Constitution Committee

The Constitution Committee shall receive and study any proposed amendments to the Code of Bylaws, and shall submit them with its recommendation to the Board of Directors. The Committee shall also be authorized to draft amendments and submit them to the Board of Directors.

c. Grievance Committee

The Grievance Committee shall explore and prepare action programs for securing

satisfactory personnel policies and procedures and shall research grievances submitted to the Association.

Section 5. Quorum

A majority of their members shall constitute a quorum at meetings of the Standing Committee.

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 EA-MTI Board of Directors, representatives to the Public Relations, Legislative/Citizenship, Human Relations, Labor Liaison and Finance Committees.

ARTICLE IX. BARGAINING COMMITTEE AND TEAM

Section 1. Structure

- a. The Bargaining Committee shall have the power to establish subcommittees for the purpose of carrying out its responsibilities.
  1. The Bargaining Committee will consist of the President, the Executive Director, or his/her designee, and the appointees of the President as designated herein. If the Bargaining Committee does not include at least one (1) assistant assigned to each of the following, the President shall appoint an additional member from that category: high school, middle school, elementary school, HCA, nursing assistant. A person can fill more than one category, e.g. a nursing assistant assigned to a high school.
  2. The Bargaining Team shall consist of the President, the Executive Director or her/his designee, and three members from the Board or the Bargaining Committee appointed by the Board of Directors.

Section 2. Powers and Duties

- a. The Bargaining Committee shall have oversight of the bargaining survey process and development of initial negotiations proposals.
- b. The Bargaining Team shall be the agent of the Association in negotiations with the Board of Education on all matters involved in the negotiation of a successor contract.

Section 3. Operating Procedures

- a. The Bargaining Team shall accept recommendations for items to negotiate from the regular standing committees, from individual members or groups of members, from the Board of Directors, from the Bargaining Committee, from special committees, and from the Executive Director, 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 Bargaining Committee for their consideration.
- d. Upon adoption of the negotiation proposal, the Bargaining Committee may establish a priority of the items set forth in the contract proposal.
- e. The Bargaining Committee shall then present the proposed contract revisions to the Board of Directors for approval prior to presenting it to the Board of Education and/or

its agents. There will be an opportunity at this time for any special committee to present their point of view if they are in disagreement with the revisions made by the Bargaining Committee. 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

A negotiated contract shall not be binding on the membership until it is approved by at least a majority of all members voting on the contract.

Section 5. Removal of Bargaining Committee/Team Members

Any member of the Bargaining Committee/Team may be removed from office by the Board of Directors whenever, in their judgment, the best interests of Association may be served thereby. Removal shall be by a two-thirds majority of those voting. (*revised 11/23/92*)

Section 6. Quorum

A quorum shall exist at a meeting of the Bargaining Committee when three (3) members are present.

ARTICLE X. EXECUTIVE DIRECTOR

The Executive Director shall be the agent of the Association and shall execute the policies of the Association.

ARTICLE XI. CABINET ON PERSONNEL

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. (*Revised 2/14/79*)

ARTICLE XII. 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 XIII. DUES

The Board of Directors shall establish the amount of dues.

ARTICLE XIV. QUESTIONNAIRES, OPINIONNAIRES, AND POLLS

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

- (1) All questionnaires, opinionnaires, or polls which originate in committees must be submitted to the Board of Directors for approval. The President 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 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 may formulate and distribute questionnaires, opinionnaires and polls.

#### ARTICLE XV. RULES OF ORDER

All meetings of the Board of Directors, committees and members shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order.

#### ARTICLE XVI. 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 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 being sufficient to carry the proposal.