

**CODE OF BYLAWS  
SCHOOL SECURITY ASSISTANTS OF  
MADISON TEACHERS INC.**

**ARTICLE I. IDENTIFICATION**

Section 1. Name

The name of this Association shall be the SCHOOL SECURITY ASSISTANTS OF MADISON TEACHERS INC.

**ARTICLE II. MEMBERSHIP**

Section 1. Active Membership

Active Membership in the School Security Assistants of Madison Teachers Inc. shall be open to all School Security Assistants employed by 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. 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, fails to pay membership dues, or is expelled for just cause.
- c. No member may transfer her/his membership or any right arising therefrom.

**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 MTI Executive Director.

Section 2. Meetings

- a. A General Membership Meeting will be held within the third quarter of the school year. Among other business, members will nominate and may elect members to the positions of the various officers whose terms will be expiring.
- b. Special meetings may be called by the President or Executive Director.

Section 3. Notice of Meetings

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

**ARTICLE IV. OFFICERS**

Section 1. Structure

The officers of this Association shall be a President, a Vice-President, and a Secretary. The officers shall meet quarterly as the SSA Executive Committee.

## Section 2. Powers and Duties

### a. President

The President shall preside over general membership meetings of the School Security Assistants, shall appoint the chairpersons and members of the SSA-MTI standing committees, shall appoint SSA-MTI special committees and members to joint standing committees, and shall be ex officio a member of all SSA-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 SSA-MTI at all South Central Federation of Labor meetings and shall make regular reports 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.

### 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.

### c. Secretary

The Secretary shall keep accurate minutes of all general membership meetings 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, and Secretary. All nominations shall be delivered or sent 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 Roberts' Rules of Order. If more than one candidate is nominated for an office, 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 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 IV, 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.
- (3) Whenever any office shall become vacant between elections, the general membership shall fill the vacancy by choosing one of their number to serve in the vacant office until another election can be held to 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 general membership 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 V. COMMITTEES

## Section 1. Structure

The President and/or Executive Director may appoint ad hoc committees to serve a specific purpose or study for the Union.

## Section 2. Standing Committees

## a. Nominations and Elections Committee

The Elections Committee shall prepare specific and detailed procedures governing the nomination and election of officers.

## 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 general membership. The Committee shall also be authorized to draft amendments and submit them to the general membership.

## Section 3. Reports

All hoc committees shall report as necessary to the Executive Director, or to the Executive Committee, as charged. Minutes will be taken at all committee meetings.

## Section 4. Quorum

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

## ARTICLE VI. JOINT STANDING COMMITTEES

## Section 1. Structure

Pursuant to Article VI, Section 1, of the MTI Bylaws, the President shall appoint representatives to MTI's Public Relations, Legislative/Citizenship, Labor Liaison and

Finance Committees.

## ARTICLE VII. BARGAINING TEAM

### Section 1. Structure

- a. The Bargaining Team shall have the power to establish subcommittees for the purpose of carrying out its responsibilities.
  1. The Bargaining Team shall consist of the President and the Executive Director or her/his designee.

### Section 2. Powers and Duties

- a. The Bargaining Team 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 committees, from individual members or groups of members, 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 Team for their consideration.
- d. Upon adoption of the negotiation proposal, the Bargaining Team may establish a priority of the items set forth in the contract proposal.
- e. The Bargaining Team shall then hold a general membership meeting to discuss the proposed contract revisions prior to presenting it to the Board of Education and/or its agents. There will be an opportunity at this time for any member to present his/her point of view if he/she is in disagreement with the revisions made by the Bargaining Team. The proposals, when approved by the Executive Committee, 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.

## ARTICLE VIII. EXECUTIVE DIRECTOR

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

## ARTICLE IX. CABINET ON PERSONNEL

The Executive Committee 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.

**ARTICLE X. JOINT FISCAL GROUP**

The Association shall be represented on the Joint Fiscal Group by the President.

**ARTICLE XI. DUES**

The initial dues shall be established as those for SEE-MTI. Thereafter the Executive Committee shall establish the amount of dues.

**ARTICLE XIII. RULES OF ORDER**

All meetings of the general membership, 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 XIV. AMENDMENT OF BYLAWS**

Section 1. A proposed change in the Bylaws may be submitted by the Executive Director, Executive Committee, or petition signed by ten percent of the membership.

Section 2. No proposal shall be voted upon at the meeting at which it was initially presented.

Section 3. At the next meeting the Executive Committee will then vote, a majority of those voting being sufficient to carry the proposal.