

**CODE OF BYLAWS  
OF  
EDUCATIONAL SUPPORT EMPLOYEES ASSOCIATION OF  
MADISON TEACHERS INC.**

**ARTICLE I. IDENTIFICATION**

Section 1.

**Name**

The name of this Association shall be the Educational Support Employees Association of Madison Teachers Inc. (ESEA-MTI).

**ARTICLE II. PURPOSES**

Section 1.

**Purpose**

- a. To promote the interests of education, the educational support profession, and the members of the Educational Support Employees Association.
- b. To strength the welfare status of the Educational Support Employees and to enable such individuals to speak with a common voice on matters of interest to them.
- c. To promote a spirit of professional ethics.
- d. To create in the community a deeper sense of the work and dignity of the educational support profession.
- e. To encourage Educational Support Employees and all others who are represented by MTI to exercise their responsibilities as citizens.

**ARTICLE III. MEMBERSHIP**

Section 1.

**Active Membership**

- a. Active membership in the Educational Support Employees Association shall be open to all bargaining unit members.
- b. Employees who are eligible to become active members as defined in “a” above, may do so by applying for such membership on forms provide by MTI and upon payment of Association dues pursuant to Article XI herein, directly to MTI.
- 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.
- b. In addition, active membership shall terminate when the member leaves the Madison Metropolitan School District, voluntarily resigns therefrom, or fails to pay membership dues.
- c. No member may transfer his or her membership or any right arising therefrom.
- d. The ESEA 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 IV. MEMBERS**

Section 1.

**Rights and Privileges of Active Membership**

a. Only active members in the Educational Support Employees Association shall have the right to vote, to hold office, and to serve on committees.

1. Members shall have the right to full participation in discussing and voting in decision-making processes of the Association as well as to pertinent information needed for the exercise of this right.

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 that committee. If the problem is not satisfactorily resolved, such shall be sent in writing, along with the committee chairperson's comments, to the President of ESEA, who may take whatever action he or she deems necessary.

Section 2. General Membership Meetings

a. Regular Meetings

At least one general meeting for ESEA members shall be held annually, with the notice of such general meeting made not less than 24 hours 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 Membership Meetings

Notice of special general membership meetings called by the President or Board of Directors shall be made a least 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.

Section 3. Meetings

a. Each school or other worksite will hold regular meetings, conducted by the elected Building Representative of that school/worksite, as may be necessary.

b. Notice of Meetings

Written notice of meetings within schools or other worksites, stating the place, day and hour of the meeting, and the purpose for which the meeting is called, shall be posted on the Union bulletin board in the staff lounge not less than 24 hours prior to such meetings. In addition, the ESEA Building Representative at that work location, and other ESE members, shall attempt to personally notify other members at that school/worksite of said meetings.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Composition

The ESEA Board of Directors shall consist of the President, Vice President, Secretary, Past President, and three members elected At Large.

Section 2. No ESEA member may hold more than one position on the ESEA Board of Directors.

Section 3. Election of ESEA Representatives

a. Nominations

The active members of ESEA, during the month of March, shall nominate candidates for the offices of President, Vice President, Secretary, and three (3) members At-Large. Nominations may be made by members in writing, to MTI Headquarters. Further nominations may be made by members at a meeting of the general membership, which meeting shall be called by the President on or about the fourth

Tuesday of March. Notice of such meeting shall be placed in MTI's official publication, *MTI Solidarity!* which is provided to all members. Nominations shall be closed at the conclusion of said meeting.

To be valid, all nominations received at MTI must be received prior to nominations be closed. The Executive Director, or his/her selected designee, shall then notify the membership of such nominations at the above meeting.

1. If all 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. The Executive Director shall be responsible for the preparation and distribution of ballots to all ESEA members.
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 the procedures developed by the MTI Elections Committee, and approved by the ESEA Board of Directors. The election will take place on the 4<sup>th</sup> Tuesday in April. The results of the election will be published in *MTI Solidarity!* New officers will be installed into office June 1.

c. Terms and Succession

1. ESEA officers shall serve for one year, and may be reelected without an intervening term.
2. 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, if necessary.
3. Wherever the offices of both President and Vice President shall become vacant between elections, the remaining members of the ESEA Board of Directors shall choose one of their members to serve as President pro tempore until another election can be held to fill the vacancy.
4. Whenever any other office shall become vacant between elections, the ESEA 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 ESEA Board of Directors whenever, in their judgment, the best interests of the Association may be served thereby. Removal shall be by a majority of those voting.

## ARTICLE VI. BUILDING REPRESENTATIVES

Section 1. Representation

Educational Support Employees in each school or worksite who are members in good standing of the Association shall elect for a term of one year a Building Representative for each 15 members or major fraction therefrom. Where more than one such Building

Representative is elected, one shall serve as the Senior Representative, with the other named as Alternate Representatives. Alternates will be elected at the same time and in the same manner as the Building Representative.

Section 2.

Duties

Each Building Representative shall represent his or her school or worksite. He or she shall oversee subsequent elections of Building Representatives and Alternate Representatives. He or she shall oversee the enrollment of members, and shall maintain communication between members in that school or worksite and MTI Headquarters.

Section 3.

Elections

During the fourth week in April, the members in each school or worksite shall vote by secret ballot for the Building Representative(s) in accordance with the ratio established per the above. Nominations shall be posted on the Union bulletin board in the staff lounge for one week prior to the election. The Senior Building Representative shall conduct the election and report the results to the Executive Director of MTI, who shall cause to have them published.

Section 4.

Meetings

a.

Regular Meetings

Building Representatives shall hold at least one regularly scheduled meeting each semester. The time, date, and place of such meeting will be determined in advance by the ESEA Board of Directors. The Executive Director of MTI, or his/her designee, shall prepare an agenda for each meeting, which shall be sent to all Building Representatives so that they may have time to discuss it with the members at their school or worksite in advance of said meeting.

b.

Special Meetings

Special meetings of Building Representatives will be called by the President or ESEA Board of Directors.

c.

Voting

Each Building Representative shall be entitled to one (1) vote upon each matter submitted to a vote at a voting Building Representative meeting. A Building Representative may vote in person only.

d.

Alternates

Alternate voting representatives may only vote in the absence(s) of regularly elected Building Representative(s) and if they either have written authorization from the Building Representative they are replacing, or have been duly elected by the appropriate members in good standing as set forth in Article VI, Section 1.

e.

Notice of Meetings

Written notice of meetings of the ESEA Building Representatives stating the place, date, and hour of the meeting, and in the case of a special meeting, the purpose(s) for which meeting is called, shall be given to the Building Representatives not less than 24 hours before the date set for such meeting, either personally or by email.

Section 5.

Quorum

A quorum for a Building Representatives meeting shall be representatives representing at least ten (10) schools or worksites.

ARTICLE VII. ESEA COMMITTEES

Section 1. Structure

Unless otherwise provided by the ESEA Board of Directors, the MTI Executive Director shall recommend names of persons for committees, as needed, including committee chairs. Recommendations are subject to approval by the ESEA Board of Directors.

Section 2. Meetings

Special or standing committees shall hold meetings at the call of the committee chairperson.

Section 3. Reports

Each committee above shall choose a recording secretary, who shall keep a continuing record of activities. Chairpersons shall report the actions of said Committee to the MTI Executive Director, and provide any continuing record of activities to him or her.

Section 4. Titles and Duties

The ESEA President and/or Board of Directors may create adhoc or special committees or taskforces, as necessary, and may dissolve same when the President and/or Board of Directors deem that group no longer necessary.

ARTICLE VIII. Executive Director

The Executive Director of Madison Teachers Inc. shall be the agent of the Educational Support Employees Association and shall execute the policies of the Association. He or she shall prepare the agenda for all meetings and shall serve as the co-spokesperson for the Association.

ARTICLE IX. JOINT FISCAL GROUP

The ESEA shall be represented on the MTI Joint Fiscal Group by the President of ESEA, as well as members of the ESEA Board of Directors, up to the number of representatives authorized under Article V, Section 1, of the MTI Bylaws.

ARTICLE X. CABINET ON PERSONNEL

The Board of Directors shall, pursuant to the MTI Bylaws, elect a representative to the Cabinet on Personnel.

ARTICLE XI. DUES/ASSESSMENTS

Section 1.

The ESEA Board of Directors shall establish the annual dues and/or any assessments of the Association. The initial dues shall be established as those in place as of May 1, 2017, for the Educational Assistants (EA), Supportive Educational Employees (SEE), and School Security Assistants (SSA) units.

Section 2.

The above amounts shall be one half (1/2) per employees working less than nineteen (19) hours per week.

ARTICLE XII. QUESTIONNAIRES, OPINIONNAIRES, AND POLLS

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

1. All questionnaires, opinionnaires, or polls of the ESEA must be submitted to the MTI Board of Directors for approval. The President or Executive Director or 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 MTI Board of Directors. Members shall be informed of the results upon request to the Board.
4. With the approval of the MTI Board of Directors, the Executive Director of MTI may formulate and distribute questionnaires, opinionnaires and polls.

ARTICLE XIII. AMENDMENT OF BYLAWS

- Section 1. A proposed change in the ESEA Bylaws may be submitted by the MTI Executive Director, ESEA President, ESEA Board of Directors, or petition signed by ten (10) percent of the ESEA membership.
- Section 2. No proposal shall be voted upon at the ESEA Board of Directors meeting at which it was initially presented.
- Section 3. At the next meeting of the ESEA Board of Directors, the Board will then vote on the proposal. A majority of those voting will be sufficient to carry the proposal.

ARTICLE XIV. RULES OF ORDER

All meetings of the ESEA Board of Directors, committees, school or worksite, and general membership, shall be governed by the parliamentary rules and usages contained in the then-current edition of Robert's Rules of Order.