

**CONSTITUTION OF THE
WAUKESHA COUNTY EDUCATIONAL SUPPORT-PROFESSIONALS
(WCESP)**

ARTICLE I - NAME

The name of this organization shall be the Waukesha County Educational Support Professionals (WCESP). The WCESP shall be governed by this constitution and by-laws.

ARTICLE II - PURPOSE

The purpose of the Waukesha County Educational Support Professionals (WCESP) shall be to promote the economic and professional rights and interests of the members, to achieve dignified working conditions for the membership, and to aid and assist members in obtaining and extending benefits of mutual assistance and collective bargaining, as set forth in the bylaws of the WCESP.

ARTICLE III - AFFILIATION

Section 1 - The WCESP shall be affiliated with the Wisconsin Education Association Council under its rules and the National Education Association under its rules.

Section 2 - The WCESP shall hold membership in the United Technical College Council (UTCC) under the rules of the Council and shall pay such dues as per capita tax as is uniformly required of all members.

ARTICLE IV - MEMBERSHIP

Section 1 - Active Members

- A. Active membership in the WCESP shall be open to all educational support staff personnel who are eligible for membership in the bargaining unit and who are employed at Waukesha County Technical College.
- B. Active membership shall be continuous until the member leaves WCTC, resigns from the union, or fails to pay membership dues.
- C. Active members of the WCESP shall also be members of the United Technical College Council, the Wisconsin Education Association Council, and the National Education Association.
- D. The fiscal and membership year shall be from September 1 through August 31.
- E. In this constitution and these bylaws, "in good standing" shall mean an organization or member of an organization which has fulfilled the requirements

for membership and has not lawfully and voluntarily withdrawn or been suspended or expelled from membership.

Section 2 – Membership Status in case of Dismissal

Members in the status of dismissal shall be allowed to retain membership in the WCESP until such time as their status is clarified.

ARTICLE V - OFFICERS

Section 1 - The officers of the WCESP shall consist of a President, Vice-President, Secretary, Treasurer, Membership Coordinator, and three (3) stewards, who shall be elected by secret ballot.

Section 2 - Qualification for office:

- A. Each candidate for the offices other than President shall be an active member in good standing who has completed the probationary period.
- B. Each candidate for President shall be an active member in good standing who has served the WCESP in some capacity prior to running for the office of President (e.g. Representative Council, past executive officer, standing committee).

Section 3 - Terms - the terms of office shall be those established in the bylaws.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers and the immediate past president. It shall be the executive authority of the Union.

ARTICLE VII - REPRESENTATIVE COUNCIL

Section 1 - The legislative and policy forming body of the Union shall be the Representative Council.

Section 2 - The Representative Council shall consist of the Executive Committee, the Building Representatives, and the Chair-persons of the Standing Committees.

Section 3 - Any member of the Union who is not a member of the Representative Council, may attend its meetings, shall have no vote, and must receive permission to speak.

ARTICLE VIII - GENERAL MEMBERSHIP

The General Membership, comprised of all of the members, is the ultimate authority of the WCESP. The General Membership shall elect the Union officers, ratify collective

bargaining agreements between the Union and the Employer, and adopt amendments to this constitution and/or by-laws.

ARTICLE IX - AMENDMENTS

The general membership may adopt amendments to this constitution by a two-thirds majority of those voting at any regular meeting, provided that the amendments have been introduced at the preceding meeting of the General Membership and that copies of the proposed amendments have been distributed to the members at least two (2) weeks prior to the meeting at which the vote is to be taken.

ARTICLE X - DELEGATES

The delegates to the UTCC Board of Directors and Representative Assembly, to the Wisconsin Education Association Council Representative Assembly, and to the National Education Association Representative Assembly shall be elected by the Representative Council. Union officers whose duties include serving as delegates to Representative Assemblies or other official business meetings of organizations with which the Union is affiliated shall be as specified by the Bylaws.

ARTICLE XI - DISTRIBUTION OF ASSETS ON DISSOLUTION

Upon liquidation, dissolution or termination of the WCESP, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual; not to any corporation or other organization except those which qualify as exempt from federal income tax under Section 501 of the Internal Revenue Code of 1954, and the amendments thereto.

ARTICLE XII - DISAFFILIATION

The WCESP may not disaffiliate with the WEAC without notifying the Council officers and Board of Directors of its intention to disaffiliate ninety (90) days in advance of any action to disaffiliate. Such notice of intention to disaffiliate shall state in detail the reasons why the organization desires to disaffiliate and shall be supported by a statement that the desire to disaffiliate has been presented to duly convened membership meeting of the WCESP and that the membership has approved of the intention to disaffiliate by a vote of 60 percent of the entire membership of the organization by secret written ballot.

The WCESP may disaffiliate only upon fulfillment of all of its legal and financial obligations to the WEAC and WEA, Inc.

DATE OF RATIFICATION: December 2, 1982

Updated: September 13, 1984

Updated: October 28, 1987

Revised: February 16, 1993

Revised: April 25, 1995

Revised: June 13, 2002

Revised: January 10, 2008

**BYLAWS OF THE
WAUKESHA COUNTY EDUCATION SUPPORT PROFESSIONALS**

BYLAW I - MEETINGS

Section 1 - EXECUTIVE COMMITTEE - The Executive Committee shall meet at least two (2) times per month at the appointed time, at the call of the president, or at the request of three members of the Committee.

Section 2 - REPRESENTATIVE COUNCIL - The Representative Council shall meet each month at the appointed time. The President, with the advice and consent of the Executive Committee, shall prepare the agenda for each meeting and shall put it on E-Mail three working days prior to the meeting so that representatives have time to discuss it with their unit members in advance of the Council meeting.

Section 3 - SPECIAL MEETING - Special meetings of the Representative Council may be held at the call of the President, or upon written request to the Executive Committee from five representatives, or upon petition of 5% of the members. Business to come before a special meeting must be stated in the call and/or shall be sent in writing to each representative.

Section 4 - GENERAL MEMBERSHIP MEETINGS - The Executive Committee shall arrange at least two meetings of the membership each year for discussion of membership issues, and/or contract ratification. Amendments to the Constitution and/or Bylaws will be made at general membership meetings. General membership meetings may be called by a petition of 5% of the general membership.

BY LAW II – QUORUM

Section 1 - When at least seven days notice is given for any meeting, including those where a vote is to be taken on contract ratification, amending the constitution or bylaws, or adopting the budget, a quorum shall consist of the number present who possess voting privileges.

Section 2 - If any meeting, including those meetings where a vote is to be taken on contract ratification, amending the constitution or bylaws, or adopting the budget, is scheduled with less than seven (7) days notice, a quorum shall consist of a majority of the members who possess voting privileges.

BY LAW III - POWER OF OFFICERS

The offices that shall be filled by secret ballot election are President, Vice-President, Secretary, Treasurer, Stewards and Membership Coordinator.

Section 1 - PRESIDENT - The President shall

- a. Be the executive officer of the WCESP
- b. Preside over all meetings of the organization
- c. Appoint the Chairpersons and members of Standing Committees, the Bargaining Team, and Special Committees, subject to approval of the Executive Committee.
- d. Appoint union representatives to joint union/management committees and to college committees, subject to approval of the Representative Council. Appointment to on-going committees will be for a period of two (2) years, subject to reappointment.
- e. Appoint officers to fill unexpired terms of less than four (4) months.
- f. Be an Ex-Officio member of all standing committees.
- g. Represent the Union before the public either personally or through delegates.
- h. Countersign all checks of \$200 or more drawn against the funds of the Union, except for dues payment checks to UTCC, WEAC or NEA.
- i. Serve as a delegate to the UTCC, WEAC and NEA representative assemblies, unless he/she declines.
- j. Perform all other functions usually attributed to this office.

Section 2 - VICE-PRESIDENT - The Vice-President shall

- a. Perform the functions usually attributed to the office.
- b. Represent the WCESP at all of the WCTC District Board meetings and shall report back to the WCESP Executive Committee.
- c. Monitor work that belongs in the WCESP bargaining unit being performed by WCTC non-bargaining unit employees and/or volunteers.
- d. Oversee the compiling and distribution of the newsletter.

- e. Assume all duties of the President if the President is unable to fulfill his/her term, except as provided in Article V, Section 3 of the Bylaws.

Section 3 - SECRETARY - The Secretary shall

- a. Keep accurate minutes of all meetings of the Executive Committee, the Representative Council, and the General Membership.
- b. Maintain official files including meeting minutes, WCESP correspondence, and other WCESP documents
- c. Assist the President with Union correspondence.
- d. Maintain job descriptions and postings.
- e. Handle meeting logistics.
- f. Oversee the compiling and distribution of the local newsletter.
- g. Annually prepare the "Officer and Building Representatives Directory."
- h. Annually, with the Membership Coordinator, recommend to the Executive Committee the allocation of members for Building Representative representation.

Section 4 - TREASURER - The Treasurer shall

- a. Bank the funds of the Union and disburse them upon authorization by the Executive Committee
- b. Bill the members for their annual dues per capita tax and transmit amounts due to the Wisconsin Education Association Council and the United Technical College Council on a timely basis.
- c. Work with the Membership Coordinator to maintain up-to-date records of the membership for WCESP, UTCC and WEAC.
- d. Submit monthly treasurer reports to the Executive Committee.
- e. Prepare an annual financial statement for publication to members, as directed by the Executive Committee
- f. Oversee the drafting of the annual budget, along with the Executive Committee.

- g. File reports with the Internal Revenue Service (IRS) and other governmental agencies as required by law.
- h. Notify the Employer of changes in the amount of dues to be withheld, in accordance with the collective bargaining agreement.
- i. Submit the WCESP financial records to the Audit Committee annually for audit.
- j. Submit, as mutually agreed by UTCC, WEAC and WCESP, completed forms, necessary supporting dues and per capita tax and any reports requested by UTCC or WEAC.

Section 5 – STEWARDS - The stewards shall

- a. Comprise the grievance committee. One steward will be elected yearly to serve as the chair (lead steward).
- b. Represent Union members in any disputes with Waukesha County Technical College regarding interpretation of the collective bargaining agreement, WCTC policies, or other matters affecting working conditions or member rights.
- c. Keep all members informed in the correct methods of handling a grievance.
- d. Monitor existing school policies which are inequitable, misinterpreted, or in violation of the contract.
- e. Comprise a committee to review employee status reports and other District records for contract compliance.
- f. Keep the President and Executive Committee informed of issues under investigation and grievances in process.
- g. Report at Executive, Representative Council and General Membership meetings.
- h. Contribute to the newsletter regularly

Section 6 – MEMBERSHIP COORDINATOR. The Membership Coordinator shall

- a. Chair the Membership Committee.
- b. Maintain a current roll of members and fair share payers and make these lists available monthly to the Executive Committee.

- c. Check local lists against WEAC lists and membership enrollment forms
- d. Maintain a file of all completed Membership Enrollment Forms and check with HR personnel and monthly WCTC Board minutes for new hires, terminations and leaves of absence that relate to WCESP membership.
- e. Input all completed Membership Enrollment Forms in the WEAC database to officially enroll new members in UTCC, WEAC and NEA.
- f. Coordinate the welcome lunches for new members.
- g. Maintain all distribution lists including email and a current Phone Tree of all members and their phone numbers to be distributed to representatives for immediate communication if/when the need arises.
- h. Prepare mailing labels as requested by the President for communication with the membership.
- i. Work closely with the treasurer.
- j. Annually, with the Secretary, recommend to the Executive Committee the allocation of members for Building Representative representation.

Section 7 - TERMS AND SUCCESSION - All officers shall serve for two years and may be re-elected without an intervening term. The President, Vice-President and two (2) stewards shall be elected in even numbered years; the secretary, treasurer, one (1) steward and membership coordinator shall be elected in odd numbered years.

Whenever the offices of both President and Vice-President shall become vacant between elections, except as provided in Article V, Section 3 of the Bylaws, the remaining members of the Executive Committee shall choose one of their number to serve as President Pro Tempore until a special election can be held to fill the vacancies.

Whenever an office other than President shall become vacant between elections, with more than four (4) months remaining in the term, a special election will be conducted to fill the vacancy.

BYLAW IV - BUILDING REPRESENTATIVES

Section 1 – There shall be one (1) Building Representative for each group of seventeen (17) members or major fraction thereof. The groupings will consist of members who work in the same building, or who work in the same department, or who work in adjacent buildings, with the goal of as equal representation as possible. Notwithstanding, there shall be at least one (1) Building Representative from the outreach campuses.

Section 2 – The specified union members comprising each group shall be designated annually by the Executive Committee.

Section 3 - The specified members who are members in good standing shall nominate and elect by secret ballot for a term of two years, one (1) representative to the Representative Council for each seventeen (17) members or major fraction thereof. One half (1/2) of the building representatives will be elected each year. Elections will be held in May and representatives shall take their seats on the Representative Council at the September meeting.

Section 4- Building Representatives shall attend regular meetings of the Representative Council. After two unexcused absences the president may declare the seat unfilled and call for an election to fill the term.

Section 5 - The Building Representative shall call building meetings of the union members that he/she represents to discuss business, or put the information in writing, shall assist with the enrollment of the members and maintain two-way communications within the building.

Section 6 - Building Representatives shall be members in good standing during their terms of service and for at least six months before their terms of service.

BYLAW V – DUES

Per capita tax payable to UTCC and WEAC from the WCESP shall be those amounts set by the respective Representative Assemblies. Per capita tax payable to the WEAC and the UTCC by this Union shall include fair shares collected by the WCESP.

BYLAW VI - POWERS OF THE EXECUTIVE COMMITTEE

Section 1 - The Executive Committee shall be responsible for the management of the Union, approve all expenditures, carry out policies established by the Representative Council, report its transactions and those of the Council to the members, and suggest policies for consideration by the Council. The Executive Committee shall cause to be made an annual review of the local's finances, and shall report to the membership the results of each review.

Section 2 - The Executive Committee shall represent the Union in collective bargaining with the District Board. The Committee shall delegate its power to negotiate to the bargaining team.

Section 3 - REMOVAL OF EXECUTIVE COMMITTEE MEMBERS - The Executive Committee shall have the right to remove any Executive Committee member for just cause after due notice and hearing. Such vote to remove shall require a two-thirds roll call

vote of the Executive Committee's entire membership at a duly convened meeting. If the Vice-President is removed, or if he/she succeeds to the presidency upon the President's removal, a special election to fill the balance of the Vice-President's unexpired term shall be conducted under procedures developed by the Election Committee and approved by the Representative Council. Should there be a dispute, the matter may be submitted to a panel of ten members, drawn by lot, to arbitrate the matter.

BYLAW VII - POWERS OF THE REPRESENTATIVE COUNCIL

The Representative Council shall approve the budget, set the dues for the local, establish Union policies, act on reports of committees, approve resolutions and other policy statements, approve WCESP representatives to College committees, and elect the representatives to the UTCC Board of Directors and to the UTCC, WEAC and NEA representative assemblies. Powers not delegated to the Executive Committee, the Officers, or other groups in the Union shall be vested in the Representative Council, except ratification of tentative contract agreements and amendments to the Constitution and Bylaws.

BYLAW VIII – POWERS OF THE GENERAL MEMBERSHIP

The General Membership shall elect the Union's officers and members shall elect their building representative; shall ratify contracts between the Union and the Employer; and shall be the sole authority to amend this constitution and by-laws.

BYLAW IX - STANDING COMMITTEES

Section 1 - STRUCTURE - There shall be four standing committees carrying out the special functions outlined below.

Section 2 - MEETINGS - Each standing committee shall meet regularly.

Section 3 - REPORTS - Each committee shall choose a recorder who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee and/or the Representative Council.

Section 4 –TITLES AND DUTIES –

- a. The Bargaining Committee shall be responsible for preparing the negotiations package.
- b. The Membership Committee shall be responsible for acquainting new employees with the goals, function and structure of the Union on an individual basis. The Membership Committee shall be chaired by the Membership Coordinator.

- c. The Social Committee shall be responsible for overseeing and planning all social functions of the Union.
- d. The Sunshine person shall be responsible for sending a card or gift to Union members, in accordance with the Sunshine guidelines.

BYLAW X - SPECIAL COMMITTEES

Each year the President shall appoint an Elections Committee, an Audit Committee, and such other committees as may be necessary and discharge them upon completion of their duties. No officer of the Union shall serve on the Elections Committee.

BYLAW XI - ELECTIONS

Section 1 - NOMINATIONS – During the month of March, members of the Union may nominate candidates for vacancies in the offices of President, Vice-President, Secretary, Treasurer, Membership Coordinator, and stewards. Names of candidates will be communicated to all members via e-mail.

The Elections Committee shall report all nominations to the Representative Council at the April meeting. Members of the Council may nominate other candidates from the floor.

The Elections Committee shall publish and distribute, through the e-mail system, brief information on each candidate.

Section 2 - BALLOTING - The Election Committee will designate a day in May for the members to vote for officers, by secret ballot, in accordance with procedures developed by the Elections Committee and approved by the Representative Council. Procedures will allow for voting from the outreach campuses. The Elections Committee shall report the results to the membership. New officers shall assume their duties at the September meeting of the Executive Council.

Section 3 – Absentee Ballots – If a member is scheduled to be off on the day of voting for contract ratification or election of officers, the member may request an absentee ballot. Ballots for contract ratification will be provided and must be returned to the Secretary prior to the day of the voting. Ballots for voting on election of officers will be provided and must be returned to the Chair of the Elections Committee prior to the day of the voting.

Section 4 – The President shall report the names of officers of the organization to the Employer and to the UTCC within 30 days after each-election.

BYLAW XII - AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the Parliamentary Authority for the Union.

BYLAW XIII - AMENDMENT

The General Membership may adopt amendments to these bylaws by a majority of those voting at any regular meeting, provided that the amendments have been introduced at the preceding meeting of the General Membership and that copies of the proposed amendments have been distributed to the members at least two (2) weeks prior to the meeting at which the vote is to be taken.

A copy of the latest revision of these documents, shall be submitted to the UTCC and the Wisconsin Education Association Council annually, with the date of the latest revision included on the fact of the document.

DATE OF RATIFICATION: December 2, 1982

Updated: September 13, 1984

Updated: October 28, 1987

Revised: February 16, 1993

Revised: April 25, 1995

Revised: June 13, 2002

Revised: January 10, 2008