

CONSTITUTION of the WEST SUBURBAN COUNCIL

ARTICLE I

Name

WEST SUBURBAN COUNCIL
Wauwatosa Education Association
Wauwatosa Educational Support Association
Wauwatosa Education Support Professionals
West Allis-West Milwaukee Education Association
West Allis-West Milwaukee Educational Assistants Association
West Suburban Council-Retired

ARTICLE II

Purpose

- Section 1. The purpose of the West Suburban Council shall be to
- a) provide a governance structure through which member local associations may cooperatively provide services for their members,
 - b) carry out such objectives as set forth in the Bylaws.

ARTICLE III

Membership

- Section 1. a) Class I Affiliate - Membership in the West Suburban Council shall be open to local teacher associations affiliated with the Wisconsin Education Association Council and the National Education Association.

- b) Class II Affiliate - Associate - Associate organizational membership shall be open to any organization of associate members which shall subscribe to the objectives of the West Suburban Council and shall abide by its Constitution and Bylaws.
- c) Class III Affiliate-Retired - Retired organizational membership shall be open to organizations of educational employees retired from the school districts represented in the West Suburban Council or living within those districts' boundaries. These organizations shall subscribe to the objectives of the West Suburban Council and shall abide by its Constitution and Bylaws.

ARTICLE IV

Finance

Section 1. Dues - Member local associations shall be assessed a per capita dues as set forth in the Bylaws which shall comprise the dues payable to the West Suburban Council.

ARTICLE V

Board of Directors

Section 1. Function - The Board of Directors shall plan and manage the activities and programs of West Suburban Council within the policies established by the Representative Assembly. Duties for specific officers shall be established by the Representative Assembly and set forth in the Bylaws.

Section 2. Membership

- a) The Board of Directors may be composed of as many as ten directors - three from every Class I affiliate, one from every Class II affiliate and one from the Class III affiliate. If any affiliate elects fewer than its allotted number of directors, then the Board of Directors has fewer than ten members.
- b) The Board of Directors shall elect annually from its membership the following officers: President, Vice-President, Secretary and Treasurer.

Section 3. Terms - The terms of office of members of the Board of directors shall be established by the Representative assembly as set forth in the Bylaws.

Section 4. Qualifications - Members of the Board of Directors must qualify as a member of a collective bargaining unit eligible for representation by the local association and the Wisconsin Education Association Council. The Board of Directors will be non-voting members at large of the Representative Assembly.

Section 5. Elections - Members of the Board of Directors shall be elected by the member locals as set forth in the Bylaws.

Section 6. Meetings - Regular business meetings of the Board of Directors shall be held monthly. Special meetings of the Board may be held upon call of the president or upon written request to the president of five (5) members of the Board. If a special meeting is called at the request of the Board members, the purpose of the meeting shall be stated in the call and shall constitute the first order of business. This meeting will be held within

seven (7) days of receipt of the request. All directors will receive twenty-four (24) hours prior notice.

ARTICLE VI

Representative Assembly

- Section 1. Powers - The Representative Assembly shall be the chief policy making body of West Suburban Council and shall have the authority to transact all business for the organization. The Representative Assembly shall have the authority to delegate responsibility to the Board of Directors. Specific powers of the Representative Assembly shall be set forth in the bylaws.
- Section 2. Election of Delegates - Delegates to the Representative Assembly shall be elected by local associations as set forth in the Bylaws.
- Section 3. Meetings - Regular business meetings of the Representative Assembly shall be held as outlined in the Bylaws. A special meeting of the Representative Assembly may be called provided that delegates have received twenty-four (24) hour notice by the President.
- Section 4. Parliamentary Procedure - Except as otherwise provided in the Constitution and Bylaws or special rules adopted by the Assembly, Roberts' Rules of Order shall be the rules governing the Representative Assembly. At meetings which were announced in a mailing to all delegates during September, the delegates who attend shall constitute a quorum. At special meetings, 51% of the voting members of the Assembly shall constitute a quorum.

ARTICLE VII

Committees

- Section 1. Standing committees shall be as provided in the By-Laws.

ARTICLE VIII

Amendments

- Section 1. This Constitution shall become effective after being ratified by two-thirds (2/3) of the delegates of the first Representative Assembly.
- Section 2. This Constitution may be amended by two-thirds (2/3) of the voting delegates of the Representative Assembly present at any meeting of the Representative Assembly, provided that the proposed amendment was introduced at the preceding Representative Assembly. It is established in Article VI, Section 4, a quorum must be present.

BYLAWS

1. Purpose

- A. Objectives - The objectives of the West Suburban Council shall be:
1. To aid teachers and employees represented by member local associations in obtaining improved wages, hours and working conditions.
 2. To develop among the profession and the public a better understanding of the issues and problems in the area of employee rights.
 3. To advance the civil, human, and academic rights of the education profession.
 4. To provide for the involvement of minority members in association activities in accordance with the Landrum-Griffin Act.
 5. To encourage members to register and vote, and to exercise their full rights and responsibilities of citizenship and to perform their rightful part in the political life of local, state, and national opportunities.
 6. To aid retired education employees in remaining active in education issues and protecting their rights.

2. Membership

- A. Qualifications - All affiliates shall be unified with the Wisconsin Education Association Council and the National Education Association.
1. Method of payment of dues must be arranged between the local associations and the West Suburban Council treasurer and approved by the Board of Directors.
 2. Locals delinquent in dues payments may be expelled by the Representative Assembly under the following procedure.
 - a. The treasurer shall notify the delinquent local in writing.
 - b. Written notification of a hearing with the Board of Directors shall be provided to the delinquent local 15 days prior to such hearing.
 - c. A majority vote of the West Suburban Council Board shall be necessary to recommend expulsion to the Representative Assembly for action.

3. Finance

- A. Dues
1. Per capita dues payable to West Suburban Council shall be established by the Representative Assembly per year per member and fair share member of each Class I Affiliate.
 2. The dues assessment for Class I Affiliate members employed for half time or less shall be one-half of the per capita dues defined in Article 3, Section A, Item 1.
 3. Should any Class I Affiliate designate a membership class for individuals maintaining bargaining unit rights under the lay-off provision of the affiliates' master contract, their dues assessment shall be one-half of the per capita dues established in Article 3, Section A, Item 1.

4. Associate - Per capita tax payable to the West Suburban Council from the designated associate member organization shall be one half of the per capita tax as established for Class I Affiliates per year per members of the associate member organization.
5. The dues assessment for Class III affiliate members will be set by the WSC Representative Assembly. The Class III affiliate dues collected will be the upper limit of financial services and support that West suburban Council will provide a Class III affiliate.
6. The fiscal year of the West Suburban Council shall be from September 1 to August 31.
7. In the event of dissolution of the West Suburban Council, monies shall be returned to the member organizations on a pro-rated basis.
 - a. Monies returned on a pro-rated basis shall be determined by length of membership in the West Suburban Council and by average annual membership.

B. Board Dues

1. Each elected director from the teacher affiliate locals shall be exempt from paying WSC (teacher) dues.
2. Each elected director from the ESP affiliate locals shall be exempt from paying WSC dues and be reimbursed mileage for attending WSC meetings up to a total amount that is equal to but does not exceed the amount that teachers pay in WSC dues.
3. Proxy - A director who is unable to attend a Board of Directors meeting shall, with prior notification to the president, be allowed to send a proxy director for a meeting. The proxy shall be considered to be in good standing, and be allowed to vote on all matters before the body.

4. Board of Directors

A. Functions

1. The Board of directors shall prepare and submit to the Representative assembly at its May meeting a budget for the ensuing year, which budget shall be set forth the estimated receipts and expenditures for the period covered thereby. When a budget has been approved by a majority vote of the Representative Assembly the Board of Directors shall have power to authorize the expenditure of the West Suburban Council funds in accordance with the terms and conditions thereof.
2. Expenditures of West Suburban Council funds, not authorized by the budget, may be authorized by the Board of directors after a two-thirds (2/3) vote of the Representative Assembly.
3. The Board of Directors shall have power to make contracts for the West Suburban Council.
4. The Board of Directors shall employ the Executive Director. Each contract shall not be less than one nor more than three years.

B. Terms

1. The term of office of the Directors shall begin on September 1 immediately following their election.
2. The Class I Affiliates shall elect one Director each year for a term of three (3) years.
3. Every Class II Affiliate may elect one Director every three (3) years.
4. The Class III affiliate may elect one Director every three years.

C. Composition

1. Each class I Affiliate shall elect three Directors to the West Suburban Council Board of Directors.
2. Every Class II affiliate may elect one Director to the West Suburban Council Board of Directors.
3. The Class III affiliate may elect one Director to the West Suburban Council Board of Directors.

D. Vacancies

1. In the event a vacancy occurs on the Board of Directors, the affected member affiliate shall provide a replacement to fill the unexpired term of office.

E. Removals

1. The Board of Directors shall have the right to remove any officers of the Council for just cause, after due notice and hearing. Such vote to remove shall require a two-thirds roll call vote of its entire membership at a duly convened meeting of the Board of Directors. Should there be any dispute as to what constitutes just cause, the matter may be submitted by the affected individual to final and binding arbitration by the American Arbitration Association. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of the hearing shall be assumed by this Council.

F. Powers and Duties of Officers

President - the president shall preside over meetings of the Representative Assembly and the West Suburban Council Board of Directors, appoint the chairman and members of committees, be an ex officio member of all committees, and shall be the executive officer of the West Suburban Council. The president shall represent the West Suburban Council before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

Vice-President - The Vice President shall carry out the duties assigned to him by the President and in the event the President is unable to carry out his responsibilities, assume the duties of the president.

Secretary - The secretary shall keep accurate minutes of all meetings of the Board of Directors, maintain the official file, and assist the president of the Board with West Suburban Council correspondence.

Treasurer - The treasurer shall be bonded, shall hold the funds of the West Suburban Council and disburse them upon authorization of the Board of Directors. He shall prepare the budget to be presented to the members of the Board of Directors, and, approval of the budget by the West Suburban Council Representative Assembly, the treasurer shall assess each member association the amount of dues established by the Representative Assembly to operate the West Suburban Council. The treasurer shall also be responsible for preparing and filing the proper tax forms for the West Suburban Council.

5. Representative Assembly

A. Powers - All legislative powers of the West Suburban Council shall be vested in the Representative Assembly which shall be organized and exist as hereinafter provided.

1. The Representative Assembly shall determine its own rules of procedure and shall meet three times a year in October, January and May on dates determined by the Board of Directors. Representatives shall be notified of the dates of the October, January, and May meetings by means of a schedule mailed in September. A majority vote of a quorum of the Board of Directors shall have the power to call emergency meetings of the Representative Assembly.
2. The Representative Assembly shall adopt an annual budget for the West Suburban Council.
3. Delegates of the Representative Assembly may present resolutions at any meeting. These may be adopted by a majority vote of the delegates present. The Board of Directors shall then act on all resolutions. Resolutions for the West Suburban Council Representative Assembly shall be submitted to the Executive Director two weeks prior to the regular Representative Assembly of the West Suburban Council.
4. All powers of the West Suburban Council not specifically delegated by the Representative Assembly, or otherwise authorized by the Constitution, are reserved to the Representative Assembly.

B. Allocation and Election of Delegates

1. The Representative Assembly shall consist of one (1) representative from each member affiliate, except retirees, for each twenty-five (25) members or major fraction thereof. The retiree affiliate shall have one (1) representative for each fifty (50) members or major fraction thereof. Each local will have at least one delegate.
2. Delegates shall be elected by each member affiliate for a two year term. Representatives shall begin their term in October. One-half of the total reps from each local shall be elected in alternating years. In cases where the total number of reps allowable to each member affiliate is an uneven number, the local shall then determine the phase-in year term. Newly elected reps shall take office in October and must be elected by September 15.
3. Each member affiliate shall submit a list of delegates to the Executive Director by September 15 of every school year.
4. Alternate delegates shall be identified by a designated member of the delegation at the time of registration prior to each meeting and may only be seated on the floor of the Representative Assembly in the absence of the official representatives.

C. Election of Representative to the WEAC Governance Board

1. The Representative Assembly shall elect one representative to the WEAC Governance Board to serve a three year term.
2. If the Representative to the WEAC governance Board is unable to attend the meetings, an alternate should be elected by the Board of Directors.

D. Registration

1. Registration of all delegates or alternates shall be made prior to all meetings.

6. Committees

The Board of Directors may establish committees as needed.

7. Amendments

1. These Bylaws shall become effective after being ratified by the majority of the delegates of the first Representative Assembly.
2. These Bylaws may be amended by the majority of the delegates of the Representative Assembly provided that the proposed amendment was introduced at the preceding Representative Assembly.

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