

CONSTITUTION & BYLAWS  
OF THE  
BLACKHAWK TECHNICAL COLLEGE  
EDUCATIONAL SUPPORT PROFESSIONALS

ARTICLE I-NAME

Section 1. The name of this organization shall be the Blackhawk Technical College/Educational Support Professionals (BTC/ESP) and shall be referred to as BTC/ESP throughout this document. The BTC/ESP shall be governed by this Constitution and Bylaws

ARTICLE II- AFFILIATION

Section 1. The BTC/ESP is affiliated with the National Education Association (NEA) under its rules and the Wisconsin Education Association Council (WEAC) under its rules.

Section 2. The BTC/ESP shall hold membership in the United Technical College Council (UTCC) Uniserv under the rules of said council and shall pay such dues as is uniformly required of all members.

ARTICLE III-PURPOSE

Section 1. To unify and strengthen support personnel and to secure and maintain the salaries, retirement, sick leave, insurance, and other working conditions necessary to support the continuation of the Paraprofessional Technical Council.

Section 2. To enable members to speak with a common voice on matters pertaining to the Council and to present their individual and common interests before the local education association and the Blackhawk Technical College Board, the Administration, and the Community at large.

Section 3. To encourage and support the Paraprofessional Technical staff in their endeavors to provide outstanding service to the students and staff of Blackhawk Technical College and the people of the Blackhawk Technical District.

ARTICLE IV-MEMBERSHIP

Section 1. Active membership in the BTC/ESP shall be open to all paraprofessional and technical employees of the Blackhawk Technical District.

Section 2. Active membership in the BTC/ESP shall be continuous until the member leaves the Blackhawk Technical District, resigns from the union, or fails to pay membership dues.

Section 3. Active members of the BTC/ESP shall have the right and privilege to make nominations, vote, hold elective and appointive office, serve on committees, and serve as delegates to organizations with which this association is affiliated.

Section 4. Active members of the BTC/ESP shall also be unified members of the United Technical College Council (UTCC), Wisconsin Education Association Council (WEAC) and of the National Education Association (NEA) and shall have all the rights and privileges thereby.

Section 5. Members in the status of dismissal or non-renewal shall be allowed to retain membership in the BTC/ESP until such time as their status is clarified.

Section 6. The membership of the BTC/ESP may discipline, censure, suspend, or expel a member by two-thirds (2/3) vote of the members in good standing at any regular general membership meeting. All votes to discipline, censure, suspend or expel shall be by roll call vote. Prior to any action being taken by the membership against a member, the accused members shall be notified of the meeting and be offered an opportunity to listen to the charges, cross examine the accusers, and present a defense. A member who has been disciplined, censured, suspended or expelled may be returned to membership in good standing by a majority vote of the membership at any regular general membership meeting.

Section 7. 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 that has not lawfully and voluntarily withdrawn or been lawfully suspended or expelled from membership.

#### ARTICLE V - DUES

Section 1. Dues of the BTC/ESP shall consist of the total amount of local, uniserv, state, and national dues where applicable.

Section 2. Local dues shall be established by the membership-at-large at the August regular general membership meeting.

Section 3. Local dues shall be the same for all members of the BTC/ESP.

#### ARTICLE VI – OFFICERS

Section 1. Officers of the BTC/ESP shall consist of a President, Vice-President, Treasurer, Secretary, Chief Steward, Alternate Steward and Member at Large. All officers shall be elected by secret ballot except in the case where the immediate Past President chooses to serve as Member at Large.

Section 2. Election of officers.

- a. Open nominations will be held in April of each year.
- b. Should the immediate Past President choose not to serve, nominations for Member at Large shall be taken in this order:
  1. Current or past standing committee members (Executive, Grievance, UTCC Rep, Negotiations, Re-class, etc.)
  2. Should no current or past committee members choose to serve, nominations from among the general membership will be taken.
- c. In May of each year a vote will be taken by secret ballot.
- d. Election requires a majority of those members voting.

Section 3. The term of office is one year and shall run from July 1<sup>st</sup> thru June 30<sup>th</sup>.

Section 4. The membership of the BTC/ESP may discipline, censure, fine or remove an officer by two-thirds (2/3) vote of the members in good standing at any regular general membership meeting. All votes to discipline, censure, fine or remove shall be by roll call vote. Prior to any action being taken by the membership against an officer, the accused officer shall be notified of the meeting and be offered an opportunity to listen to the charges, cross examine the accusers, and present a defense.

Section 5. To facilitate an orderly transition, upon notification of election to office all newly elected officers are expected to attend all Executive Committee meetings held during the months of May and June.

#### ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. Membership of the Executive Committee shall be composed of the present officers.

Section 2. The time and place of the Executive Committee meetings shall be set by the President.

Section 3. The Executive Committee shall report its activities at each regularly scheduled meeting of the bargaining unit.

#### ARTICLE VIII – DELEGATES

Section 1. The delegates to the United Technical College Council, Wisconsin Education Association Council & the National Education Association Representative Assembly shall be elected by secret ballot.

#### ARTICLE IX – DISAFFILIATION

Section 1. The membership shall have the power to disaffiliate from the Wisconsin Education Association Council and the National Education Association if a two-thirds (2/3) vote of the members in good standing support the disaffiliation in a written secret ballot.

Section 2. Upon the liquidation, dissolution or the termination of the BTC/ESP, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual; nor 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. A majority of voting members in good standing shall determine which organization shall receive the funds.

#### BYLAWS

##### BYLAW I - MEETINGS

Section 1. There will be a minimum of three general meetings a year. These shall be held at such times as the Executive Committee shall determine. A notice of such meetings shall be distributed to members. These meetings are open to all members of the BTC/ESP.

Section 2. The President may call special meetings at any time.

Section 3. A quorum shall be defined as those members present at the meeting.

Section 4. Collective bargaining agreements shall be ratified by a majority vote of the members in good standing casting ballots. Voting shall be by secret ballot. Absentee ballots may be cast prior to the balloting.

## BYLAW II – DUTIES OF THE OFFICERS

- Section 1. **PRESIDENT**—The President shall call and conduct all meetings of the BTC/ESP and the Executive Committee. The President shall create committees as needed for the BTC/ESP functions and appoint representatives to serve on those committees unless otherwise specified herein. The President or designee shall serve as a representative of BTC/ESP at all Blackhawk Technical College Board meetings and report the proceedings of these meetings to the general membership. The President shall be a member of the Negotiation Committee.
- Section 2. **VICE-PRESIDENT**--The Vice-President shall perform the duties of the President during any absence of/or at the request of the President. He/she shall act in such other capacities as may be assigned. The Vice-President shall be responsible for the orientation of new members.
- Section 3. **TREASURER**—The Treasurer shall receive all dues and money and shall pay all authorized expenditures, keeping records of the union and present them for audit at the end of the fiscal year. The Treasurer will present to the members a financial report at the June meeting and will maintain up-to-date membership records.
- Section 4. **SECRETARY** --The Secretary shall keep permanent minutes of all meetings and prepare copies for the general membership. The Secretary shall arrange for room requests for all BTC/ESP meetings. The Secretary will maintain official files, shall assist the President with official correspondence.
- Section 5. **CHIEF STEWARD/ ALTERNATE STEWARD**—The Chief Steward Alternate Steward shall be members of the Executive Committee and the Grievance Committee. He/she shall act as a liaison between the membership and the representatives of the individual departments and the Executive Committee. He/she shall receive grievances from representatives of the individual departments on behalf of the member/members in that department and follow their progress through the grievance procedure.
- Section 6. **MEMBER AT LARGE** – The MAL represents the interests of the general membership and conducts projects and accepts duties as assigned by the President. The MAL shall also serve as parliamentarian. The immediate Past President shall serve as the Member at Large, if he/she chooses to do so per ARTICLE VI, Section 1 of the constitution.

## BYLAW III – DUTIES OF THE EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall authorize expenditures within the budget.
- Section 2. The Executive Committee shall appoint interim replacements for Executive Committee vacancies until such time as an election can be held.
- Section 3. The Executive Committee shall set the agenda for meetings except as otherwise stated.
- Section 4. The Executive Committee shall carry out policies established by the membership.
- Section 5. The Executive Committee shall report its activities to the membership.
- Section 6. Between the meetings of the entire union, it shall be invested with the authority to act on behalf of the union in matters demanding immediate attention.
- Section 7. 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 its entire membership at a duly convened meeting of the Executive Committee.

## BYLAW IV - COMMITTEES

- Section 1. NEGOTIATIONS COMMITTEE - The Negotiation Committee will be comprised of the President and representatives appointed by the President with the approval of the membership-at-large.
- Section 2. The duties of this committee shall be to represent the association in negotiations with representatives of the district for the contract year. This committee shall be empowered to reach tentative agreement with the district on any and all items under discussion and report to members for voting.
- Section 3. GRIEVANCE COMMITTEE— The grievance committee will be comprised of the Chief Steward, Alternate Steward and representatives appointed by the executive committee. The Grievance Committee will be responsible for helping the members to follow appropriate procedures in handling a grievance.
- a. The Representative will present the grievance to the Chief Steward or Alternate Steward.
  - b. If a grievance has not been resolved satisfactorily at Step Five (District Board hearing/review), the Union may petition the Wisconsin Relations Commissions for arbitration of said grievance.
- Section 4. RECLASSIFICATION COMMITTEE – The re-class committee will be comprised of three BTC/ESP members and three administrators. Terms for BTC/ESP members will be for three years on a rotating basis so not more than one union member per year will change on the committee. These members will be elected by the membership, as per ARTICLE VI, Section 2 of the constitution.
- Section 5. If a member leaves the committee before their term is up the Executive Committee will appoint a replacement upon approval of the BTC/ESP membership to fulfill the term for the vacant position.
- Section 6. The purpose of this committee is to review and determine the position rating for each job.

## BYLAW V – ELECTIONS

- Section 1. Nominations – At the general membership meeting in April active members in the BTC/ESP may nominate candidates for President, Vice President, Secretary, Treasurer, Chief Steward, Alternate Steward, and Member at Large per ARTICLE VI, Section 1 of the Constitution.
- Section 2. Balloting – In May, members shall vote for officers by secret ballot. New officers shall begin their term starting July 1.
- Section 3. All members in good standing shall be eligible to nominate candidates for local, UTCC, WEAC and NEA offices and shall be eligible to vote (by secret ballot) in all elections and referenda.
- Section 4. All members in good standing shall be eligible to hold office in this ASSOCIATION.

## BYLAW VI - PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order, Revised shall be the parliamentary authority for this union.
- Section 2. The Parliamentarian will be the Member at Large.

## BYLAW VII - AMENDMENTS

This constitution and bylaws may be amended by a majority vote of the membership, taken by secret ballot at a general membership meeting provided that the proposed amendment was introduced at the preceding general membership meeting and that copies of the proposed amendment were distributed to the membership at least five working days prior to the vote.

This Constitution has been accepted and ratified by the membership on October 10, 1989. Amended on May 16, 1995; February 18, 1999; and April 10, 2007; and April 12, 2010.