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**BYLAWS**

**ARTICLE I MEMBERSHIP**

Membership in the Council shall be limited to those WTCS local associations in good standing in the United Education Profession who have been approved by the Council Board of Directors, and will be consistent with the WEAC Constitution, Bylaws, and Policies.

**ARTICLE II REPRESENTATIVE ASSEMBLY MEETINGS**

Meetings of the Representative Assembly will be held annually at a location designated by the Council Board of Directors. A special meeting of the Representative Assembly may be called by a petition of a majority of the local associations or the Board of Directors. If a special meeting is called, the purpose of the meeting shall be stated in the call and shall constitute the only order of business.

**ARTICLE III BOARD OF DIRECTORS MEETINGS**

A minimum of six scheduled meetings of the Council Board of Directors shall be held annually. Additional meetings can be called by the President or upon request of three (3) 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 only order of business.

**ARTICLE IV THE REPRESENTATIVE ASSEMBLY**

The Representative Assembly shall be responsible for approving the budget, setting the dues, and establishing other directives consistent with the Constitution and Bylaws.

**ARTICLE V THE BOARD OF DIRECTORS**

The duties of the Council Board of Directors shall be to plan and manage the activities and programs of the Council as determined by the Constitution, Bylaws, and directives from the Council Representative Assembly. The Board of Directors shall prepare and submit to the Representative Assembly a budget for the ensuing year. Directors will be delegates-at-large to the Council Representative Assembly.

Terms of office

- 1 A. Directors- Terms of office for Directors shall be for two (2) years. Terms shall begin at  
2 the June meeting of the Board of Directors. Said terms shall be staggered by the  
3 Council Board of Directors to provide continuity.  
4  
5 B. Officers- Terms of office for officers shall be for one (1) year, elected at the June  
6 meeting with the term beginning July 1.

7

8 Vacancies

- 9 A. Vacancies on the Board of Directors shall be filled by an election of the local  
10 association from which the vacancy occurs. Such election shall be for the duration of  
11 the unexpired term of the Director.  
12  
13 B. The Vice President shall succeed to the office of President in the case of vacancy in that  
14 office. The Board of Directors shall fill, by election, other officers on the Board of  
15 Directors.

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17 Responsibilities

- 18 A. President- The President shall preside over the meetings of the Board of Directors and  
19 other Council meetings; shall appoint the chairpersons and members of committees,  
20 subject to Board of Directors approval; shall be an ex-officio member of all  
21 committees. The President shall sign all appropriate vouchers. The President shall  
22 represent the Council before the public, either personally or through delegates, and  
23 shall perform all other functions usually attributed to this office. In addition, the  
24 President, or designee, shall assume the duties of The Council Representative on the  
25 WEAC Board in the event that The Council Representative and Alternate are unable to  
26 carry out their responsibilities or if both positions are vacant.  
27  
28 B. Vice-President- The Vice-President shall carry out the duties assigned to him/her by  
29 the President and in the event the President is unable to carry out his/her  
30 responsibilities, assume the duties of the President.  
31  
32 C. Secretary- The Secretary shall be responsible for accurate minutes of all meetings of the  
33 Council Board of Directors and Council Representative Assembly, maintain official  
34 records and assist the President or Council Board with correspondence.  
35  
36 D. Treasurer- The Treasurer shall hold the funds of the Council and disburse them upon  
37 authorization of the Council Board of Directors. The Treasurer shall serve as the  
38 chairperson of the Budget Committee of the Council. The Treasurer shall, with the  
39 assistance of the Budget Committee, prepare the budget to be presented to the Council  
40 Board of Directors. Upon approval of the budget by the Council Representative  
41 Assembly, the Treasurer shall assess each member association the amount of dues per  
42 bargaining unit member needed to operate the Council. The Treasurer shall report  
43 monthly to the Board of Directors on the financial status of The Council. The  
44 Treasurer shall also be responsible for preparing the filing the proper tax forms for the  
45 Council.

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**ARTICLE VI WEAC BOARD OF DIRECTORS REPRESENTATIVE**

WEAC Director and Alternate - The Council Board of Directors, subject to the provisions below, shall elect the Council Representative and Alternate to the WEAC Board of Directors at its March business meeting. The election shall be by secret ballot and in a manner consistent with the WEAC Constitution and Bylaws. A candidate for the position of Representative and/or Alternate must be a member of his/her local association and have either been endorsed by his/her local association (i.e., Executive Board or General Membership) or submitted a candidacy petition containing the signatures of at least twenty-five (25) members. When both positions are up for election, only one (1) endorsement or petition is necessary to be eligible for both positions.

During the time that representation for a local(s) is through the WTCS/VTAE Representative/s or the ESP representative/s on the WEAC Board, the representative(s) of that local(s) on the Council Board of Directors shall not participate in the election of The Council's representative and alternate to the WEAC Board of Directors.

**ARTICLE VII COMMITTEES**

The Board of Directors may establish committees.

**ARTICLE VIII DUES STRUCTURE**

UniServ dues for each member of a faculty local association working 50% or more, and verified by the Executive Committee of the local association, shall pay the per capita dues set by the Representative Assembly. UniServ dues for each member of a faculty local association working less than 50% but more than 25%, and verified by the Executive Committee of the local association, shall pay an amount equal to one-half (1/2) of the per capita dues set by the Representative Assembly as regular membership dues. Members working 25% or less shall pay an amount equal to one-quarter (1/4) of the per capita dues.

UniServ dues for ESP members shall be set at 50% of the faculty member dues. Those ESP members employed less than 50% shall have their dues set at (1/2) the regular ESP dues. Those ESP members employed ten hours or less per week shall have their dues set at (1/4) of the regular ESP dues.

**ARTICLE IX BUDGET OF THE COUNCIL**

The Council Board of Directors shall prepare a budget, which will be submitted to The Council Representative Assembly for its approval. The Budget year of the Council shall be from September 1 through August 31.

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**ARTICLE X                    AMENDMENTS**

Proposed amendments to the Bylaws must be received in the UTCC office 45 days prior to the date of the Representative Assembly meeting at which the proposed change is to be considered.

Amendments to the Bylaws shall be proposed by a UTCC delegate/s on behalf of the delegate/s or by UTCC delegate/s on behalf of a local. UTCC delegates who proposed amendments must be in good standing i.e., per capita dues have been paid for that membership in accordance with their dues payment schedule.

Amendments to these Bylaws shall be considered at any Council Representative Assembly meeting, provided that the representatives to the Representative Assembly shall have received thirty (30) days notice of the proposed bylaw change and the date of the Representative Assembly meeting at which the proposed change is to be considered.

Amendments to these Bylaws shall become effective after being ratified by two-thirds (2/3) of the allotted delegates to the Council Representative Assembly.

**ARTICLE XI                    RATIFICATION**

These Bylaws shall take effect upon ratification by a majority of the member locals of the Council. Each member local shall ratify these Bylaws under its own rules.

This document approved by BTC /PTC (8/21/01), CVTCTU (8/30/01), GTEA (8/14/01), GESP (09/01), WCTEA (6/25/01), WCESSU (9/18/01).

UTCC Bylaws  
Created 6/30/00  
Amended March 16, 2002  
Amended April 8, 2006