

UNITED STAFF UNION

CONSTITUTION

(Adopted June 20, 1981)
(Amended June 6, 1987)
(Amended June 4, 1988)
(Amended May 18, 1991)

(Amended May 2, 1992)
(Amended April 26, 1997)
(Amended May 2, 1998)
(Reviewed May 19, 2001)

(Amended May 7, 2005)
(Amended April 29, 2006)

ARTICLE I NAME

The name of this organization shall be the United Staff Union (hereinafter referred to as the USU).

ARTICLE II PURPOSE

The purpose of the USU shall be:

1. To represent USU members in negotiations concerning wages, hours and conditions of employment, the handling of grievances and all other matters relating to their welfare.
2. To coordinate the mutual interests of its individual members.
3. To facilitate coordination of the mutual non-bargaining interests of the caucuses.

ARTICLE III MEMBERSHIP

The USU will be comprised of the employees of the Wisconsin Education Association Council (hereinafter referred to as the WEAC), all of its affiliates, or any of its subsidiary organizations including the WEA Trust (hereinafter referred to as the WEA Trust). There shall be three (3) classes of membership:

1. Active - those employees who are actively employed.
2. Inactive - those employees on layoff, on unpaid leaves of absence, on disability, called to active military duty, and those whose employment has been involuntarily terminated (the latter will be "inactive" during the period of litigation over said termination).
3. Retired - Those employees who were members of the USU at the time of their retirement.

ARTICLE IV BOARD OF DIRECTORS (Hereinafter referred to as the Board)

The USU shall be governed by a Board of Directors (hereinafter referred to as the Board), comprised of the President, Vice President, Secretary and Treasurer, all elected at large, duly elected Caucus Chairs and stewards elected by the USU members in regions as set forth in ARTICLE VI of the Bylaws. Any USU member of the Board of the National Staff Organization (hereinafter referred to as the NSO), will serve as an ex-officio member of the Board.

The powers and duties of the Board shall be those set forth in ARTICLE II of the Bylaws.

ARTICLE V CAUCUSES

Four caucuses shall be provided for, namely:

1. “Professional Staff.” The UniServ professional staff members employed by local UniServ Units and non-management professional staff members employed by WEAC or any of WEAC’s subsidiary organizations and the professional staff members of the WEA Trust.
2. “Associate Staff.” Clerical, secretarial and technical staff employed by UniServ Units, WEAC or any of WEAC’s subsidiary organizations.
3. “WEA Trust Associate Staff.” The non-management, non-professional staff of the WEA Trust or any of its affiliated companies.
4. “Retired.” Those employees who were members of the USU at the time of their retirement.

ARTICLE VI MEETINGS

All membership and Board meetings shall be called as specified in the Bylaws. All caucus and regional USU meetings shall be called as specified in the Bylaws.

ARTICLE VII QUORUM

The quorum shall be a majority of the members present and voting of the Board, membership or committee called.

ARTICLE VIII ELECTIONS

All elections shall be by secret ballot.

ARTICLE IX AMENDMENTS

This Constitution may be amended at the annual membership meeting. Any proposed changes must be submitted to the President in writing no later than sixty (60) days prior to the annual meeting. The Board will make a recommendation relative to approval of any or all changes. All proposed changes will be submitted in written form to each member thirty (30) days prior to the annual meeting. The amendments shall become effective with ratification by two-thirds (2/3) of the members present and voting.

ARTICLE X DISSOLUTION

Dissolution of this organization shall be determined by a 2/3 membership vote by secret ballot. Upon dissolution the remaining assets shall be transmitted to a staff organization with the same tax status after all USU financial obligations have been met.

UNITED STAFF UNION

BYLAWS

(Adopted June 20, 1981)
(Amended May 21, 1994)
(Amended May 22, 1999)

(Amended May 19, 2001)
(Amended May 1, 2004)
(Amended May 7, 2005)

(Amended April 29, 2006)
(Amended April 28, 2007)

ARTICLE I MEMBERSHIP

- A. Privileges. Membership shall be construed to mean those who have paid their dues according to the policies then in effect. All members, active, inactive, and retired, will have the same rights and privileges due all others except that a retired member shall not have the right to hold elective office or vote for officers, or vote on any matter directly regarding a collective bargaining agreement. Retired members shall also maintain concurrent membership in the NSO-Retired.
- B. Powers and Duties.
1. To establish dues. Exclusive of USU and NSO Crisis fund monies and special dues assessments, regular dues shall not be set at a level higher than one and two-tenths percent (1.2%) of a member's salary.
 2. To recall members of the Board by a sixty percent (60%) vote of the membership.
 3. To adopt the budget.
 4. To direct the Board to develop and conduct specific programs.
 5. To establish a uniform dollar amount each member shall pay into his/her caucus's Crisis Fund.
- C. Meetings. There will be at least one membership meeting per year which shall be scheduled by the Board. Additional meetings of the membership may be called by the President or upon petition of ten (10) of the members. Business of additional meetings shall be limited to the published agenda.
- D. Dues. Regular dues shall be set by the membership at a general membership meeting for which at least forty-five (45) days advance notice has been given. Special dues assessments may be authorized by the membership at a general membership meeting for which at least forty-five (45) days advance notice has been given. The notice of the general membership meeting shall identify that a request for a specific assessment will be made. Special assessments may last no longer than six (6) months without re-authorization. Dues and special assessments shall be paid monthly. General membership meetings to set dues and/or authorize special assessments shall not be held between June 15 and August 15, inclusive. Retired annual dues shall be five percent (5%) of the average dues of the respective caucus. Retired dues shall be \$300.00.

ARTICLE II BOARD OF DIRECTORS

- A. Powers and Duties. The Board shall be the governing body of the USU. The Board shall manage the business and affairs of the USU consistent with the purpose as stated in Article II of this Constitution. The powers of the Board shall include but not be limited to the following:
1. To collect dues.
 2. To carry out programs for the benefit of the members.

3. To represent members, to assist in their defense, and/or procure counsel for these purposes.
4. To make recommendations to affiliate with or disaffiliate from other organizations.
5. To affiliate eligible individuals and groups into the USU consistent with Article II of this Constitution.
6. To establish rules for the operation of the USU.
7. To serve as the legal representative of the USU and to make commitments therefore.
8. To review all tentative settlement agreements reached on successor collective bargaining agreements and make a recommendation to the respective caucus for a ratification vote.
9. To call a strike effective at 12:01 a.m. on the day following the expiration date of any of the USU Caucus's (as listed in Article V of the USU Constitution) contracts, provided that a tentative agreement on a successor contract has not been reached.

B. Meetings. The Board shall meet every two (2) months or more often as deemed necessary except that by petition three (3) Directors may call the Board into official session by submitting their petition to the other members of the Board. The meetings shall be called by the President except by petition as mentioned previously.

C. Duties of Officers and Stewards.

1. The President shall preside at all official meetings of the organization and shall perform such duties as are customarily associated with the office.
2. The President shall prepare and submit an annual report of the Union's activities to the annual spring meeting.
3. The president shall select and/or discharge all committee members with the approval of the Board and shall serve as an ex-officio member of all committees.
4. The Vice President shall act in the absence of the President and shall succeed to the Presidency in the event the office becomes vacant during a regular term.
5. The Secretary shall be responsible for records of all correspondence and publication of minutes of meetings of the Board and the membership, as well as handling elections and notifying members of conferences, representative assemblies, etc.
6. The Treasurer shall be responsible for the collection of all dues and assessments, pay all approved bills as provided in the budget, secure an annual audit and provide periodic and annual financial reports. The Treasurer shall also assist the President in developing a new annual budget. The Treasurer shall maintain the membership mailing list.
7. The Stewards shall be responsible for the following:
 - a. Call and preside at regional USU meetings as needed with appropriate time and place notification.
 - b. Explain the contracts to members.
 - c. Assist in investigating and filing grievances for members.
 - d. Participate in steward training.

- e. Organize regional union actions when needed.
- f. Communicate regularly with regional members and keep the USU informed of regional activities.
- g. Arrange for regional quotas for full union actions.
- h. Designate an alternate to act as steward in the event of a steward's absence. The alternate shall be accorded all rights of the steward.
- i. Co-stewards shall cast only one (1) vote.

ARTICLE III CAUCUSES

- A. Caucus Chair. Each caucus shall elect a caucus chairperson who shall be responsible for calling meetings of the caucus, transmitting the rules of the caucus to the USU President and submitting a caucus budget annually to the USU Treasurer.
- B. Powers and Duties of Caucuses.
 - 1. To establish rules for caucus operation consistent with the USU Constitution and Bylaws for submission to the USU President and Treasurer.
 - 2. To actively seek and enroll eligible members.
 - 3. To select a Negotiations Committee (except Retired caucus).
 - 4. To ratify Collective Bargaining Agreements (except Retired caucus).
 - 5. To submit a Caucus budget to the USU Treasurer annually.
 - 6. To serve on the Board of Directors as a voting member (except Retired caucus).
 - 7. Co-Caucus Chairs shall cast only one (1) vote.

ARTICLE IV COMMITTEES

- A. Bargaining Teams. The bargaining teams shall be appointed by individual caucus, after consultation with the president, using a list of volunteers, subject to the approval of the Board of Directors. The caucus bargaining team shall appoint their spokesperson, subject to the approval of the Board of Directors.
- B. Grievance Committee. The Grievance Committee shall consist of volunteers. The chairperson of the committee shall be the USU Vice-president. The Committee's role is:
 - 1. To coordinate the processing of the grievance through the stewards.
 - 2. To assist and advise the stewards in contract maintenance, and to provide and/or suggest various options on the resolution of the grievance.
 - 3. To assist in the research of grievances and other contractual matters.

4. To assist the various bargaining committee by suggesting areas of the contract where language needs to be amended, added, or deleted.
5. To recommend courses of action on grievances to the USU Board.
6. To serve as liaison members between the USU Board and the USU retained attorney.
7. To serve as liaison members between the grievant(s) and the USU retained attorney.
8. With the approval of the USU Board, to authorize the expenditure of funds.

C. Pension and Benefits Committee. The Pension and Benefits Committee will consist of members appointed by the president and approved by the USU Board. Committee members will serve terms of 3 years. The terms shall be staggered to provide continuity.

The chairperson shall be appointed by the president upon recommendation of the Pension and Benefits Committee with the approval of the USU Board. The term for the chairperson shall be 3 years.

Nothing in this provision precludes a member from serving more than one consecutive term, if reappointed.

The committee will consist of members representing the following USU groups:

Caucus	Reps
Trust Associates	3
Trust Field Representatives	1
WEAC Associates	3
WEAC Professional	3
Chairperson	1
Retired (ex-officio)	1

The committee meetings should be open to interested members.

Committee Roles:

1. To review the investments of the organization and make recommendations to the Board.
2. To review the investment options offered to bargaining unit members and make recommendations to the Board.
3. To develop and arrange for member education materials and presentations.
4. To issue periodic reports and updates.
5. To prepare an annual report for the general membership.
6. To review pension/benefits and make recommendations to the respective bargaining committees as needed or requested.
7. To hold regular meetings throughout the year.
8. To provide methods to members to monitor retirement investments.
9. To develop an orientation program for new members.

10. To invest the caucus funds.
 11. To periodically review the caucus funds investment objectives and guidelines with each caucus and to invest such caucus funds.
- D. All other committees, task forces and member representatives shall be appointed by the President.
- E. Caucus committees shall be appointed by the respective caucus subject to the approval of the USU Board. (2001)

ARTICLE V BUDGET

- A. Preparation and Approval. The Treasurer, in consultation with the President, shall develop a proposed budget for the next fiscal year (September 1 - August 31). A caucus may also submit a separate program area budget for the next fiscal year for its additional operational expenses and a copy shall be given to the USU President and Treasurer for possible incorporation into the budget. The proposed budget shall be presented to the Board of Directors at least sixty (60) days prior to the general membership meeting at which action is to be taken on it. After the Board of Directors has taken action on the budget, it shall be distributed to the general membership at least thirty (30) days prior to the general membership meeting mentioned above. The general membership shall make the final decision on adopting the budget.
- B. Structure. The budget shall include the following items:
1. The budget and actual expenses for the previous fiscal year for each program area.
 2. The budget and projected expenses for the current fiscal year for each program area.
 3. The budget for the next fiscal year. (This shall be a program, line-item budget patterned as closely as possible to the WEAC budget format.)
- C. Expenditures. Program area funds may be expended only in the amount budgeted; however, the Board may authorize a program area to exceed the budgeted amount. In such instances, the general membership shall be notified of the amount and rationale for such authorization. The Board and the general membership shall be informed of USU expenditures on at least a quarterly basis.
- D. Vouchers. The President or Treasurer shall approve all expense vouchers before payment. Expense vouchers shall be routinely approved provided that they are within the parameters of the USU Constitution and Bylaws, policies, budget and motions of the general membership.

ARTICLE VI ELECTIONS

ELECTIONS OF OFFICERS, STEWARDS, AND DELEGATE REPRESENTATIVES

- A. Nominations and Elections. Nominations for all officers and stewards shall be made no later than June 1 of each year. Balloting may be conducted through government mail or at a regular membership meeting no later than June 30.
- B. Stewards. Two (2) stewards (one an Associate and one a Professional member) shall be elected for all regions except the WEA Trust and WEA P & C Associate Staff members and the WEAC Central Office-Madison. The WEA Trust Associate Staff shall elect eight (8) stewards and the WEA Trust Professional Staff and WEA P & C Associate Staff shall each elect one (1). The WEAC Central Office-Madison Associate Staff shall elect two (2) stewards and the Professional Staff shall elect two (2) stewards. Only members within a specified region may vote for the candidate(s) running for

election as that region's steward(s). Professional Staff may only vote for the Professional Staff Steward(s) and Associate Staff may only vote for the Associate Staff steward(s). Regional membership shall be determined by the location of the member's work address. The regions shall be:

1. Northwest: Coulee Region United Educators, Northern Tier UniServ Council, Northern Tier UniServ Council-W, Northwest United Educators, West Central Education Association, WEAC Regional Office-Eau Claire.
 2. Northeast: Bayland Educators, Central Wisconsin UniServ Council, Kettle Moraine UniServ Council, United Northeast Educators, WinnebagoLand UniServ, WEAC Fox Valley, WEAC Regional Office-Green Bay.
 3. Southeast: Cedar Lake United Educators, Council #10, Lakewood UniServ Council, North Shore United Educators, Southern Lakes United Educators (Council #26), TriWauk UniServ Council, United Technical College Council, West Suburban Council, WEAC Regional office-Milwaukee.
 4. Southwest: Capital Area UniServ North, Capital Area UniServ South, Rock Valley United Teachers, South Central Education Association, South West Education Association, State Professional Education and Information Council #1 (SPEIC), Three Rivers United Educators.
 5. WEAC Central Office-Madison.
 6. WEA Trust Associate Staff and WEA P & C Associate Staff.
 7. WEA Trust Professional Staff.
- C. Terms of Office. Terms of all officers shall be two (2) years beginning 9/1/88. Terms of office of stewards and delegate representatives shall be one (1) year.
- D. Vacancies. When a vacancy occurs in the office of Vice President, Treasurer or Secretary the position will be filled with a member elected by the Board of Directors. The position will be filled for the remainder of the vacated term.

When a vacancy occurs in any Steward position the region or area where the vacancy occurred will be given the opportunity to elect or name a successor if at least one Board meeting remains on the calendar after the vacancy occurs. The position will be filled by this method for the remainder of the vacated term.

- E. NSO Delegates. NSO delegates shall be allocated proportionately by caucus (after each caucus, excluding the retired caucus, has a minimum of four delegates) except that the President, Vice President, Secretary, and Treasurer shall automatically be delegates. At least one of the delegates from the WEA Trust Associate Staff Caucus must be an employee of the WEA P & C Trust unless no P & C employee chooses to run for election. Delegates to the NSO Representative Assembly shall be elected by March 1 of each year, to serve two-year terms, with one half of the delegation, as determined by the USU Board, being elected each year. If elected delegates are unable to attend, or if a caucus does not have enough delegates running, alternates will be chosen from the current year's list of declared candidates in each caucus based upon the number of votes received. If there are still spots available, alternates shall then be chosen from the write-ins in each caucus based on the number of votes received. Alternates shall serve one-year terms.

The Board shall assign two-year terms to the candidates receiving the highest vote totals for each of the first two years following enactment of this bylaw. That assignment shall be to an approximate one half of the total delegation for each year. Thereafter, delegates shall be elected to fill the expired and vacant delegate positions.

- F. Coordinated Bargaining Council. One or more representatives may attend each NSO CBC meeting as approved by the USU Board.

ARTICLE VII AFFILIATION

- A. The USU shall affiliate with the National Staff Organization and the AFL-CIO.
- B. New groups of eligible members who become affiliated with the USU will be recommended for membership in a caucus by the USU President, subject to the approval of the Board.

ARTICLE VIII PROXIES

USU members who have a serious illness or death in the family, or who are on specific work assignments (assignment for which discipline or reprimand might result because of absence from that assignment), or who are on other union (USU or NSO) business are the only members who shall be permitted to vote by proxy. Such authority to cast proxy votes shall be in writing and shall:

1. Only be valid for the meeting in question.
2. Designate a particular USU member from the same caucus who has the authority to cast the proxy.
3. Designate the specific issue(s) on which the proxy may be voted.
4. Designate reason for casting said proxy.

ARTICLE IX APPROVAL OF AGREEMENTS

- A. Procedure for Contract Ratification. All USU members who are in the caucus with a tentative agreement on which a vote is to be taken shall receive copies of the final draft of the entire proposed contract at least two (2) weeks prior to the meeting at which a vote is to be taken. In crisis situations, the caucus bargaining committee may change this time to twenty-four (24) hours, if necessary.

Only USU members who are in the caucus and in the bargaining unit in which the tentative agreement occurs shall be permitted to vote. The caucus chairperson shall be the presiding officer at the contract ratification meeting. A majority of the members present and voting or casting valid proxies is needed to ratify a tentative agreement. The USU President and Secretary shall sign all contracts that have been ratified.

- B. Mid-Term Bargaining. Ratification of all tentative agreements reached as a result of mid-term contract bargaining shall be governed by the same procedures that are in force for ratification of successor contracts. However, editorial changes in the contract shall be excluded from this requirement.
- C. Side Bar Agreements. Side bar agreements (i.e., agreements reached as a result of collective bargaining but not made a part of the contract) which arise during the term of a contract shall be subject to approval by the Board. This shall be done only after members of any affected caucus are notified and are offered the opportunity to be consulted about the pending side bar agreement.

ARTICLE X AMENDMENTS

These Bylaws may be amended or repealed at the annual membership meeting. Any proposed changes must be submitted to the President in writing no later than sixty (60) days prior to the annual meeting. The Board will make a recommendation relative to approval of any or all changes. All proposed changes will be submitted in written form to each member thirty (30) days prior to the annual meeting. The amendments shall become effective with ratification by a majority of the members present and voting.

ARTICLE XI REVIEW PROCEDURE

1. If a member is dissatisfied with an action of the Board respecting a grievance and/or legal action which affect him/her directly, he/she can ask the Board to reconsider its action. An opportunity to be heard personally before the Board shall be afforded the member.
2. If the member is dissatisfied with the decision of the Board, he/she can appeal to the general membership for an advisory vote. The President shall call a general membership meeting to hear the appeal. No more than one (1) week before the meeting the member and the Board shall present their positions in writing to the membership. The member and a representative of the Board shall be afforded the opportunity to present their positions in person at the meeting. If attorneys are involved, they also shall be afforded the opportunity to speak at the meeting.
3. If the membership vote supports the member by a majority vote, the Board shall meet to reconsider its decision but shall not be bound by the advisory vote.