

CONSTITUTION OF WISCONSIN SCIENCE PROFESSIONALS

(Revised April 2012)

ARTICLE I. NAME

The name of this organization shall be the Wisconsin Science Professionals, local number 3732, Federation of Public Employees/American Federation of Teachers, AFT-Wisconsin, and AFL-CIO. It consists of two bargaining units: science professionals employed by the State of Wisconsin and science professionals employed by the University of Wisconsin Hospital and Clinics Authority (UWHCA).

ARTICLE II. AFFILIATIONS

The affiliations of the organization shall be subject to the democratically expressed will of the membership.

SECTION 1. At least once every two (2) years starting in February 2011 and every odd numbered year thereafter, at a meeting of the Board of Representatives, the affiliations of the organization will be reviewed.

The affiliations being Federation of Public Employees/American Federation of Teachers, AFT-Wisconsin, AFL-CIO, and South Central Federation of Labor (SCFL). Any member of the organization may speak during this meeting. If, pursuant to this meeting, there is a recommendation by the Board of Representatives to either add an affiliation, modify an affiliation or sever an affiliation, this recommendation shall be put to a general vote of the membership.

SECTION 2. An Elections Committee consisting of no less than 2 members of the Board of Representatives shall be responsible for the administration of any general membership vote under this Article.

SECTION 3. This Article shall not apply to normal commercial contracts necessary for the routine operation of the union, provided such contracts do not bind the union for a period exceeding one year.

ARTICLE III. OBJECTIVES

The objectives of the Union shall be:

- To promote the welfare of all State and UWHCA employees in general and science professions.
- To advance the concept of public service and professional integrity.
- To provide educational services and activities designed to assist members.
- To promote just and equitable hiring and promotional practices based on responsibilities and professional excellence and requirements.
- To promote objective methods of judging meritorious service.
- To promote civil service legislation and career service government.
- To advance the science professions.

ARTICLE IV. OFFICES

The principal office of the Union shall be located in the State of Wisconsin. The Union may have such other offices as the Board of Representatives may designate or as the business of the Union may require from time to time.

ARTICLE V. DISTRICTS

SECTION 1. This Union shall be made up of no fewer than four (4) and no greater than seven (7) geographic districts and one (1) University of Wisconsin Hospital and Clinics (UWHCA) district. Geographic district boundaries shall be set by the Board of Representatives. Members will be assigned to a district based on their work site location.

SECTION 2. Each district shall have one District Representative. In addition, there will be no more than five (5) at large members of the Board of Representatives. At large members of the Board of Representatives will hold a committee chair role such as Grievance, Constitution/Convention, Organizing/Elections; or serve as Webmaster. To be eligible for a District Representative or at large position a member must be in good standing for a period of not less than six (6) months preceding nomination. Dues must be kept current; removal from the board will occur if dues are more than one month in arrears.

SECTION 3. District and at large members of the Board of Representatives shall be elected to two (2) year terms, with even numbered districts holding elections during even numbered years and odd numbered districts holding elections during odd numbered years.

SECTION 4. District and at large members of the Board of Representatives shall be elected by secret ballot according to the following procedure: Forms for nomination for Representative(s) will be sent out two months prior to the annual convention and must be returned within two weeks to be valid. Ballots will be sent out one month prior to the annual convention and must be returned within two weeks to be counted. The method used to receive the ballots must ensure each member only votes once. Ballots will be opened and counted at the annual convention. The individual receiving the largest number of votes shall be elected Representative. In the event no nominations are returned, the Election Committee shall contact members for interest. Interested persons can be appointed a Representative by the President. Such appointments must be approved by the Board of Representatives.

ARTICLE VI. MEMBERSHIP AND DUES

SECTION 1. MEMBERSHIP: A member must be employed by either:

- The State of Wisconsin and must be working in a classification defined as a science professional.
- The University of Wisconsin Hospitals and Clinics Authority and must be eligible according to the provisions of 1995 Wisconsin Act 27.

SECTION 2. APPLICATION FOR MEMBERSHIP: Application for membership shall be made on a form prescribed by the Board of Representatives.

SECTION 3. DUES:

- WSP shall increase the dues to equal any increase in per-capita payments that are required to be made to the American Federation of Teachers and any increase to AFT-Wisconsin.
- The local's portion of the monthly dues shall be determined by a majority of the voting strength of the delegates present and voting at the convention. Dues shall be payable to the Treasurer.
- Part time members shall be rebated only the AFT-Wisconsin and AFT dues deducted, on a prorated basis. Part time members are defined as employees whose annual salary is \$34,000 or less.

SECTION 4. MEMBERSHIP: A member shall have a properly completed and signed membership application on file with the membership secretary.

- Member in Good Standing - Dues payments are current. Members in good standing receive full union support, all member communication, and grievance representation.
- Conditional "Member" - Missed one or two month(s) of payment. If payment for the unpaid months of payments is made, status returns to member in good standing. After 1st missed payment - Treasurer sends notification, 2nd missed payment -Treasurer sends notification, 3rd missed payment – Treasurer sends certified mail notification of non-member status. A conditional member will only receive grievance resource support. If payment for the unpaid months is not made, individuals may petition the Board for reinstatement.
- Supporting Associate – State, UWHCA or University employee in a science profession or former WSP member who makes a payment in support of union activity. Supporting associates are not members and no per caps will be paid for the associate. Supporting associates are entitled to member communication and grievance resource support. See Article VI, Section 6 as well.

- Non-Member – State, UWHCA or University employee in a science profession who is not paying dues; public communication only.

SECTION 5. VOTING: For the purpose of voting in WSP Board of Representative elections, a member must be in good standing for at least fourteen (14) days. For the purpose of contract ratification, a member must be in good standing for at least fourteen (14) days prior to the ratification mailing.

SECTION 6. SUPPORTING ASSOCIATE: Persons unable/ineligible to be members may with a donation of no less than \$25/quarter and completion of application become a supporting associate without voting rights. Supporting Associates approved by the Board of Representatives may be able to receive WSP communications and have other union related support as defined by Board of Representatives. The Treasurer will collect data for Supporting Associates and provide to Membership secretary for communication purposes.

ARTICLE VII. WISCONSIN SCIENCE PROFESSIONALS CONVENTION

SECTION 1. All sovereign powers of the Union shall be vested in the convention when in session.

SECTION 2.

- A convention call shall be made available to all WSP members no later than 30 days before the WSP convention. A second convention call with a tentative agenda shall be made available to all WSP members no later than 14 days before the WSP convention. The agenda shall be sufficiently specific to describe the issues to be considered at the convention, but should in no manner limit the assembly's right to alter the agenda at the convention or to introduce constitutional amendments as provided under Article XV of the constitution.
- The convention shall meet annually at a time and place to be selected by the Convention Committee, for a specific purpose or purposes, which shall be clearly defined in the convention call.
- A special convention may be called at any time by the Board of Representatives. When a special convention is called, the Board of Representatives must give members notice of the convention call and purpose for the call at least thirty (30) days prior to the date of the convention. A special convention may be called by 40% of the total membership of the Union.
- Any member in good standing may attend the convention and address the floor.

SECTION 3. DELEGATES. Each district shall be entitled to send delegates to the annual convention. A maximum of one delegate and one alternate will be allowed for every ten (10) members or fractions thereof. All members of the Board of Representatives other than the President and Treasurer may be credentialed delegates of the convention. Each district delegation shall have one vote for every member in the district. Delegates will be assigned to a district.

SECTION 4. ELIGIBILITY FOR DELEGATE. To be eligible as a convention delegate a member must be in good standing for a period of not less than fourteen (14) days preceding nomination. Upon verification of good standing, the membership secretary shall notify delegates of status no later than five (5) days before convention.

SECTION 5. RANKING DELEGATE. Each district delegation shall elect a Ranking Delegate. The Ranking Delegate for each district shall chair the district delegation at the annual convention.

SECTION 6. VOTING. The votes allocated to each district shall be split as evenly as possible among the delegates present at the time of voting, but extra votes shall be assigned by lots or by an objective formula determined by each district, with no delegate getting more than one of the additional votes.

SECTION 7. AMENDMENTS TO THE CONSTITUTION. See **ARTICLE XVII. AMENDMENTS**

ARTICLE VIII. OTHER CONVENTIONS

SECTION 1. WSP may send delegates to AFT-Wisconsin, AFT, AFL-CIO, and SCFL conventions as deemed appropriate by the Board of Representatives.

SECTION 2. DELEGATES: Delegates to these conventions shall be elected at a meeting of the Board of Representatives prior to the date delegate credentials must be submitted.

ARTICLE IX. OFFICERS

SECTION 1. OFFICERS: The officers of the Union shall be President, Vice President, Treasurer, Recording Secretary, and Membership Secretary. These officers shall constitute the Executive Council of the Union. In addition any member of the union who is elected to the AFT-Wisconsin or AFT executive boards shall be a non-voting member of the WSP Board of Representatives.

The President, Vice President, Treasurer, Recording Secretary, and Membership Secretary shall be elected by secret ballot at the convention. Elections for these offices will be held in even-numbered years and shall be for a two (2) year term. The term will begin immediately following the convention at which they are elected and will conclude after the adjournment of the convention at which their successors have been elected.

SECTION 2. ELIGIBILITY FOR OFFICE: To be eligible for one of the above offices, a member must be in good standing for a period of not less than six (6) months preceding nomination.

SECTION 3. NOMINATIONS: Nominations for officers shall be reported to the convention from a nomination committee. Nominations from the floor of the convention are not prohibited.

SECTION 4. VACANCIES: A vacancy occurring in the office of the President shall be filled by the Vice President. Vacancies occurring in the offices of Vice President, Treasurer, Recording Secretary, and Membership Secretary, or District or at large Representative shall be filled by appointment of the President with concurrence of the Board of Representatives.

ARTICLE X. DUTIES OF OFFICERS

SECTION 1. DUTIES OF THE PRESIDENT: The President shall act at all times in a manner which will maintain the organization. The President shall preside at all sessions of the convention and at all meetings of the Board of Representatives. The President shall provide a written report at the annual convention on all Board of Representatives matters which occurred in the preceding year affecting policies, aims and means of accomplishing the objectives of the Union. At the conclusion of the term, the President shall submit a report of progress of the Union.

SECTION 2. DUTIES OF THE VICE PRESIDENT: The Vice President shall assist in general work among the members to keep the organization active and shall assist the President in giving leadership and direction to the Union. In the absence of the President, the Vice President shall preside at meetings and perform all duties otherwise performed by the President. The Vice President shall chair one (1) standing committee(s) and/or oversee the function of committees as appointed by the President and approved by the Board of Representatives.

SECTION 3. DUTIES OF THE TREASURER: The Treasurer shall receive and take charge of all money, property, and securities of the Union in a timely manner following standard accounting procedures. . The Treasurer or officer designated by the Treasurer shall deposit all money and securities in the name of the Union in a bank or banks selected by the Board of Representatives. All disbursements shall be made by checks signed by the Treasurer or officer designated by the Treasurer. Checks shall be drawn only for such purposes as are required by the Constitution or are authorized by the Convention or the Board of Representatives. The Treasurer shall prepare and submit a financial report to the Board of Representatives quarterly or upon request.

The Treasurer shall be responsible for a yearly financial report to be given to the Convention. The Treasurer shall prepare an end of year report for the Board of Representatives. The Treasurer will prepare a budget annually which reflects the priorities and business needs of the union. This proposed budget will be presented to the Board of Representatives for review and approval prior to the annual convention. The budget approved by the Board of Representatives will be presented at the annual convention by the Treasurer. The budget passed at convention will be effective at the beginning of the fiscal year immediately following the convention.

SECTION 4. DUTIES OF THE MEMBERSHIP SECRETARY: The Membership Secretary shall maintain membership and bargaining unit records and perform such duties as may be required by officers of the Union. On a monthly basis, the Membership Secretary shall prepare and submit a membership report to the Board of Representatives. She/he will also provide pertinent membership information to AFT-Wisconsin and AFT as needed.

SECTION 5. DUTIES OF THE RECORDING SECRETARY: The Recording Secretary shall keep a record of all proceedings of the Union and meetings of the Representative Council carry on correspondence of the Union and perform such duties as may be required by officers of the Union. The Recording Secretary shall distribute minutes to Representative Council members and file copies of all minutes at the WSP office.

SECTION 6. DUTIES OF THE EXECUTIVE COUNCIL: There shall be a standing executive council of the Board of Representatives comprised of the President, Vice President, Treasurer, Recording Secretary, and Membership Secretary. The executive council shall be empowered to act in the name of the Board of Representatives when the Board of Representatives is not in session in all matters, except in actions that will create new policy or revise existing policy, provided that:

- all actions of the executive council are reported to the Board of Representatives at the next regular or special meeting, whichever is sooner, and
- all actions of the executive council are subject to the review of the Board of Representatives at its next regular or special meeting, whichever is sooner and
- approval for spending or allocation of funds does not exceed five hundred dollars (\$500).

ARTICLE XI. DUTIES OF BOARD OF REPRESENTATIVES AND APPOINTEES

SECTION 1. DUTIES OF THE BARGAINING CHAIR: The Bargaining Chair shall act in the best interest of all members in all bargaining activities and actions. The Bargaining Chair will ensure professional demeanor and actions by all members of the bargaining team. The Bargaining Chair will keep a list of participants at all bargaining meetings and submit a copy of the list to the Treasurer to ensure proper reimbursement to bargaining team members for costs related to bargaining. During bargaining, the Bargaining Chair will make a regular report available to members via electronic or hard copy communication for bargaining activity updates. During bargaining, the Bargaining Chair will provide weekly updates to the executive committee, and if progress is made, to the Board of Representatives.

SECTION 2. DUTIES OF THE COMMUNICATIONS CHAIR: The Communications Chair will serve as the Webmaster or appoint another member to serve as Webmaster. All communication, written, electronic, sent, or posted will be approved by the Communications Chair. In routine matters the Communications Chair may approve without review by the Communications Committee. In non-routine/new items/items of controversy, the Communications Chair will confer with and review the item with the Communications Committee. Any items with political connotations or legal implications will be reviewed and commented on by the Communications Committee and the Communications Chair will bring the results to the executive council if needing action in less than one week, items having greater time allotted for response will be brought to the whole Board of Representatives.

SECTION 3. DUTIES OF THE GRIEVANCE CHAIR:

- After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the WSP President.
- If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section, or to a hearing.
- If no party who is the subject of a complaint makes a reply, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall

make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the WSP President.

- Any grievances which have potential to effective part or all of the union membership, grievances which have gone to stage 2 or beyond, grievances with legal ramifications will be brought to the Board of Representatives at a regularly scheduled or special meeting. Grievances still at stage 1 or likely to be resolved without issue or impact to the membership in general should not be brought forward to the Board of Representatives.

SECTION 4. DUTIES OF THE DISTRICT AND AT LARGE REPRESENTATIVES: The Board of Representatives members shall preside at all district meetings. They shall be responsible for the organization of each district into a subunit of the Union. The Board of Representatives members shall act as grievance representatives (stewards) when necessary and give guidance to other grievance representatives in their district.

SECTION 5. DUTIES OF THE BOARD OF REPRESENTATIVES: The Board of Representatives shall be the governing body of the Union when the Convention itself is not in session. All matters affecting policies, goals, and means of accomplishing the objectives of the Union not specifically provided for in this Constitution or by action of the Convention at a regular or special call shall be decided by the Board of Representatives which shall meet quarterly or as the Board elects. The quorum for the Board of Representatives members meeting shall be a majority of the Board members. In addition any member of the union who is elected to the AFT-Wisconsin or AFT executive boards shall be a non-voting member of the WSP Board of Representatives.

Upon conclusion of term, all officers and board members shall return all union related materials, files, and equipment.

SECTION 6. EXCEPTIONS:

- Any member of the Board of Representatives or union officer, who is also a board member or an officer of an affiliated union, may not vote on matters that pertain to that affiliate.
- The WSP President retains the right to vote in the case of a tie only if that vote does not conflict with item above.

SECTION 7. COMMITTEES: The Board of Representatives may establish any standing or ad hoc committees deemed necessary and appropriate. The powers of committees established under this paragraph shall be established by the Board of Representatives. The President shall make all committee appointments.

- The Board of Representatives of the Union shall act as a grievance committee. The President will appoint and the Board of Representatives will approve a grievance chairperson to the Board of Representatives who will track all grievances and report on the status of grievances to the Board of Representatives.
- An audit of the Union's books shall be made annually by an audit committee and a report shall be submitted to the Board of Representatives and the Convention. If the Board of Representatives so chooses, the annual audit may be performed by an outside accountant.
- For the purposes of collective bargaining, each bargaining unit (State of Wisconsin and UWHCA) shall have a separate bargaining committee with members appointed from the respective bargaining unit. With approval of the Board of Representatives, bargaining committee members may be elected by the bargaining unit rather than appointed. The president or a designee shall serve as coordinator for both bargaining committees. In addition, each bargaining committee will select from among its members a bargaining team leader. Both bargaining committees will keep the Board of Representatives informed of the progress of bargaining. Members of the State of Wisconsin bargaining unit shall ratify the contract with the State of Wisconsin. Members of the UWHCA bargaining unit shall ratify the contract with the UWHCA. Ratification will be by secret ballot.
- There shall be a standing Affiliation Committee comprised of the President, one other member of the Board of Representatives and at least two but not more than four members of the Board of

Representatives. The duties of the Affiliation Committee shall include but are not limited to the following:

- The representative(s) of the committee shall meet with the AFT-W President no less than twice per calendar year to discuss the status of the relationship between WSP and AFT-W. Topics shall include but are not limited to the level of service provided by the state affiliate to the local, dues issues including dues equity, support services, and current issues affecting both the local (WSP) and the state affiliate.
- The Committee shall prepare an annual report that summarizes the status of the affiliation. The report shall include an evaluation on the level of service provided by the state affiliate, a summary of areas where improvement is needed (from the local's perspective), and recommendations and an action plan for strengthening the affiliation in the upcoming calendar year. Copies of the report shall be presented to the President of AFT –W, the Board of AFT – W, AFT National, and the Board of Representatives.

ARTICLE XII. EXPENSE REIMBURSEMENTS, STIPENDS, AND DUES REBATES

SECTION 1. EXPENSE REIMBURSEMENT POLICIES AND PROCEDURES: The expense reimbursement policies and procedures will be detailed in writing in a document titled "WSP Expense Reimbursement Policies and Procedures." Expense reimbursement policies and procedures shall be approved by the Board of Representatives. Mileage rates will be updated each January to reflect the current IRS mileage reimbursement rate.

SECTION 2. OFFICER EXPENSES: Officers shall be reimbursed for authorized expenses incurred while on Union business. Reimbursement will be in accordance with the "WSP Expense Reimbursement Policies and Procedures" in effect at the time such expenses are incurred.

SECTION 3. COMMITTEE EXPENSES: Committee members shall be reimbursed for authorized expenses incurred while on Union business. Reimbursement will be in accordance with the "WSP Expense Reimbursement Policies and Procedures" in effect at the time such expenses are incurred.

SECTION 4. CONVENTION/CONFERENCE EXPENSES: Delegates to WSP, AFT-Wisconsin, AFT conventions, or any other convention, and attendees at conferences or other approved functions shall be reimbursed for authorized expenses incurred while on Union business. Reimbursement will be in accordance with the "WSP Expense Reimbursement Policies and Procedures" in effect at the time such expenses are incurred. No expenses will be paid that exceed the total amount approved by the Board of Representatives if an amount was defined and approved previous to the conference/convention.

SECTION 5. STIPEND: The WSP President and Treasurer will each receive a stipend in recognition of the duties performed in those positions. The stipend amount shall be approved by the WSP convention delegates as part of the budget approval.

SECTION 6. Dues will be rebated to the President, Vice President, Treasurer, and Membership secretary of the WSP Executive Council and grievance chair. . The rebate shall not exceed the actual dues. . Dues will be rebated to the respective Bargaining Chair from appointment through contract signing by the Governor or UWHC Authority Exec Board if not already receiving a dues rebate for another position held.

SECTION 7. DISTRICT REPRESENTATIVE STIPEND: Board of Representatives members attending scheduled and special meetings of the Council shall receive an attendance stipend after attending an entire meeting, in addition to any authorized expenses incurred. The amount of the stipend shall not exceed one month dues assessed to a member and will be determined by the Board of Representatives.

ARTICLE XIII. LEGAL FEES

Any grievance submitted for arbitration must first be approved for submittal by the Board of Representatives in order for the costs of that arbitration to be borne by the Union. The costs associated with Board of Representatives approval will be the sole responsibility of the Union, unless special circumstances warrant otherwise. Any member obtaining his/her own legal representation, without prior approval of the Board, must bear the entire cost of such representation.

ARTICLE XIV. DIVISION OF PROPERTY

The funds or property of this Union cannot be divided gratuitously among the members or taken over by any succeeding body even though such group is a majority, but shall remain intact for use by the Union for legitimate purposes while 50 or more members remain therein.

ARTICLE XV. POWER TO BIND

Except to the extent specified in this Constitution, no officer of the Union shall have the power to act as agent for or otherwise bind the Union in any way whatsoever, and no member or person other than an officer or groups of members shall have the power to act on behalf of or otherwise bind the Union except to the extent specifically authorized in writing by the President of the Union or by the Board of Representatives of the Union.

ARTICLE XVI. ROBERT'S RULES OF ORDER

Robert's Rules of Order revised shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution or special rules of the organization.

ARTICLE XVII. AMENDMENTS

The Constitution may be amended only at conventions (See **ARTICLE VII. WISCONSIN SCIENCE PROFESSIONALS CONVENTION**) by either of the following methods:

- A proposed amendment may be submitted in writing to any delegate and published in the second convention call to members fourteen (14) days before the convention convenes. A roll call vote of each district delegation present shall be taken. A two-thirds majority of the voting strength of the delegates present and voting at the convention shall be necessary for adoption.
- A proposed amendment which is not submitted as provided in (A) may be initiated on the floor of the convention. A roll call vote of each district delegation present shall be taken. A three-fourths majority of the voting strength of the delegates present and voting at the convention shall be necessary for adoption.

ARTICLE XVIII. CONTRACT RATIFICATION

Once a Tentative Agreement is reached with the employer, the necessary ratification materials will be made available to the membership as promptly as possible. The due date for receipt by WSP of valid ratification votes shall be a minimum of two weeks following the distribution of the ratification materials to the membership.

The method to be used by the membership for voting must ensure each member only votes once. The ballots will be counted and the results made available as promptly as possible following the due date in a communication to all members.