

**CONSTITUTION
OF
WISCONSIN SCIENCE PROFESSIONALS**
(Revised April 3, 2004)

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, AFL-CIO. It consists of two bargaining units: (1) science professionals employed by the State of Wisconsin and (2) science professionals employed by the University of Wisconsin Hospital and Clinics Authority (UWHCA).

ARTICLE II. AFFILIATIONS

This local union shall be affiliated with the Federation of Public Employees of the American Federation of Teachers; AFT-Wisconsin; and the Wisconsin State AFL-CIO.

ARTICLE III. OBJECTIVES

The objectives of the Union shall be:

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

ARTICLE IV. OFFICES

The principal office of the Union in the State of Wisconsin shall be located in the City of Madison, County of Dane. The Union may have such other offices as the Representative Council 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 seven (7) geographic districts and one (1) University of Wisconsin Hospital and Clinics (UWHCA) district. Geographic district boundaries shall be set by the Representative Council. Members will be assigned to a district based on their work site location.

SECTION 2. Each district will have at least one District Representative. Additional District Representatives shall be added for every one hundred (100) represented employees or major fraction thereof (i.e. the next 51 or more); this number will be determined at the time of each election. To be eligible for a District Representative position a member must be in good standing for a period of not less than thirty (30) days preceding his/her nomination.

SECTION 3. District 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 Representatives shall be elected by secret ballot in each district according to the following procedure: Forms for nomination for District Representative(s) will be sent out the first week in March and must be returned within two weeks to be valid. Ballots will be sent out as soon as administratively possible and must be returned within two weeks to be counted. The method used to receive the ballots must ensure each member only votes once. The individual receiving the largest number of votes shall be elected District Representative. In the event no nominations are returned, the President shall contact members in the district and appoint a District Representative. Such appointments must be approved by the Representative Council.

SECTION 5. District meetings should be held at least once each year. If necessary, a meeting will be held twenty five (25) to forty-five (45) days prior to the WSP annual convention where election of delegates to the convention will take place. Other district meetings may be held as needed, as determined by the District Representatives.

ARTICLE VI. MEMBERSHIP AND DUES

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

- A. The State of Wisconsin and must be eligible according to the provisions of Sec. 111.81(7)(a), Wisconsin Statutes, 1987-1988.
- B. 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 Representative Council.

SECTION 3. DUES:

- A. Effective July 1, 1993, and thereafter, 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.
- B. 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 bi-weekly/monthly to the Treasurer on a payroll deduction basis as provided under the laws of the State of Wisconsin. Part time members and part time Maintenance of Membership employees shall be rebated only the AFT-Wisconsin and AFT dues deducted, on a prorated basis. Part time members and part time Maintenance of Membership employees are defined as employees whose appointments are 50% or less.

SECTION 4. MEMBERSHIP GOOD STANDING: A member shall be considered in good standing when a properly completed and signed membership card is on file with the membership secretary. A member will remain in good standing as long as dues are paid and membership is not canceled or withdrawn.

SECTION 5. VOTING: For the purpose of voting in Union elections and referendums 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 seven (7) days prior to the ratification mailing.

SECTION 6. MAINTENANCE OF MEMBERSHIP EMPLOYEES: For Maintenance of Membership employees an amount equal to the dues shall be payable bi-weekly/monthly to the Treasurer on a payroll deduction basis as provided under the laws of the State of Wisconsin. A rebate of the non-

chargeable WSP, AFT-Wisconsin, and AFT expenses will be sent quarterly to the Maintenance of Membership employee upon the employee filing an objection with the Treasurer.

SECTION 7. ASSOCIATE MEMBERSHIP: Former active AFT-Wisconsin/AFT members who are not eligible to continue their active membership may be admitted as associate members without voting rights, but with the right to participate in benefit programs such as insurance, travel, and discount buying services. The dues for this category of associate member shall be determined by the Wisconsin Science Professionals Representative Council.

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. A tentative agenda shall be made individually available to all WSP members no later than 30 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.

- B. The convention shall meet annually at a time and place to be selected by the Representative Council, for a specific purpose or purposes, which shall be clearly defined in the call. A special convention may be called at any time by the Representative Council. When a special convention is called, the Representative Council must give members notice of 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 petition. A petition clearly defining the purpose or purposes signed by 40% (per cent) of the total membership of the Union mandates the Representative Council to call a special convention. 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 fraction thereof. Constitutional officers (President, Vice-President, and Treasurer) may not be credentialed delegates of the convention. Each district delegation shall have one vote for every member in the district. Delegates shall be selected, and district meetings will be held if necessary, twenty-five (25) to forty-five (45) days prior to the convention.

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 thirty (30) days preceding his/her nomination.

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.

ARTICLE VIII. OTHER CONVENTIONS

SECTION 1. WSP may send delegates to AFT-Wisconsin, AFT, and AFL-CIO conventions as deemed appropriate by the Representative Council.

SECTION 2. DELEGATES: Delegates to these conventions shall be elected at a meeting of the

Representative Council prior to the date delegate credentials must be submitted. Notice of delegate elections to these conventions shall be published in the newsletter, electronic mail, or posted on the WSP website prior to the Representative Council meeting.

ARTICLE IX. OFFICERS

SECTION 1. OFFICERS: The officers of the Union shall be President, First Vice President, Second Vice President, Recording Secretary, Membership Secretary, Treasurer, District Council Representatives and any member of the Union who is elected to the AFT-Wisconsin or AFT executive boards. These officers shall constitute the Representative Council of the Union. The President, First Vice President, Second Vice President, Recording Secretary, Membership Secretary, and Treasurer shall be elected by secret ballot by 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 ninety (90) days preceding his/her 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 First Vice President. Vacancies occurring in the offices of First Vice President, Second Vice President, Membership Secretary, Recording Secretary, Treasurer, or District Representative shall be filled by appointment of the President with concurrence of the Representative Council.

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 Representative Council. The President shall provide a written report at the annual convention on all Representative Council 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 FIRST VICE PRESIDENT: The First 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 First Vice President shall preside at meetings and perform all duties otherwise performed by the President. The First Vice President shall chair a committee(s) and/or oversee the function of committees as appointed by the President and approved by the Representative Council.

SECTION 3. DUTIES OF THE SECOND VICE PRESIDENT: The Second 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. The Second Vice President shall chair a committee(s) and/or oversee the function of committees as appointed by the President and approved by the Representative Council.

SECTION 4. DUTIES OF THE TREASURER: The Treasurer shall receive and take charge of all money, property and securities of the Union delivered to him/her by the officers of the Union. 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 Council. 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 Representative Council. The Treasurer shall prepare and submit a financial report to the Representative Council at each meeting of the Council. The Treasurer shall prepare and submit a financial report to the Executive Committee on a monthly basis. The Treasurer shall be responsible for a yearly financial report to be given to the Convention.

SECTION 5. 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 Representative Council. She/he will also provide pertinent membership information to AFT-Wisconsin and AFT as needed.

SECTION 6. 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 7. DUTIES OF THE DISTRICT COUNCIL REPRESENTATIVE: District Council Representatives shall preside at all district meetings. They shall be responsible for the organization of each district into a subunit of the Union. The senior council representative shall preside in districts where there is more than one representative. For the purposes of this provision, seniority will be based on membership in the Union. District Council Representatives shall act as grievance representatives (stewards) when necessary and give guidance to other grievance representatives in their district.

SECTION 8. DUTIES OF THE REPRESENTATIVE COUNCIL: The Representative Council shall be the governing body of the Union when the Convention itself is not in session. All matters affecting policies, aims 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 Representative Council which shall meet quarterly or as the Council elects. The quorum for the Representative Council meeting shall be a majority of the Council members. AFT-Wisconsin staff members may be non-voting members of the Representative Council.

SECTION 9. COMMITTEES: The Representative Council 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 Representative Council. The President shall make all committee appointments.

- A. There shall be a standing executive committee of the Representative Council comprised of the President, First Vice President, Second Vice President, Treasurer, Membership Secretary, Recording Secretary, and any members of the Union elected to the AFT-Wisconsin executive board. The executive committee shall be empowered to act in the name of the Representative Council when the Representative Council is not in session in all matters, except in actions that will create new policy or revise existing policy, provided that:
 1. all actions of the executive committee are reported to the Representative Council at the next regular or special meeting, whichever is sooner, and
 2. all actions of the executive committee are subject to the review of the Representative Council at its next regular or special meeting, whichever is sooner and
 3. approval for spending or allocation of funds does not exceed five hundred dollars (\$500).
- B. The Representative Council of the Union shall act as a grievance committee. The President

will appoint a grievance chairperson who will track all grievances and report on the status of grievances to the Representative Council.

- C. An audit of the Union's books shall be made annually by an audit committee and a report shall be submitted to the Representative Council and the Convention. If the Representative Council so chooses, the annual audit may be performed by an outside accountant.
- D. 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 Representative Council, 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 Representative Council 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.

ARTICLE XI. 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 Representative Council.

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.

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.

SECTION 6. DUES REBATE: Dues will be rebated to WSP members of the WSP Executive Committee (as defined in X.9.A), the grievance chair, and the newsletter editor. The rebate shall not exceed the actual dues paid by any such member.

ARTICLE XII. LEGAL FEES

Any grievance submitted for arbitration must first be approved for submittal by the Representative Council in order for the costs of that arbitration to be borne by the Union. The costs associated with Representative Council 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 Council, must bear the entire cost of such representation.

ARTICLE XIII. 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 XIV. 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 Representative Council of the Union.

ARTICLE XV. 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 XVI. AMENDMENTS

The Constitution may be amended by either of the following methods:

- A. A proposed amendment may be submitted in writing to each delegate and published in a newsletter for members thirty (30) 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.
- B. 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 XVII. 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.