

**CODE OF BYLAWS OF  
UNITED SUBSTITUTE ORGANIZATION  
MADISON TEACHERS INC.**

**ARTICLE I. IDENTIFICATION**

Section 1. Name

The name of this association shall be the UNITED SUBSTITUTES ORGANIZATION OF MADISON TEACHERS INC.

Section 2. Fiscal Year

The fiscal year of the association shall be July 1 through June 30.

**ARTICLE II. MEMBERSHIP**

Section 1. Active Membership

Active membership in the United Substitutes Organization of Madison Teachers Inc. shall be open to all substitutes employed by the Madison Metropolitan School District.

Section 2. Termination and Revocation of Membership

- a. Membership in the association shall be terminated by death, voluntary withdrawal, or expulsion, and thereafter all the rights of the member in the association or in its property shall cease.
- b. In addition, active membership shall terminate when the member leaves the school system, voluntarily resigns, or fails to pay membership dues.
- c. No member may transfer his/her membership or any right arising therefrom.
- d. The Board of Directors may suspend from membership or expel any member for just cause and may reinstate any member who has previously been suspended or expelled from the association.

**ARTICLE III. MEMBERS**

Section 1. Rights and Privileges of Active Membership

- a. Only active members in the association shall have the right to vote, to hold office, to serve on committees.
- b. Any active member who has a complaint or grievance concerning the performance of any committee or committee member, may submit same in writing to the chairperson of the committee or to the Board of Directors.
- c. If the problem is not resolved it should be sent in writing, along with committee chairperson's comments, to the President and Executive Director who may take whatever action they jointly deem necessary.

## ARTICLE IV. BOARD OF DIRECTORS

### Section 1. Composition

The Board of Directors shall consist of the President, Vice-President (At-large), Vice-President (K-6), Vice-President (7-12) and Secretary. *(rev. 2/86)*

### Section 2. Powers and Duties

The Board of Directors shall manage the affairs of the association.

### Section 3. Meetings

#### Regular Meetings

a. The Board of Directors shall hold at least one regular meeting each three months during the school year. *(rev. 04/06)*.

b. The President shall call at least one general meeting per year.

#### c. Special Meetings

Special meetings may be called by the President or at the request of three members of the Board.

#### d. Quorum

A majority of the number of Directors shall constitute a quorum at a meeting of the Directors.

### Section 4. Notice of Meetings

Regular meetings of the Board of Directors may be held without notice.

Special meetings of the Board of Directors shall be held upon notice given to each director not less than three hours before the hour set for such meetings in writing personally, or orally either personally or by telephone.

### Section 5. Removal of Directors

A director may be removed from office for cause by the Board of Directors. Removal shall be by two-thirds majority of those voting, and the Board of Directors shall immediately elect a replacement to fill the unexpired term.

## ARTICLE V. OFFICERS

### Section 1. Structure

The officers of this association shall be a President, three Vice-Presidents, and a Secretary. *(rev. 12/86)*

### Section 2. Powers and Duties

#### a. President

The President shall preside over meetings of the Board of Directors, serve as the association's financial officer, appoint the chairpersons and members of the USO-MTI standing committees, appoint USO-MTI special committees, appoint members to joint standing committees, serve on the Joint Fiscal

Group, and be ex officio a member of all USO-MTI standing committees; and shall serve on the Board of Directors of MTI CARES. The President, or his/her designee, shall serve as a delegate to the South Central Federation of Labor and shall present the views and represent the interests of USO-MTI at all South Central Federation of Labor meetings and shall make regular reports to the USO-MTI Board of Directors and to the general membership concerning important issues being considered and acted upon by the South Central Federation of Labor Delegate Body. The President with the Executive Director shall represent the association before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office. The President, or his/her designee, shall represent the association on the Cabinet on Personnel pursuant to the MTI Bylaws. *(rev. 05/97; 01/12)*

b. Vice-Presidents

The Vice-President as designated by the President or in his/her absence by the Executive Director, shall serve as an alternative delegate to the South Central Federation of Labor, and shall assume the duties of the President in the absence of the President. He/she shall maintain contact with all committees and shall perform such other duties as may be delegated by the President. *(rev. 05/07; 01/12)*

c. Secretary

The secretary shall keep accurate minutes of all meetings of the Board of Directors and of the General Membership Meeting *(rev. 02/06)*.

Section 3. Elections

a. Nominations

The active members in each unit, after August 25 but before October 15 may nominate candidates for President, Vice-President (s), and Secretary. Following receipt of the list of nominations, the President shall call a meeting of the Board of Directors. Such meeting shall be held on or before October 15. At this meeting further nominations shall be in order. At the end of said meeting nominations shall be closed. The Executive Director or his/her designee shall furnish information on each candidate for the membership. Should there be more than two candidates for each office, the Elections Committee shall conduct a primary election. The two candidates receiving the most votes shall be placed on the final ballot. The Executive Director or his/her designee shall be responsible for the preparation and distribution of ballots to the membership. The election will take place at the annual general membership meeting. *(rev.04/06)*

b. Balloting

On the third Monday of October or on October 20, whichever is later. At the October general membership meeting, which shall be held on or before October 31, active members shall vote for the officers of the Board.

Balloting shall be secret and in accordance with procedures developed by the Executive Director or his/her designee and approved by the Board of Directors. The Executive Director and or his/her designee shall report results to the President who shall have them published. New officers shall take office November 1. (*rev. 02/06; 10/12/17*)

c. Terms and Succession

(1) The officers shall serve for two years and may be re-elected without an intervening term. In order to maintain continuity, the President, Vice President At-Large and Vice President 7-12 will have two-year terms. In October 2017, the Vice President K-6 and Secretary will have one-year terms. Thereafter all terms shall be two-year terms. (*rev. 04/06; 10/12/17*)

(2) Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Board of Directors shall choose one of their number to serve as President pro tempore until another election can be held to fill the vacancies.

(3) Whenever any other office shall become vacant between elections, the Board of Directors shall fill the vacancy.

Section 4. Compensation

Duly elected officers shall serve without compensation for the performance of the duties of their respective offices.

Section 5. Removal of Officers

Any officer may be removed from office by the Board of Directors whenever, in their judgment, the best interests of the association may be served thereby. Removal shall be by a two-thirds majority of those voting.

ARTICLE VI. STANDING COMMITTEES

Section 1. Structure

Unless otherwise provided by the Board of Directors, the Executive Director shall recommend names of persons for each committee. Recommendations are subject to approval of the Board of Directors. Members may be appointed for overlapping terms of three years. Each committee may, with the approval of the Board of Directors, organize special subcommittees from the general membership.

Section 2. Meetings

Each standing committee shall hold regular meetings and may hold special meetings at the call of the Chairperson.

Section 3. Reports

Each committee shall choose a recording secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Director.

Section 4. Titles and Duties

- a. Elections Committee  
The Elections Committee shall prepare specific and detailed procedures governing the nomination and election of the Board of Directors. It shall report to the Board of Directors any violations of the procedures which have been adopted.
- b. Constitution Committee  
The Constitution Committee shall receive and study any proposed amendments to the Code of Bylaws, and shall submit them with its recommendation to the Board of Directors. The Committee shall also be authorized to draft amendments and submit them to the Board of Directors.
- c. Grievance Committee  
The Grievance Committee shall explore and prepare action programs for securing satisfactory personnel policies and procedures and shall research grievances submitted to the association.

Section 5. Quorum

A majority of their members shall constitute a quorum at meetings of the standing committees.

ARTICLE VII. JOINT STANDING COMMITTEE

Section 1. Structure

Pursuant to Article XII, Section 1, of the MTI Bylaws, the President shall appoint, subject to the approval of the USO-MTI Board of Directors, representatives to the Public Relations, Legislative-Citizenship, Human Relations, Labor Liaison, and Finance Committees.

ARTICLE VIII. NEGOTIATIONS TEAM

Section 1. Structure

- a. The Negotiations Team shall consist of the Board of Directors, the Executive Director or her/his designee and any United Substitutes Organization members appointed by the Board of Directors. *(rev. 04/06)*
- b. The Negotiations Team shall have the power to establish subcommittees for the purpose of carrying out its responsibilities.

Section 2. Powers and Duties

The Negotiations Team shall be the agent of the association in negotiations with the Board of Education on all matters involved in the negotiating of a new contract.

Sections 3. Operating Procedures

- a. The Negotiations Team shall accept recommendations for items to negotiate from the regular standing committees, from individual members or groups of members, from the Board of Directors, from special committees, and from the Executive Director, and may itself suggest items for negotiations.
- b. All suggested items will be forwarded to the Negotiations Team and the Executive Director or his/her designee for research and drafting. *(rev. 04/06)*
- c. The drafted items will then be returned to the Negotiations Team with the recommendations of the standing committee. The Negotiations Team will then have the right to make revisions, but must so inform the committee, group or member originally recommending the item. *(rev. 04/06)*
- d. The Negotiations Team shall have the power to establish a priority of negotiable items in preparing a contract proposal, in conjunction with items suggested by members as expressed in the most recent QUESTIONNAIRES, OPINIONNAIRES, OR POLLS of the membership. The Negotiations Team will incorporate the items in an organized package. *(rev. 04/06)*
- e. If the Negotiations Team does not approve one or more of the proposals, the proposal (s) will not be submitted to the Board of Education. The proposals as approved will then be negotiated with the Board of Education. *(rev. 04/06)*

Section 4. Ratification

A negotiated contract shall not be binding on the membership until it is approved by at least a majority of all members voting on the contract.

Section 5. Removal of Negotiations Team Members

Any member of the Negotiations Team may be removed from office by the Board of Directors whenever in their judgment the best interests of the association may be served thereby. Removal shall be a two-thirds majority of those voting.

Section 6. Quorum

A quorum shall exist at a meeting of the Negotiations Team when three (3) members are present.

ARTICLE IX. EXECUTIVE DIRECTOR

The Executive Director shall be the agent of the association and shall execute the policies of the association.

ARTICLE X. CABINET ON PERSONNEL

The President, or his/her designee, shall represent the association on the Cabinet on Personnel for a term, which term shall coincide with that of the presidency, in addition to any Director who is elected by majority vote of the Board of Directors, provided such additional representative(s) are authorized under Article VI, Section 1 of the MTI Bylaws (*rev. 03/06/89*)

ARTICLE XI. JOINT FISCAL GROUP

The association shall be represented on the Joint Fiscal Group by the President, as well as Directors, up to the number of representatives authorized under Article VI, Section 1 of the MTI Bylaws, who are elected by majority vote of the Board of Directors. If any representative(s) in addition to the above are authorized under said article, such representative(s) shall be elected by majority vote of the Board of Directors from the membership at large. If a Director is unable to serve on the Joint Fiscal Group, then the Board of Directors shall elect, by majority vote, a representative from the membership at large.

ARTICLE XII. DUES

The Board of Directors shall establish the amount of dues and/or assessment(s).

ARTICLE XIII. QUESTIONNAIRES, OPINIONNAIRES AND POLLS

The following procedures and guidelines shall be made available to the membership:

- (1) All questionnaires, OPINIONNAIRES or polls which originate in committees must be submitted to the Board of Directors for approval.
- (2) Each questionnaire, opinionnaire or poll must identify its author and state the purpose for which it is intended or the use to which it will be put.
- (3) The results of such questionnaire, opinionnaire or poll must be made available to the Board of Directors. Members shall be informed of the results upon request to the Board.
- (4) With the approval of the Board of Directors, the Executive Director may formulate and distribute questionnaires, opinionnaires and polls.

ARTICLE XIV. RULES OF ORDER

All meetings of the Board of Directors, Committees and members shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order.

ARTICLE XV. AMENDMENT OF BYLAWS

- Section 1. A proposed change in the bylaws may be submitted by any member of the Board of Directors, Executive Director, or petition by ten percent of the membership.
- Section 2. Upon submission to the Board of Directors, the proposed amendment will be referred to the Executive Director or his/her designee for study. No proposal shall be voted upon at the Board of Directors meeting at which it was initially presented, unless such is with the approval of two-thirds of the Directors present and voting. *(rev. 02/06)*
- Section 3. At the next meeting of the Board of Directors, the Executive Director or his/her designee will submit his/her recommendation to the Board of Directors. The Board of Directors will then vote on the proposed amendment, a majority of those voting being sufficient to carry the proposal. *(rev. 02/06)*