

CONSTITUTION
FOR
LIBRARIANS' GUILD
LOCAL 2626

ARTICLE I
NAME

The name of this organization shall be Librarians' Guild Local Number 2626 of the American Federation of State, County and Municipal Employees, AFL-CIO,

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with California District Council Number 36 of the American Federation of State, County and Municipal Employees; the Los Angeles County Federation of Labor; and any other appropriate organization(s) recommended by the executive board.

ARTICLE III
OBJECTIVES

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees and to uphold the highest standards of professional librarianship

ARTICLE IV
MEMBERSHIP AND DUES

Section 1A. All permanent professional librarians of the City of Los Angeles, California, public libraries are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union.

Section 1B. Substitute librarians may join by application and direct payment of dues.

Section 2. Application for membership shall be made on a standard application form. Permanent librarians shall submit the City's authorization for payroll deduction of dues; substitute librarians shall pay directly to the Guild Treasurer.

Section 3. The membership dues of the local shall be one percent of the annual salary for permanent librarians paid over 24 pay periods or \$5.00 per month for substitute librarians.

Section 4. Any person who is paying dues through a system of regular payroll deduction shall, for so long as such person continues to pay through such method, be considered in good standing. Any member who fails to pay dues for two successive months shall no longer be a member in good standing. A member may be reinstated to membership in the local upon payment of all arrearages or upon payment of a reinstatement fee of \$25.00 plus the current month's dues.

ARTICLE V MEETINGS

Section 1. Regular meetings of this local shall be held at a time and place to be fixed by the membership or the local executive board. A quorum shall constitute 5% of the dues-paying membership.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the local president and signed by 5% of the members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1A. The officers of this local shall be a President, an Executive Vice-President, four Vice-Presidents, a Recording Secretary, two Chief Stewards (one representing rank-and-file and one representing supervisors), a Secretary-Treasurer, three Executive Board members as needed, all elected by the membership. These thirteen officers shall constitute the local union Executive Board. These officers shall be elected for a term of one year. There shall be elected three members who shall serve as Trustees. The Trustees shall be elected to staggered three-year terms of office, and all officers and trustees shall be installed in office immediately upon acceptance of the Election Committee's report.

Section 1B. Stewards shall be elected as follows: for rank-and-file unit, one steward for each area and one for Central Library and support services combined; for the supervisory unit, one each for the East and West Valley Areas; Central Library and support services; Hollywood and Western Areas; and Central, Northeast and Southern Areas. All stewards shall be installed in office immediately upon acceptance of the Election Committee report.

Section 2. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 3. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the Nomination Meeting. The Nominating Committee shall be appointed by the Executive Board to make nominations. This committee shall make an effort to ensure that the Executive Board is composed of all divisions and classifications. Nominations shall also be permitted from the floor at the Nomination Meeting in October. All regular elections shall be held in the month of November.

Section 4. To be eligible for office, a member must be in good standing for one year immediately preceding the election. No retired member shall be a candidate for office.

Section 5. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted by mail as to afford all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 6. All matters concerning nominations and elections in this local union shall be subject to the provisions of the Elections Code, Appendix D of the International Union Constitution.

Section 7. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the local Executive Board.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. President: The President shall preside at all meetings of the local union and of the Executive Board. The President shall be a member of all committees. The President may countersign all checks drawn against the funds of the local. The President shall appoint all standing and all special committees of the local. The President shall report regularly to the membership regarding official acts. The President shall be compensated by an amount established by the Executive Board of the local union.

Section 2. Executive Vice-President: The Executive Vice-President shall assist the President. In the President's absence or inability to serve, the Executive Vice-President shall preside at all meetings and perform all duties otherwise performed by the President. The Executive Vice-President may co-sign checks drawn against the local union's funds in place of either the President or the Secretary-Treasurer.

Section 3. Vice-Presidents: The Vice-Presidents shall be responsible for union affairs, including political action, professional concerns, programs, and education and training. Duties and responsibilities of Vice-Presidents may be changed by constitutional revision (see Article IX). One Vice-President may act as parliamentarian.

Section 4. Recording Secretary: The Recording Secretary shall keep a record of the proceedings of all membership meetings and of all Executive Board meetings and shall make such proceedings available to members. The Recording Secretary shall carry on the official correspondence of the local except as the Executive Board directs otherwise. The Recording Secretary shall be responsible for the maintenance of the archives of the local union. The Recording Secretary shall perform such other duties as the Executive Board requires.

Section 5. Secretary-Treasurer: The Secretary-Treasurer shall receive and receipt all monies of the local union. The Secretary-Treasurer shall deposit all money so received in the name of the local union into a bank or banks selected by the Executive Board, and money so deposited shall be withdrawn only by check signed by two of the following: the President, the Executive Vice-President, the Secretary-Treasurer or such other Executive Board members as directed. The Secretary-Treasurer shall prepare and sign checks only as required by this constitution or as authorized by the membership or the Executive Board. The Secretary-Treasurer shall monitor the monthly membership reports to the International Union and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer. The Secretary-Treasurer shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly report of the financial transactions of the local for the previous month. The Secretary-Treasurer shall act as custodian of all properties of the local union. The Secretary-Treasurer shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the Executive Board of the local union. The Secretary-Treasurer shall see that any financial reports which the International Union Constitution requires to be submitted to the International Union are submitted in accordance with the International Union Constitution. The Secretary-Treasurer shall file all necessary tax returns and political action financial statements. In April, the Secretary-Treasurer shall remind the Trustees to prepare the annual audit. The Secretary-Treasurer shall be compensated by an amount established by the Executive Board of the local union.

Section 6. Board Members at-Large: There shall be elected three Executive Board members. Their duties and responsibilities shall be as follows: One shall be the Editor of the Communicator, responsible for its regular publication and distribution as well as other publications and official notices of the local union; one shall be Membership Chairperson and be responsible for the recruitment of new members and the maintenance of membership records of the local union; and one shall be Chairperson of the Health, Safety and Welfare Committee, responsible for presenting the local union's health and safety concerns to management. Additional duties and responsibilities may be assigned by the President with the approval of the Executive Board.

Section 7. Stewards: The duties of the Steward shall be to handle grievances and communicate with membership regarding union affairs. The duty of the Chief Stewards shall be to advise the Stewards, present grievances to the Executive Board, maintain a file of grievances and communicate to the Stewards the results of Executive Board meetings.

Section 8. The Trustees shall cause to be made annually an audit of the local's finances, including any benefit programs covering members of the local union, and shall report to the membership on the results of such audit at the general membership meeting in July.

Section 9A. The Executive Board shall be the governing body of the local union except when meetings of the local union are in session. The Executive Board shall meet at least monthly. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the Executive Board. A report on all actions taken by the Executive Board shall be made to the membership at the next membership meeting. A majority of the members of the Executive Board shall be required for a quorum. Each member of the Executive Board shall be responsible for reporting regularly.

Section 9B. Officers' Failure to Attend Meetings: Any member of the local union's Executive Board failing to attend three consecutive executive board meetings without valid excuse shall automatically be removed from office.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. International Constitution: This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Authorization Necessary to Represent Local Union: Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. 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 the constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. Strike Vote: Any strike vote must be approved by a two-thirds vote by mail of the total membership of the local.

Section 5. Ratification vote: Ratification of the Memorandum of Understanding shall be by vote of two-thirds of the members voting by mail. Balloting shall be conducted in accordance with the AFSCME Local Union Election Manual.

ARTICLE IX
AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, fifteen day's notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendments shall be furnished to every eligible voter at the meeting at which the vote is taken.

This constitution shall be reviewed at least every four years.