

CONSTITUTION

FOR

LOCAL 2910

PREAMBLE

As professional employees of the Library of Congress, we deem it our responsibility to create a union in which both participatory democracy and professional standards can be achieved. This constitution is hereby created by the consent of the members, to foster these aims and to aid all the employees of the unit by bargaining fairly with management and by vigorously representing them in their dealings with management.

ARTICLE I  
NAME

The name of this organization shall be Library of Congress Professional Guild Local Number 2910 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This local union shall be affiliated with Capital Area Council of Federal Employees Number 26 of the American Federation of State, County and Municipal Employees; the Metropolitan Washington Council, AFL-CIO; Maryland State-D.C. AFL-CIO, and with such other labor bodies as this union shall deem appropriate and necessary.

ARTICLE III  
OBJECTIVES

The objectives of Local 2910 shall be to foster better understanding among Library of Congress professionals, non-professionals, management, and the public; to promote the general welfare of its members; and to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

ARTICLE IV  
MEMBERSHIP AND DUES

Section 1. Subject to the requirements of the Constitution of the American Federation of State, County and Municipal Employees International Union, all professional employees of the Library of Congress, excluding those in supervisory, confidential or managerial positions are eligible for membership in Local 2910.

Section 2. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by dues for the current quarter.

Section 3. Dues of Local 2910 shall be sixty-five hundredths of one percent of each member's gross annual salary, but not less

than the minimum dues amount required by the Capital Area Council of Federal Employees Council 26 or by the International Union.

Section 4. Membership dues not paid by payroll deduction shall be payable quarterly, semi-annually or annually in advance to the local treasurer and in any event shall be paid not later than the 15th day after the beginning of the quarter in which they become due. Any member who fails to pay dues by the 15th day after the beginning of the quarter in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. However, any member paying dues through a system of regular payroll deduction shall be considered in good standing so long as the dues continue to be paid through such deduction method.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages plus the current quarter's dues.

Section 6. A member of Local 2910 shall be considered to be in good standing so long as the member is not suspended.

#### ARTICLE V MEETINGS

Section 1. Regular meetings shall be held at least quarterly, at a time and place to be fixed by the membership or the local executive board.

Section 2. Special meetings may be called when necessary and upon due notice to the members as to its purpose, either by the local president, a majority of the local executive board, or upon written petition signed by not less than 10 percent of the members in good standing or 50 members in good standing whichever is less. Special meetings may also be called by the International President or his authorized representatives.

Section 3. Only members of the local in good standing and present at a meeting shall be allowed to vote.

Section 4. The quorum at any meeting of Local 2910 shall consist of not less than 10 percent of the members in good standing or 25 members in good standing, whichever is less. A quorum at any committee meeting or executive board meeting shall consist of a majority of those seats not currently vacant.

#### ARTICLE VI NOMINATIONS AND ELECTIONS OF OFFICERS STEWARDS, AND TRUSTEES

Section 1. The officers of Local 2910 shall be a president, a 1<sup>st</sup> vice-president, a 2<sup>nd</sup> vice-president, a 3<sup>rd</sup> vice-president, a secretary, a treasurer, three steward directors and three executive board members-at-large. These 12 officers shall constitute the executive board of Local 2910. Three members shall also be elected to serve as trustees. These trustees shall be elected to three-year terms of office except in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a

three-year term. The term of office for all other elected positions shall be one year.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen (15) days' advance notice shall be given the membership prior to the nomination meeting. A nominations committee shall be appointed to make nominations, and nominations shall be permitted from the floor at the nominations meeting. All regular elections shall be held in the month of April.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, and must be currently employed within the jurisdiction of the local. For a member who is transferred or promoted into this local from another AFSCME local union affiliated with the Capital Area Council of Federal Employees Number 26, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year at the time of the election. An eligible member may run for only one executive board office in each general election. No member may run for a position on the executive board and for a position as trustee in the same election. No member shall simultaneously hold a position as trustee and member of the executive board.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen (15) days' advance notice in writing shall be given the membership prior to the holding of the election.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 6. Each of the steward directors shall be elected by a majority vote of the members within the electoral unit of the library that he/she represents. One steward director shall be elected by members of an electoral unit consisting of the technical services divisions and offices (Acquisitions, Cataloging, Preservation, and Operations directorates of Library Services). One steward director shall be elected by members of an electoral unit consisting of the reference and research divisions and offices (Public Services, Area Studies, and National Services directorates of Library Services and any other Library Services staff not included in the technical services electoral unit). One steward director shall be elected by members of an electoral unit consisting of the remaining library divisions, offices, and directorates (Copyright Law Library, ITS, and other staff not included in Library Services). Changes in the names of the Library's directorates, offices, or other organizational units shall not cause a change in the composition of the Guild electoral units.

Section 7. Stewards of Local 2910 shall be elected, except that two (2) steward positions shall be reserved for appointment by the president, with the approval of the appointments to be made by the executive board. The remainder of the stewards shall be elected during the general election by the members of the electoral unit in which they are running. Electoral units for the stewards

shall correspond to the electoral units of the steward directors. A candidate for steward need not be an employee in a unit in order to run as steward in that unit. A candidate may not run for steward in more than one electoral unit in the same general election. The number of stewards to be elected from each unit shall be determined by the chair of the nominations committee prior to nominations and shall be based on the number of bargaining unit members within each electoral unit.

ARTICLE VII  
VACANCIES IN EXECUTIVE BOARD, TRUSTEE, STEWARD  
AND OTHER POSITIONS

Section 1. An office shall be deemed to be vacant when the individual who has been filling it resigns, dies, is no longer a member of the local, removed from office, or leaves the jurisdiction of the local.

Section 2. Should the office of president become vacant, the 1<sup>st</sup> vice-president shall automatically accede to the presidency. All other vacancies shall be filled by a vote of the executive board.

Section 3. Any elected official may be removed from office in accordance with Article X of the International Constitution.

ARTICLE VIII  
DUTIES OF EXECUTIVE BOARD,  
OFFICERS, AND STEWARDS

Section 1. The executive board shall be the governing body of the local union when meetings of the general membership are not in session; shall initiate and implement all matters of policy deemed necessary for 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. The executive board may authorize the expenditure of union funds up to \$500.00 without prior referral to the membership. Expenditures not specifically provided for in the budget over \$500.00 must have the prior approval of the membership. The executive board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting.

Section 2. The president shall: preside at all meetings of Local 2910 and of the executive board; oversee planning, coordination and implementation of policy as determined by the membership and the executive board; serve as ex-officio member of all committees except election committees; co-sign with the treasurer all checks drawn against the funds of the local for authorized expenditures; appoint all standing committees and all special committees of the local subject to the approval of the executive board; be responsible for developing those union activities of a social action nature; report periodically to the membership regarding the progress and standing of the local and regarding his or her official acts; and perform other duties as may pertain to this office.

Section 3. The 1<sup>st</sup> vice-president shall: assist the president in the performance of official duties; preside at all meetings and perform all duties otherwise performed by the president in the latter's absence or inability to serve; serve as chief steward of the local; be responsible for all committees not specifically delegated; and, upon the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of the president or the treasurer; be responsible for the coordination of grievance policy and supervise the handling of all Guild grievances; be responsible for the preparation and processing of charges of unfair labor practices and matters taken to arbitration; keep a complete and accurate record of all grievances, unfair labor practice charges, and arbitration matters in which the local is involved; chair the chief steward's committee; report to the executive board regularly on the status of all matters under his/her supervision; and be responsible for the training of stewards.

Section 4. The 2<sup>nd</sup> vice-president shall: perform all the duties of the president when the president and 1<sup>st</sup> vice-president are unable to do so; be responsible for coordination of negotiation policy and negotiations, including contract and mid-term bargaining; upon approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in absence of the president or treasurer and 1<sup>st</sup> vice-president; be responsible for the preparation of matters taken to third parties; be responsible for the training of the negotiating team members.

Section 5. The 3<sup>rd</sup> vice-president shall: act as liaison between the executive board and those committees on which the Guild has representatives; act to ensure consistent policy among Guild representatives on those committees; act to assure that the committee affairs are brought before the executive board in a timely fashion; recruit and recommend people to serve on these committees; and consult with other officers on matters that may fall within the purview of these committees.

Section 6. The secretary shall: keep a complete record of the minutes of all membership meetings and executive board meetings; keep an official copy of the constitution and bylaws of the local union; maintain a current directory of all members; notify the membership of meetings; and carry on the official correspondence of Local 2910, unless otherwise directed by the executive board; and perform other duties that may be required by the executive board.

Section 7. The treasurer shall: receive and receipt for all monies of the local union; deposit all money so received in the name of Local 2910 in a bank or banks selected by the executive board and money so deposited shall be withdrawn only by check signed by the treasurer and the president or the 1<sup>st</sup> vice-president or the 2<sup>nd</sup> vice-president in absence of either the president or treasurer; prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board; prepare and submit the monthly membership report 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; keep an accurate record of receipts and disbursements; once a month, compile a monthly operating statement of the financial transactions of the local for the previous month and submit such statements to the membership at the regularly scheduled membership meetings; act as custodian of

all properties of Local 2910; give a surety bond for an amount fixed by the International Union at the expense of Local 2910 and through the International Union; see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution; see that any and all reports required by the Department of Labor and the Internal Revenue Service are accurately submitted; perform all appropriate duties as described in the AFSCME Financial Standards Code.

Section 8. Each steward director shall: provide advice and assistance to the stewards within his/her electoral unit; handle Guild grievances within his/her electoral unit and those individual grievances that reach 2<sup>nd</sup> step of the grievance procedure; meet regularly with the stewards in his/her electoral unit; act as a conduit of information for stewards and bargaining unit members within his/her electoral unit; work with stewards to increase membership within the electoral unit; report regularly to the executive board on the execution of policies established by the executive board; recruit and recommend members for directorate-level consultative groups.

Section 9. The three members-at-large shall: participate in the running of the union and advise the president on the needs and concerns of the membership. The 1<sup>st</sup> member-at-large shall oversee the local's publication activities; the 2<sup>nd</sup> member-at-large shall oversee the local's affirmative action activities; and the 3<sup>rd</sup> member-at-large shall oversee the local's recruitment and outreach activities. Members-at-large are to report to the executive board regularly concerning plans and progress in the activities that they oversee and are to implement board policies within these activities.

Section 10. The trustees shall make or cause to be made annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs concerning members of such local, and shall report to the membership on the results of such audit.

Section 11. Each steward of the Guild shall: handle grievances in his/her assigned area at the 1<sup>st</sup> step; handle disputes in his/her assigned area; serve as a conduit of information to and from unit members and to and from his/her steward director; be first Guild contact for unit members having concerns or questions; work with his/her steward director to increase membership within his/her assigned area(s); stay familiar with staff and work environment of the assigned area; provide a variety of membership services; be responsible to his/her steward director and be accountable to the executive board and membership.

ARTICLE IX  
MISCELLANEOUS PROVISIONS

Section 1. Local 2910 shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. 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, Newly Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution or that of the American Federation of State, County and Municipal Employees.

ARTICLE X  
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 Local 2910 and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

APPROVED BY:

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GERALD W. McENTEE  
International President

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Date