

# **Washington-Centerville Public Library Staff Association By Laws**

*Adopted June 8, 2009*

## ARTICLE I. Annual Business Meetings

Section 1. The membership shall meet at least once each year with at least fourteen (14) days prior notice of agenda, date, time and location. The Annual General Membership meeting will be held in May of each year; officers and stewards will be elected during this meeting.

## ARTICLE II. Executive Council

Section 1. The Executive Council, as defined in the Constitution, shall meet at least three (3) times per year.

Section 2. The duties and responsibilities of the President:

- (a) Be the Chief Executive Officer of the Association;
- (b) Act for the membership between Council meetings;
- (c) Set agenda and preside over each Executive Council and General Membership meeting;
- (d) Serve as Chairperson of the Negotiations Committee;
- (e) Develop a yearly long-range plan, budget, and dues structure;
- (f) Be responsible for presenting a yearly State of the Association report to the membership;
- (g) Attend scheduled Executive Council meetings and General Membership meetings;
- (h) Perform other duties as assigned by the Executive Council.

Section 3. The duties and responsibilities of the Vice President:

- (a) Act as President in the event of the absence of the President;
- (b) Become Acting President in the event of a vacancy in the Presidency until the election of a new President by the general membership;
- (c) Serve as Chief Steward of the Stewards Council;
- (d) Facilitate training for the Stewards Council;
- (e) Serve on Negotiations Committee;
- (f) Attend scheduled Executive Council meetings and General Membership meetings;
- (g) Attend scheduled Stewards Council meetings;
- (h) Set agenda and preside over Stewards Council meetings;
- (i) Perform other duties as assigned by the Executive Council.

Section 4. The duties and responsibilities of the Treasurer:

- (a) Be responsible for the financial affairs of the Association;
- (b) Be responsible for developing and presenting a yearly budget in conjunction with the President;
- (c) Attend scheduled Executive Council meetings and General Membership meetings;
- (d) Provide a report of income and expenses at each Executive Council and General Membership meeting;
- (e) Keep all records of the Association pertaining to income, disbursements and financial transactions of any kind:
  - (i) Records shall be kept as required by applicable law;
  - (ii) Accounts shall be kept open for inspection by any member of the organization as required by Ohio State law;
- (f) Arrange for annual audit and tax filing;
- (g) Prepare annual financial reports;
- (h) Interact with Human Resources and the Finance Office of Washington-Centerville Public Library for billing purposes;
- (i) Perform other duties as assigned by the Executive Council.

Section 5. The duties and responsibilities of the Secretary:

- (a) Keep minutes of the Executive Council and present same at the next meeting for approval;
- (b) Keep minutes of the General Membership meetings. Present minutes at the next General Membership meeting for approval;
- (c) Be responsible for the minutes, reports, and other correspondence of the Association;
- (d) Send to SERB the following Association documents:
  - (i) Annual reports;
  - (ii) Financial statements;
  - (iii) Amendments made to the Constitution or By-laws.
- (e) Attend scheduled Executive Council meetings and General Membership meetings;
- (f) Maintain the list of bargaining unit members;
- (g) Maintain a seniority list of employees;
- (h) Contact each new employee within fourteen (14) days of starting date regarding joining the association and becoming a full voting member;
- (i) Perform other duties as assigned by the Executive Council.

### ARTICLE III. The Stewards

Section 1. The Stewards Council shall meet at least three (3) times per year.

Section 2. Stewards shall perform other duties as assigned by the Executive Council.

### ARTICLE IV. Dues

Section 1. Annual dues in the amount of 1.75% of gross annual pay shall be deducted over 26 pay periods per year, by automatic payroll deduction. Dues are not refundable for any reason whatsoever.

Section 2. There shall be no difference in the dues amount paid by voting and non-voting (fair share) members.

Section 3. The Library's Fiscal Officer shall forward the deducted dues to the Staff Association bank account.

Section 4. Dues may be collected upon certification of the staff association by the State Employment Relations Board.

Section 5. An evaluation of the dues paid shall be reviewed annually by the Executive Council. Dues may be reduced by the Executive Council or a majority vote (50% + 1) of the total voting members. Increasing dues will require an affirmative majority vote (50% + 1) of the total voting membership.

### ARTICLE V. Finances

Section 1. Executive Council shall assign two (2) members of the Executive Council to be Check Signers. These Check Signers shall be bonded for the faithful discharge of their duties in accordance with the requirements of applicable Federal and State Law. The premiums on said bonds shall be paid by this Association.

Section 2. Two (2) signatures are required on any check written in excess of \$5,000.00 (Five Thousand Dollars).

### ARTICLE VI. Compensation Rate

Section 1. Members of the Executive Council shall have their dues waived.

Section 2. Members of the Stewards Council (excluding the Vice-president who serves as Chief Steward) shall have one-quarter (1/4) of their dues waived.

## ARTICLE VII. Standing Committees

Section 1. Library Standing Committees may be, but are not limited to, the Recognition/Retirement Committee and the Negotiations Committee.

## ARTICLE VIII. Elections

Section 1. The Executive Council shall appoint an Election Committee which shall supervise all election processes for officers and Stewards.

Section 2. Elections Process:

(a) A qualified candidate is any voting member past his/her initial library employment probationary period as of the date nominated;

(b) The Election Committee shall accept names for all Association offices;

(c) Nominees for office may be:

(i) Submitted at a General Membership meeting;

(ii) Submitted at a Special General meeting convened for this purpose;

(iii) Submitted in writing to the Election Committee.

(d) The Election Committee shall secure written acceptance of each nominee prior to preparation and distribution of ballots;

(e) A candidate for office may not participate in the counting of ballots.

Section 3. The Election Committee shall set a time and place and process for the election.

Section 4. The above procedures shall apply except in the instance of the first election, following the certification of the staff association. That first election will be held as soon as possible following the adoption of the constitution and by-laws. The election committee will determine the time and place for said election. Those members wishing to run for an office or for stewardship shall submit a signed notice of intent to the election committee at least 72 hours prior to the election date.

Section 5. The candidate(s) receiving the highest number of votes shall be declared the winner. In the event of a tie for an office there shall be a runoff election.

## ARTICLE IX. Balloting

Section 1. A ballot of the membership shall be a secret ballot.

Section 2. All voting members of the Association shall be eligible to vote.

Section 3. A ballot of the membership may be conducted by any of the following methods:

- (a) A paper ballot to be collected and counted at an Annual meeting(s);
- (b) A paper ballot to be collected at a designated polling place(s)

Section 4. In the case of balloting on a Referendum the method to be used for the balloting and the date(s) of the balloting shall be determined by the Executive Council.

Section 5. Advance notice of the balloting and a description of the method to be used shall be provided to the entire membership. In no case shall less than fourteen (14) days of advance notice be provided, but other provisions of this constitution may require a longer period of notification.

Section 6. The Election Committee shall be responsible for conducting the balloting, counting the votes, and certifying and reporting the results.

#### ARTICLE X. Amendments

Section 1. These By-laws may be amended, revised, or replaced by an affirmative vote. A change or amendment or revision to the By-laws shall be adopted by an affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. The proposed amendment, revision or replacement of the By-laws will be published for the membership fourteen (14) days before the vote is taken by secret ballot.

Section 3. Amendments when approved take effect immediately.

#### ARTICLE XI. Adoption

Section 1. These By-laws will be ratified and become effective upon a majority vote at an Annual meeting or a Special General Membership meeting. Additional methods of voting may be made available.