

Washington-Centerville Public Library Staff Association Constitution

Adopted June 8, 2009

ARTICLE I. Name

The name of this organization shall be the Washington Centerville Public Library Staff Association, hereinafter referred to as WCPLSA or 'the Association.'

ARTICLE II. Purpose

The purposes of this Association are:

- * To act as the sole and exclusive bargaining representative for the employees of the Washington-Centerville Public Library as voted by members of the bargaining unit
- * To promote communication and a spirit of cooperation among all library employees
- * To represent the professional interests of its members
- * To promote the welfare of the WCPLSA as a group

ARTICLE III. Membership

Section 1. All employees of the Washington-Centerville Public Library bargaining Unit, as defined by the Collective Bargaining Agreement, are eligible for membership in the association.

Section 2. Membership in the association is voluntary.

Section 3. A voting member is an employee whose dues are paid and who has a signed Association membership application on file with the Association. A membership card will be issued to each voting member.

Section 4. A non-voting or fair share member is an employee whose dues are paid but who has declined membership or who has not turned in a signed Association membership application.

Section 5. In order to exercise the voting privilege, hold office or serve on committees, one must be a voting member.

Section 6. Dues are paid through payroll deductions, in the amount set forth in the by-laws.

Section 7. Discrimination on the basis of race, color, religion, national origin, age, sex, physical disability, sexual orientation, and marital status is prohibited.

ARTICLE IV. Association Calendar

For all purposes -- including terms of office, fiscal planning and accountability -- the Association shall operate on a twelve-month calendar beginning June 1 and ending May 31 each year.

ARTICLE V. Officers and Duties

Section 1. Officers of the Association shall be the President, Vice-President, Secretary, and Treasurer. The term of office for each position is one year. Officers may serve consecutive terms.

Section 2. Officers shall be elected at the annual business meeting in a manner provided for in the by-laws.

Section 3. If a vacancy occurs before the expiration of the term for which the officer is elected, the vacancy shall be filled by appointment by the Executive Council, as defined in the by-laws.

Section 4. The Vice-President shall preside at meetings of the Association in the absence of the President.

Section 5. The Secretary shall keep a written record of all meetings of the Association and of the Executive Council and shall notify members when meetings are to be held.

Section 6. The Treasurer shall have charge of all funds of the Association and shall pay all bills. At the annual business meeting, he/she shall present to the Association a detailed report of all financial transactions for the year.

ARTICLE VI. Executive Council

Section 1. The Executive Council shall consist of the officers of the Association – the president, vice-president, secretary, and treasurer.

Section 2. The voting membership shall elect the members of the Executive Council.

Section 3. The Executive Council shall meet on call of the President of the Association, who shall serve as Chairperson of this Council.

Section 4. It shall be the function of the Executive Council to confer with the Library Management as necessary concerning policies or plans which affect the Association. The Executive Council shall give a report of its activities at each meeting of the Association.

Section 5. The Executive Council shall be empowered to communicate with legal counsel.

Section 6. No member of the Executive Council shall in his/her own individual capacity be liable for any debt or liability of the Association.

Section 7. The Executive Council shall assemble a Contract Negotiations Committee in advance of contract negotiations.

Section 8. It is recognized that demands by the membership of the Executive Council will exceed the time allowed on paid library time; therefore the Executive Council shall be compensated for their time on behalf of the Association, with compensation rates specified in the by-laws.

ARTICLE VII. Committees

Section 1. All committees shall consist of at least three (3) members from the Association voting membership.

Section 2. All committees not specifically mentioned in the by-laws shall be formed at the discretion of the Executive Council.

Section 3. All committees shall be responsible to the Executive Council.

ARTICLE VIII. Annual Meetings

Section 1. The annual business meeting shall be held each May. At this time, election of officers shall take place and annual reports shall be given. The exception to this shall be the first election, as detailed in the by-laws.

Section 2. Other meetings shall be held on call, at such time and place as may be decided upon by the Executive Council or upon request by a majority of the membership.

Section 3. Forty percent of the voting membership of the Association shall constitute a quorum. A majority of that quorum shall be necessary for the passage of any motion.

ARTICLE IX. Stewards

Section 1. There shall be a minimum of two (2) and a maximum of four (4) stewards.

Section 2. The stewards shall be responsible for the enforcement of the Collective Bargaining Agreement.

Section 3. The stewards shall handle all grievances brought against management unless the aggrieved party prefers they not be involved.

Section 4. Stewards shall be elected for a term of one year at the annual business meeting.

Section 5. The stewards, as set forth in the Collective Bargaining Agreement, are allowed paid release time for attending to the investigation and processing of grievances per the Collective Bargaining Agreement.

ARTICLE X. Arbitration

Section 1. The Stewards, following the requirements of the by-laws and the Collective Bargaining Agreement, shall decide which grievances shall be taken to arbitration.

Section 2. If the Stewards decide not to proceed to arbitration, the grievant may appeal the decision to the Executive Council. The appeal must be made in writing to the President. The President will convene a special meeting of the Executive Council to hear the appeal in person of the grievant. The Executive Council will meet in Executive Session to make its determination, which shall be final.

ARTICLE XI. Negotiations Committee

Section 1. The Negotiations Committee, assisted by legal counsel, shall be responsible for the negotiation of the Collective Bargaining Agreement.

Section 2. The Negotiations Committee shall be comprised of 5 members – the Association President and Vice-president, legal counsel, and two Association voting members selected by the Executive Council.

ARTICLE XII. Removal or Dismissal from Office

Section 1. A Steward or Officer may be removed from office for:

- a) failure to comply with his/her duties as outlined in the by-laws;
- b) unethical behavior;
- c) engaging in illegal activity;
- d) conviction of criminal activity

Section 2. A secret vote passed by two-thirds (2/3) of the eligible voting membership is necessary to remove an Officer or a Steward from his/her position under conditions set forth above in a, b, or c.

Section 3. In the event condition d should occur, the steward's or officer's role on behalf of the Association shall be terminated without a vote. The Executive Council will appoint a replacement for the balance of the term as soon as possible.

ARTICLE XIII. Referendum

Section 1. The membership may vote directly on issues through the use of the Referendum.

Section 2. The referendum may be called:

- a) By at least 20% of the total voting membership at the annual business meeting;
- b) By the Executive Council;
- c) By the President;
- d) By a petition signed by 20% of the Association voting members. The petition must state the specific issue to be voted on.

Section 3. The Referendum shall take place by secret ballot.

Section 4. The Referendum shall pass if approved by a two-thirds (2/3) of the eligible voting membership.

ARTICLE XIV. Merger or Dissolution

Section 1. No merger of the Association with any other organization, nor any dissolution of the Association shall be valid unless a Referendum vote of all eligible members of the Association approves such action by a two-thirds (2/3) vote in a secret ballot.

ARTICLE XV. Amendments

Section 1. This constitution may be amended, revised, or replaced by an affirmative vote.

Section 2. An amendment, revision, or replacement to the Constitution shall be adopted, by secret ballot, by an affirmative vote of two-thirds (2/3) of all eligible voting membership.

Section 3. Any changes approved shall take effect immediately.