

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

Article III
Objectives

The Librarians' Guild is dedicated to the highest standards of professional librarianship; the professional development of its members; gaining and defending excellent and fair working conditions and compensation through contracts, representation and legislation; and to advancing the objectives of the American Federation of State, County and Municipal Employees.

Article IV
Membership and Dues

Section 1. All professional librarians of the 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 2. Application for membership shall be made on a standard AFSCME application form, which directs the city to conduct payroll deduction of union dues.

Section 3. The membership dues of the local shall be one percent of the wages for permanent librarians paid over 24 pay periods or \$1.50 per pay period for substitute librarians.

Section 4. To the extent possible, membership dues shall be payable monthly through payroll deduction, bank draft, or similar system. Membership dues shall also be paid monthly in advance to the local secretary-treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall lose their good standing status and stand suspended. Any person who is paying full dues as outlined in Section 3 shall be considered in good standing.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages or by payment of a reinstatement fee of \$25.00 plus the current month's dues.

Article V Meetings

Section 1. Regular meetings shall be held once each month, 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 executive board, or by petition filed with the president and signed by 5% of the members of the local. Special meetings may also be called by the International President or his/her authorized representatives.

Article VI Officers, Nominations, and Elections

Section 1A. The officers of this local shall be a president, an executive vice-president, five vice-presidents, a recording secretary, two chief stewards (one representing rank-and-file and one representing supervisors), a secretary-treasurer, and three executive board members all elected by the membership. These fourteen officers shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to overlapping three-year terms of office. All other officers shall be elected for a term of two years, in even-numbered years, beginning in 2024. 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 the rank-and-file unit, one steward for each Branch Library Services (BLS) area; one for Central Library Services (CLS); and one for Engagement & Learning Division (E&L), Emerging Technologies Division (ETC) and any additional divisions combined. For the supervisory unit, one steward each for the Branch Library Services (BLS) East and West Valley areas combined; Hollywood and Western areas combined; Northeast and Central/Southern areas combined; and one for Central Library Services, Engagement & Learning Division (E&L), Emerging Technologies Division (ETC) and any additional divisions combined.

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. A nominating committee may be appointed by the executive board to make nominations. 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 conducted so as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice by mail 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 Appendix D, entitled Elections Code, of the International Union Constitution.

Section 7. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the 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 except election committees. The president may countersign all checks drawn against the funds of the local. The president shall report regularly to the membership regarding the 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 funds in place of either the president or the secretary-treasurer. The executive vice-president shall be compensated by an amount established by the executive board of the local union.

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

Section 3a. Vice-president of Health, Safety, and Welfare. The vice-president of health, safety, and welfare shall schedule and preside over the regular meetings of the Joint Labor Management Committee on Health and Safety. The vice-president of health, safety, and welfare shall report regularly at general membership meetings. The vice-president of health, safety, and welfare shall be compensated by an amount established by the executive board of the local union.

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 the constitution or as authorized by the membership or the executive board. The secretary 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 of 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. Executive Board Members at-Large. There shall be elected three executive board members. Their duties and responsibilities shall be as follows: one shall be the liaison to the Board of Library Commissioners and be responsible for attending library board meetings and reporting to membership on issues affecting membership; 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 Electronic Communications and Outreach, responsible for maintaining the Guild's digital presence. Additional duties and responsibilities may be assigned by the president with the approval of the executive board.

Section 7. Stewards. The duties of the stewards shall be to represent Los Angeles Public Library librarians in the grievance and disciplinary process, or any other workplace issues, and communicate with membership regarding union affairs. The duty of the chief stewards shall be to advise the stewards, represent Los Angeles Public Library librarians in the grievance and disciplinary process, or any other workplace issues, present grievance 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 finances of the local, including any benefit programs covering members of the local union, and shall report to the membership on the results of the 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 available 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. Any member of the local union executive board failing to attend three consecutive executive board meetings without a valid excuse shall automatically be removed from office.

Article VIII Miscellaneous Provisions

Section 1. This 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. Except to the extent specified in this constitution, no officer of the 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 union or by the executive board of the union.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

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

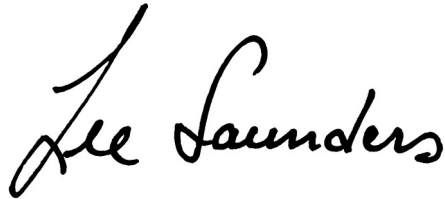
Section 5. Ratification of the Memorandum of Understanding shall be by vote of two-thirds of the members voting by mail. Balloting shall be conducted in accordance with the AFSCME Local Union Election Manual.

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 made at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, fifteen days' 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.

This constitution shall be reviewed at least every four years.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive style with a large, prominent initial "L".

LEE SAUNDERS
President

Approval date: April 22, 2024