

Constitution
for
Timberland Regional Library Employees
Local 3758

Article I
Name

The name of this organization shall be Timberland Regional Library Employees Local Number 3758 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO.

Article II
Affiliations

This local union shall be affiliated with Washington State Council of County and City Employees, Council #2 of the American Federation of State, County and Municipal Employees; the Washington State Labor Council, AFL-CIO; and the central labor councils of the AFL-CIO having jurisdiction wherein AFSCME Local 3758 members are employed.

Article III
Objectives

The objectives of this local union shall be to protect and advance the social and economic status of the member employees through collective bargaining and legislation in conformity with the objectives of WSCCCE Council #2 and AFSCME. The local shall promote an informed, engaged membership, and responsible disclosure of local and union business.

Article IV
Membership and Dues

Section 1. All employees of the Timberland Regional Library System in Washington State, 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 application form that includes a valid authorization for payroll deduction of dues.

Section 3. Members of locals affiliated with the state council shall pay monthly dues of 1.4% of their base salary with a minimum of \$15.05 and a maximum of \$47.85 effective January 1, 2009; and each January thereafter, the minimum shall be increased by 50% of the International Constitutional formula and the maximum shall be increased by 100% of the International Constitutional formula on January 1st of each year. This total amount of dues shall be forwarded from the employer to Council 2. The local shall receive the constitutionally specified rate for each employee affiliated with the local. The council shall pay from the Council 2 Trust Fund all constitutionally required affiliation fees for each member.

Section 4. To the extent possible, membership dues shall be payable monthly in advance to the local 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 stand suspended. Provided, however, that 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 deduction method, be considered in good standing.

Section 5. A member may be suspended for failure to pay dues. A member may be reinstated to membership in the local on payment of all past dues.

Article V Meetings

Section 1. Regular meetings of this local shall be held quarterly, at a time and place to be fixed by the membership or the local executive board. Adequate and proper notice shall be given the membership in writing and/or via the local's website prior to each meeting.

Section 2. Special meetings may be called by the local president, the local executive board, or by a petition filed with the president and signed by ten percent (10%) of the members of the local. Special meetings may also be called by the International President or his/her authorized representatives.

Section 3. The quorum for meetings of this local shall be 19 members in good standing.

Article VI Officers, Nominations and Elections

Section 1. The executive board shall consist of the officers and five county representatives. The officers shall be a president, a vice-president, a secretary and a treasurer; and shall be elected by the local membership, for terms of two years. President and treasurer will be elected in even-numbered years, beginning in 2014. Vice-president and secretary will be elected in odd-numbered years, beginning in 2015.

The five county representatives shall be: one (1) county representative from each county in the district. County representatives shall be an employee of a library in the county they represent at the time of his/her election. In the event that no member employed within a particular county can be found to accept the nomination for that county's representative, nominations shall be accepted from members employed outside that county. County representatives shall be elected by the local membership for a term of one year.

Section 1a. In addition, there shall be three (3) elected members who shall serve as trustees. The trustees shall be elected to staggered three-year terms of office.

Section 2. Nominations shall be made at the second quarterly 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 or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections for offices shall be held in May.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year at the time of election.

Section 4. Officers shall be elected by secret ballot-by-mail vote. Each member will have at least fifteen days to return their ballot in order to have it counted. If there is only one nominee per office, and that nominee has indicated he/she will accept the office, the

nominee shall be declared elected and a ballot-by-mail vote for that office shall not be required.

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 AFSCME International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Terms of office shall begin immediately following elections. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 8. Absentee ballots shall not be allowed for any vote.

Article VII Duties of Officers and Executive Board

Section 1. The president shall:

- a. preside at all meetings of the local union and of the executive board.
- b. be an ex-officio member of all local committees except election committees.
- c. be authorized to act as a co-signer of checks drawn against the funds of the local.
- d. appoint all local standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.

Section 2. The vice-president shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president or in the president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- c. upon approval by the local executive board, be authorized to act as a co-signer of checks drawn against the funds of the local.

Section 3. The recording secretary shall:

- a. keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. carry on the official correspondence of the local, except as the executive board may direct otherwise.
- c. upon approval by the local executive board, be authorized to act as a co-signer of checks drawn against the funds of the local.
- d. perform such other duties as the executive board may require.

Section 4. The treasurer shall:

- a. receive and receipt for all monies of the local union.

- b. deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the treasurer, except as otherwise provided herein.
- c. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. prepare and submit the monthly membership report to the International Union office 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.
- e. keep an accurate record of receipts and disbursements and shall, once each quarter, submit to the membership monthly operating statements of the financial transactions of the local for the previous quarter.
- f. act as custodian of all properties of the local union.
- g. give a surety bond for an amount to be fixed by the executive board of the local union, at the expense of the local union and through the International Union.
- h. 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.
- i. act as chair of the budget committee.

Section 5. The county representatives shall:

- a. act as primary contact between the local and members employed in that county.
- b. facilitate communication and act as a resource between the local and members employed in that county.
- c. regularly attend the executive board meetings.
- d. encourage members to participate in union activities such as local meetings, trainings, committees.
- e. be available to represent members as shop steward.

Section 6. The trustees shall:

- a. make or cause to be made at least annually an audit of the finances of the local.

Section 7. The executive board shall:

- a. be the governing body of the local union except when general meetings of the local union are in session.
- b. decide 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 regular or special meetings.
- c. meet at the call of the president or of a majority of the members of the board.

- d. report on all actions taken by the executive board to the membership at the next following meeting.
- e. prepare a local union budget for membership vote.
- f. have a majority of the members of the executive board present to meet the requirement for a quorum for executive board meetings.

**Article VIII
Miscellaneous Provisions**

Section 1. 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 (AFSCME).

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.

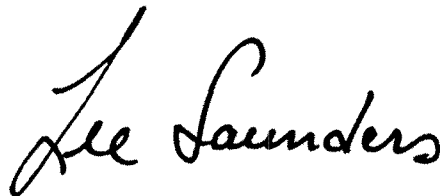
Section 3. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of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

Section 4. Disbursement from the local treasury outside the membership approved budget shall be approved by the executive board with subsequent approval by the membership.

**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 regular or special meetings of the local union. A vote shall be conducted by ballot-by-mail, with a written copy of the proposed amendment(s) included. Each member will have at least fifteen days to return their ballot in order to have it counted.

Approved by:



LEE SAUNDERS
President

Approval date: July 2, 2013



July 2, 2013

Lee Saunders
President

Laura Reyes
Secretary-Treasurer

Vice Presidents

Ken Allen
Portland, OR

Henry L. Bayer
Chicago, IL

Ken Deitz, RN
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Danny Donohue
Albany, NY

David R. Fillman
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Tallahassee, FL

Kelsie N. Raddas, President
AFSCME Local 3758
302 Second Street NE
Yelm, WA 98597

Dear Sister Raddas:

We have completed our review of the new Local 3758 Constitution, which was submitted by AFSCME Council 2 Director of Research Bill Dennis on your behalf. The constitution has been approved with the following exceptions and/or revisions:

1. Article I and Article IV, Section 1. We have revised these sections to reflect the local's current name and jurisdictional language.
2. Article II. We have revised this section to reflect the official name of Council 2 with which Local 3758 is affiliated.
3. Article IV, Section 3. For clarity, we have revised the submitted dues-rate language to accurately reflect wording provided by staff at Council 2.
4. Article IV, Section 4. The provision for payroll deduction of dues cannot be approved. Instead we retained the language from Appendix C and stated at the outset: "To the extent possible..." The local cannot deny membership to anyone who cannot pay dues by payroll deduction. Therefore the local must permit members to pay dues by cash. In addition, there may be a retiring officer who may wish to continue in office until the end of his/her elected term and payroll deduction would not be possible.
5. Article V, Section 3. The proposed quorum for meetings of ten members has not been approved as this figure is less than twice the size of the executive board. We have established a quorum of 19.
6. Article VI, Section 1. For clarity, we have added phrases to the new officer terms you submitted: "President and treasurer will be elected in even-numbered years, beginning in 2014. Vice-president and secretary will be elected in odd-numbered years, beginning in 2015."

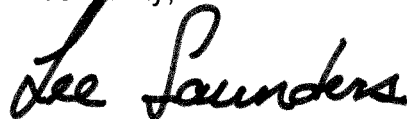
American Federation of State, County and Municipal Employees, AFL-CIO

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7. Article VII, Sections 2c and 3c. We modified these submitted amendments, retaining the necessary language from Appendix C regarding executive board authorization in specific circumstances.
8. Article VII, Section 4b. We have not approved the provision allowing a presidential designee to sign checks. Article VI, Section 2, of the *AFSCME Financial Standards Code* states that, "Withdrawals or checks drawn on any of the union's accounts must be signed by two officers (usually the president and the secretary-treasurer), as authorized by the constitution of the affiliate. The use of a substitute officer is permissible when one of the primary signatory officers is temporarily unavailable, providing the designation of the substitute office has been approved in advance by the officer and by the executive board of the affiliate, documented in the minutes, and provided the constitution of the affiliate permits such substitute signatures."
9. Article VII, Section 4d. We have retained necessary language from Appendix C regarding per capita tax and membership reporting. Though Council 2 may perform these functions on behalf of the local, it remains the local's responsibility to see that such reporting occurs.
10. Article VIII, Section 3. We have updated your reference to *Robert's Rules of Order* to comply with the current language in Appendix C.

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,



LEE SAUNDERS
President

LS/WW:ljw

Enclosures

cc: Lhisa J. Reish, Recording Secretary, AFSCME Local 3758
Chris Dugovich, President/Executive Director, AFSCME Council 2
Bill Dennis, Director of Research, AFSCME Council 2
Shelley Seeberg, Western Regional Director
Alan Lee, Assistant Western Regional Director
Tam Tocher, Area Field Services Director