



## MASSACHUSETTS LIBRARY STAFF ASSOCIATION



### MASSACHUSETTS LIBRARY STAFF ASSOCIATION LOCAL 4928, AFT Massachusetts, AFT, AFL-CIO

CONSTITUTION AND BY-LAWS June 2019

#### ARTICLE I. NAME

This organization shall be known as the Massachusetts Library Staff Association, Local 4928, AFT Massachusetts, AFT, AFL-CIO.

#### ARTICLE II. OBJECTIVES

**Section 1.** To bring all library employees into relationship of mutual assistance and cooperation.

Section 2. To obtain for all library employees the rights to which they are entitled.

Section 3. To raise the standards of the library profession by securing the conditions essential to the best professional service.

Section 4. To promote the welfare of those patrons who come within the sphere of activity of this organization by providing the best service possible.

Section 5. To promote and respect the civil rights of all persons and to advocate for equal access to library services for all persons regardless of race, color, creed, political belief, national origin, immigration status, age, sex or sexual preference, or gender expression.

Section 6. To advocate for and respect civil rights for all persons worldwide, and work to eliminate racism in all forms.

#### ARTICLE III. MEMBERSHIP

Section 1. Membership may include all professional, paraprofessional, secretarial personnel, custodians and other library related personnel, and former and retired members who wish to maintain their affiliation with the MLSA.

Section 2. No discrimination shall be shown toward members or applicants for membership because of race, color, creed, political belief, national origin, immigration status, age, sex or sexual preference, or gender expression.

Section 3. Any member who fails to pay his dues shall be notified by letter by the Treasurer. After a short grace period, his name shall be removed from the records of the national office. The member may be reinstated upon the payment of back dues.

Section 4. A member may be expelled for acts detrimental to the Association upon the presentation of written charges signed by at least one-fourth of the total membership of the Association and approved by at least three-fourths of the Executive Board. The entire membership shall be notified by letter of the impending action at least seven days prior to the action. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights by a two-thirds vote of the members present and voting.

Section 5. Employees in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered in their jurisdiction.

#### **ARTICLE IV. OFFICERS**

Section 1. The following officers will be elected biennially by the Association:

- a. President
- b. Vice- President
- c. Secretary
- d. Treasurer

Section 2. Membership in good standing in the Association for at least three months is required to hold office.

Section 3. Officers shall be elected by mail ballot - until such time as a secure electronic balloting system can be introduced and implemented to take the place of mail ballots - prior to the regular Annual membership meeting. Persons receiving the greatest number of votes shall be elected.

Section 4. Officers shall be installed at the regular Annual membership meeting or at a special meeting.

Section 5. Nominations for office shall be accepted thirty (30) days prior to the regular Annual membership meeting. Notice shall be provided to each member at least sixty (60) days prior to the meeting that nominations will be in order.

#### **ARTICLE V. DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Association and of the Executive Board. He or she shall be ex-officio member of all committees. He or she shall represent the Association when and where necessary and shall sign all necessary papers and documents. He or she shall make a report at least once a year at the Annual meeting to the Association.

Section 2. The duties of the Vice-President shall be:

- a. To perform all the duties of the President in the absence of that officer.
- b. To takes notes at any meeting at which the secretary is absent.

Section 3. The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the Association money from dues and all other sources.
- b. To keep the membership rolls and issue membership cards, receipts, and delinquent notices.
- c. To forward all per capita dues and current membership lists to the national office of the American Federation of Teachers and to other affiliated organizations to keep this Association in good standing at all times. Special care should be taken to insure that per capita tax through June 30 be sent to the national office no later than fifteen days prior to the opening date of the national convention to make sure that the delegates from this Association may be seated.
- d. To be chairperson of the Budget Committee.
- e. To present the budget to the Executive Board for discussion and approval at the Annual meeting.
- f. To present a written report to the Executive Board at its meetings and to all members at the annual meeting.
- g. To keep adequate records available at all times for the Executive Board and the Budget Committee.

- h. To pay all bills, retaining vouchers or invoices for the same.
- i. To assure that the Association's quarterly and annual taxes are filed with and paid to the Internal Revenue Service.
- j. To assure that the Association's annual reports to the Massachusetts Department of Labor Relations are filed.

Section 4. The Secretary shall issue all notices, shall answer all correspondence at the direction of the President and Executive Board, and shall report all correspondence to the President and the Executive Board. The Secretary shall be the custodian of the seal and charter of the Association. The Secretary shall record the minutes of the Executive Board and of the general membership meetings and shall notify members of meetings and special meetings.

#### **ARTICLE VI. COMMITTEES**

Section 1. The following committees may be active in this Association. In the absence of a standing committee, these duties will devolve to the Executive Board.

- a. Membership
- b. Budget
- c. Arbitration and Grievance
- d. Nominations-Election
- e. Collective Bargaining at each Chapter
- f. Scholarship
- g. Committee on Political Education (COPE)
- h. Financial Review

Section 2. The chairperson and members of each of the committees shall be appointed by the President.

#### **ARTICLE VII. DUTIES OF COMMITTEES**

Section 1. All committee duties devolve to Executive Board in absence of standing committees.

Section 2. It shall be the duty of the Membership Committee to investigate all applications for membership and to present them, with recommendations, at any meeting of the Local. The Membership Committee shall plan and execute a dynamic program to insure the growth and vitality of the Association.

Section 3. It shall be the duty of the Budget Committee to prepare a budget for adoption by the membership at the Annual member meeting, and to present an annual report to the membership in writing at the Annual member meeting.

Section 4. It shall be the duty of the Arbitration and Grievance Committee to receive all written grievances before the final step in the grievance procedure and to take appropriate action.

Section 5. It shall be the duty of the Nominations/Elections Committee to present a slate of officers to the membership at least thirty days before prior to the election. Members may nominate from the floor for any office or representative capacity. The slate with all additions shall be distributed to all members at least fifteen days before the election. This Committee shall be responsible for the conducting of elections as appropriate consistent with the provisions of Article X.

Section 6. It shall be the duty of the Collective Bargaining Committees at each MLSA bargaining unit to prepare and substantiate all collective bargaining proposals for their respective collective bargaining agreements.

Section 7. It shall be the duty of the Scholarship Committee to administer and award scholarships offered by the Massachusetts Library Staff Association, Local 4928, AFT Massachusetts, AFT, AFL-CIO.

Section 8. It shall be the duty of the Committee on Political Education (COPE) to raise funds for, and to oversee the political education activities of the Association.

Section 9. It shall be the duty of the Financial Review Committee to audit the books of the Association and the Treasurer's annual report in accordance with AFT guidelines.

#### **ARTICLE VIII. EXECUTIVE BOARD**

Section 1. The Executive Board of this Association shall consist of the following:

- a. All elected officers
- b. The Chapter Chair from each bargaining unit
- c. Chairmen of the Standing Committees

Section 2. The Executive Board shall administer the policy of the Association set by the membership at regular membership meetings. The Executive Board shall have the power to act for the good of the Association in the event action must be taken between its regularly scheduled meetings and in emergency situations where policy cannot be set by the membership.

Section 3. The chairperson of the Executive Board shall be the President of the Association.

Section 4. The time and place of the Executive Board meetings shall be set by the Executive Board and shall be announced at the previous membership meetings.

Section 5. The Executive Board shall have the power to employ all personnel including officers, clerical help and other persons as may be determined by the needs and finances of the Association.

Section 6. The Executive Board shall report its activities at each regular membership meeting.

Section 7. Executive board quorum will consist of a minimum of three members of the eboard.

#### **Section 8. Chapter Chair Duties**

Each MLSA chapter shall elect or appoint (at minimum) a Chapter Chair with the following responsibilities (which may be delegated as necessary):

- a. Identify and contact new hires and provide union welcome packet: to include 'Membership Application and Dues Authorization Form' and other locally determined relevant material such as current contract, union benefits, etc.
- b. Collect AFT-MA/MLSA official 'Membership Application and Dues Authorization Form' from new hires: forward to MLSA treasurer and appropriate municipal department(s) in a timely manner.
- c. Establish and/or maintain a list of all members of the bargaining unit and non-members covered by the contract.
- d. Verify that each member's dues are properly deducted from their paycheck and contributed to the local.
- e. Verify that each non-member's agency fees are properly deducted from their paycheck and contributed to the local, as long as agency fee payers shall be required to contribute to the union under federal law.
- f. Verify that the dues of retirees and former members who choose to remain affiliated with the MLSA are properly collected and contributed to the local.
- g. Update member lists as necessary and forward all retirements, resignations, changes in positions and hours worked to MLSA Treasurer and appropriate municipal department.
- h. Communicate yearly dues changes to appropriate municipal department.

- i. Notify MLSA treasurer and president - and appropriate municipal department(s) - of changes in local officers.
- j. Collaborate with AFT-MA Field representative to represent members in contractual issues, grievances, and arbitrations.
- k. Cooperate with Collective Bargaining Committee during contract negotiations.
- l. Forward all communications from the MLSA EBoard to members as requested.

Section 9. MLSA chapters may elect or appoint any additional officers or committees they should see fit, such as:

- a. President
- b. Vice-President
- c. Secretary
- d. Collective Bargaining Committee
- e. Grievance Committee
- f. Healthcare Committee

#### **ARTICLE IX. AFFILIATIONS**

Section 1. This Association shall maintain affiliation with and whenever possible send delegates to the following organizations:

- a. The American Federation of Teachers.
- b. All delegates and alternates to the national convention of the American Federation of Teachers and AFT Massachusetts shall be elected by a majority vote at the annual membership meeting. The President and Secretary shall certify the election and forward the credentials of all elected

delegates and alternates to the national office as soon as possible but no later than fifteen days prior to the opening date of the convention. The Association must send the list of certified delegates by registered or certified mail. The delegates shall confer with the Treasurer to make sure that the per capita dues for June have been sent to the national office at least fifteen days before the convening of the national convention. The election of delegates and alternates to the national and State convention shall be conducted according to Article X of this Constitution.

- c. AFL-CIO of Massachusetts. Delegates shall be appointed by the Executive Board.
- d. All affiliated Central Labor Councils. Delegates shall be appointed by the Executive Board.

Section 2. All delegates shall make reports to the Executive Board on all meetings attended.

Section 3. The Association to the best of its ability shall be active in affairs of affiliated organizations.

Section 4. Delegates to affiliated organizations shall meet the same requirements as those set for officers of this Association.

Section 5. Every reasonable effort shall be made by this Association to pay legitimate expenses of delegates to meetings and conventions of affiliated organizations.

#### **ARTICLE X. ELECTIONS**

Section 1. The election of all Association officers shall be by mail ballot until such time as a secure electronic balloting system can be introduced and implemented to take the place of mail ballots.

Section 2. Nominations for office shall be made biennially no later than thirty (30) days prior to the annual Fall membership meeting.

Section 3. The election of all Association officers shall be conducted biennially during the annual Fall meeting.

Section 4. All Association officers shall be installed at the Annual membership meeting or at a special meeting held for this purpose.

Section 5. All vacancies in elective office, other than that of President, shall be filled by members appointed by the Executive Board subject to the approval of the regular membership at the following regular membership meeting. Any member or officer who fails to carry out the duties of office or who is not present for three consecutive meetings without notifying the President may be removed.

Section 6. All elections within the Association must adhere to the following regulations:

- a. Members of the Association must be given an opportunity to nominate candidates.
- b. Each member must receive notification of the election at least fifteen (15) days prior to the election.
- c. The election must be conducted by mail ballot until such time as a secure electronic balloting system can be introduced and implemented to take the place of mail ballots.
- d. All members in good standing may run for office and cast a ballot.
- e. The results of the election must be published and the ballots kept for one year.
- f. The Nominations-Elections Committee shall have the duty of conducting elections and at all times shall consider the convenience of the members.

#### **ARTICLE XI. MEETINGS**

Section 1. Regular membership meetings shall be held at a time and place to be determined annually by the Executive Board.

Section 2. The Fall member meeting shall be the Annual meeting unless the Executive Board votes to change the date of the Annual meeting. In that case, members will be notified of the date of the Annual meeting at least two months prior to the date.

Section 3. The Executive Board shall meet prior to each regular meeting.

Section 4. A special meeting may be called by the President with the approval of the Executive Board. A special meeting shall be called by the President upon receipt of a written request for such a meeting signed by fifteen members of the Association. All members shall be given written notice at least two days prior to any special meeting.

Section 5. A quorum shall consist of members present at the meeting.

Section 6. If there is no elective presiding officer present, the membership may elect a chairperson.

#### **ARTICLE XII. FINANCES**

Section 1. The dues of the Association shall not exceed the sum of the per capita dues paid to the AFT Massachusetts, AFT, AFL-CIO of MA, all affiliated Central Labor Councils, and AFT insurance plus:

.15% of Step III of Library Assistant, Category City of Cambridge

Section 2. The President with the approval of the Executive Board may direct the expenditure of such sums as necessary for the good of the membership.

Section 3. Bills presented to the Treasurer for payment must bear the signature of the member incurring the expense and may be reviewed by the president.

Section 4. This Association shall annually set aside a sum of money to be awarded as a scholarship to be called the "George Hallissey Memorial Scholarship." The amount of the award and the conditions of the scholarship shall be decided by the Executive Board, with the guidance of the Scholarship Committee.

**ARTICLE XIII. RULES OF ORDER**

Section 1. Robert's Rules of Order, Revised, shall govern all cases not covered by this constitution or the bylaws of the Association.

**ARTICLE XIV. AMENDMENTS TO THE CONSTITUTION**

Section 1. This Constitution and the by-laws thereof may be changed or amended at any regular meeting of the Association by a two-thirds vote of the members present, provided that the proposed amendment has been read to the members at the regular meeting immediately preceding, or provided that a copy of the proposed amendment has been presented to all members at least fifteen (15) days before the vote on the amendment is taken.

**ARTICLE XV. AVAILABILITY OF THE CONSTITUTION**

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the national office of the American Federation of Teachers and the AFT-MA.

Section 2. Copies of this Constitution shall be made available to affiliated organizations upon request.

Section 3. Copies of this Constitution shall be available for any member upon request to the Secretary.

Section 4. Each Chapter Chairperson shall be given a copy of this Constitution.

**ARTICLE XVI. RATIFICATION OF CONTRACT**

Section 1. The vote on the ratification of a proposed contract shall be taken by the members of the Bargaining Unit covered by the proposed agreement at a meeting called for the purpose of voting on ratification.

a. Five days' notice shall be provided to those who will be eligible to vote on ratification as to the time and the place of the meeting.

b. Written summaries of the terms and conditions of any tentative agreement shall be available at such ratification meeting.

Section 2. A report shall be made to the membership concerning the aforementioned contract provisions and/or changes, etc., at the next regular membership meeting.

**ARTICLE XVII. ORDER OF BUSINESS AT REGULAR MEETING**

- a. Call to Order
- b. Minutes of Previous Meeting
- c. President's Report
- d. Treasurer's Report
- e. Vice-President's Report
- f. Other Reports.
- g. Communications

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- h. Old Business
- i. New Business
- j. Announcements and Events
- k. Set next meeting date
- l. Adjournment