

Constitution

for

Library of Congress Employees

Local 2477

Preamble

For the purpose of promoting unity in all matters affecting the mutual interest of federal government employees and for the protection of employee rights we, as members of the Library of Congress Employees, Local 2477 adopt this constitution.

Article I Name and Headquarters

The name of this organization shall be known as the Library of Congress Employees, Local Number 2477 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, headquartered at the Library of Congress, 101 Independence Avenue, S.E., Washington, D.C.

Article II Affiliation

This local shall be affiliated with the Capital Area Council of Federal Employees Council Number 26 of AFSCME; the Maryland State and D.C. AFL-CIO; and the Metropolitan Washington Council, AFL-CIO.

Article III Objectives

Section 1. The objectives of Local 2477 shall be to protect and defend workers' rights with integrity and resolve by ensuring fair and equitable treatment for all bargaining unit employees.

Section 2. The local shall also carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

Article IV Membership and Dues

Section 1. All persons generally employed by the Library of Congress, Washington, D.C., in the following service units: U.S. Copyright Office, Law Library, Library Services, National and International Outreach, and offices of the Chief Operating Officer, 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. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current bi-weekly dues.

- a) The bi-weekly dues for members shall be sixty-five hundredths of one percent (.65%) of each member's gross annual salary, but not less than the minimum dues amount required by the Capital Area Council of Federal Employees Council 26 or by the International Union.

- b) Any member who is four (4) pay periods in arrearage shall stand suspended.
- c) A member suspended under the above section may be reinstated to a member in good standing in the local on payment of all arrearages plus current dues.

Section 3. A member in good standing is entitled to a voice in shaping of policy, to run for any elected office, to vote in membership meetings, and to participate in union committees and projects.

Section 4. Honorary membership may be conferred by the local, but such honorary members shall have no right to vote, or hold any elected office in this local.

Section 5. Ultimate authority for the actions and activities of this local rests with the membership.

Article V Meetings

Section 1. Regular membership meetings of the local shall be held on a quarterly basis (four times a year), at a time and place selected by the executive board. At least fifteen (15) days' advance notice shall be given to the membership prior to the meeting. Notice shall include:

- a) Date/time/location of meeting;
- b) Topics to be discussed; and/or
- c) A theme for the meeting or name of guest speaker.

Section 2. Special meetings may be called, when necessary, with two (2) business days' notice to the members as to the purpose, either by the president, or upon written petition signed by not less than 10 percent of the members in good standing or twenty-five (25) members in good standing, whichever is less. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. A quorum shall consist of not less than twenty-five members in good standing. A quorum of any committee including the executive board, shall consist of a majority of members thereof.

Article VI Officers

Section 1. The following officers of this local shall be elected:

- a) President, 1st vice-president, 2nd vice-president, treasurer, secretary, sergeant-at-arms, four (4) members-at-large and chief steward. These officers only shall constitute the executive board.
- b) A total of three (3) trustees shall be elected in accordance with Article VII of this constitution. The terms of office shall be three (3) years, except that in the initial elections, one shall be elected for one (1) year term, one for a two (2) year term, and one for a three (3) year term.
- c) Trustees are not members of the executive board.

Section 2. Delegates and/or alternates to the International Convention or to council conventions or meetings shall be elected at a membership meeting. Delegates and/or alternates for other organizations to which this local subscribes shall be appointed by the president of the local.

Section 3. No person shall hold an elected or appointed office in Local 2477 unless he/she is a member in good standing for at least one (1) year immediately preceding the election.

Section 4. All duly elected officers shall serve a term of two (2) years, unless there is a vacancy of an individual office sooner than the expired term, at which time the executive board shall vote to fill the unexpired term.

Article VII Elections

Section 1. To be eligible for election, a nominee must be a member in good standing of Local 2477 at least one (1) year immediately preceding the election and be employed within the jurisdiction of this local union.

Section 2. An Election Committee shall be appointed by the local president. The Election Committee shall be established and chaired by a representative of Council 26, and shall have general responsibility for the conduct of the election in accordance with this constitution and the constitution of the International Union. 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. Any challenge concerning the eligibility of any nominee shall be referred to the Election Committee for decision and the decision shall be reported to the council. The Election Committee shall also report, as expeditiously as possible, the results of the balloting, together with recommendations regarding any protests which have been lodged regarding the conduct of the election.

- a) All regular elections shall be held in the month of October in each even-numbered year beginning in 2016, and an Election Committee shall be in place by September 1 of each said year.
- b) The Election Committee shall be made up of not more than five (5) members, including the Chair of the Committee.
- c) No member of the Election Committee may be a candidate for office.
- d) The terms of office for officers are set forth by this constitution and shall not exceed two (2) years.

Section 3. Not less than fifteen (15) days postmarked prior to the holding of nominations for local offices, a notice of the nominations and elections shall be mailed to each member at the member's last known address.

Section 4. Nominations may be made at a special membership meeting conducted by the Election Committee or from the floor by any member in good standing. Those nominated shall be afforded the opportunity to decline and the name of any nominee who declines shall not appear on the ballot.

- a) Write-in votes shall not be valid for any purpose.

Section 5. Elections may be conducted by voting, as provided in this constitution. In any case where there is only one nominee for office, such nominee shall be declared elected. In all other cases, election shall be by secret ballot. All local members shall be afforded the opportunity to vote at any of the facilities of the Library of Congress, specifically the Culpepper, Landover, James Madison Building and the Taylor Street Annex, between the set hours of 10:00 a.m. and 2:00 p.m.

Section 6. Any candidate whose name is to appear on the ballot shall have the right to have present an official observer of the candidate's own choosing, who must be a member of the Federation, in all places where ballots bearing the candidate's name are to be cast

or counted. A candidate may not serve as his/her own observer or as an observer for any other candidate during the period when voting is actually taking place.

Section 7. Upon completion of the voting, the ballots shall be tabulated and the candidate for each office receiving a majority of the votes cast for that office shall be declared elected.

- a) Those elected shall be installed in office immediately upon the body's acceptance of the Election Committee's general report on the election, at which time the names, addresses and terms of office of the newly elected officers shall be submitted to the International Secretary-Treasurer so that credential cards may be issued in accordance with the provisions of Article IX, sections 18 and 23, of the International Constitution.
- b) The pre-election incumbents shall remain in office until new officers are installed.

Section 8. All election records, including ballots, shall be retained by the secretary of the local for at least one (1) year after the election.

Article VIII Duties of Officers and Executive Board

Section 1. The president shall:

- a) Be the chief executive officer of this local and shall preside at meetings of the local union and executive board.
- b) Be a member of all committees except election committee and shall make appointments to such committees as prescribed by the local and/or the executive board in compliance with this constitution.
- c) Represent the local in matters affecting the welfare of the local.
- d) Countersign all checks drawn against the funds of this local.
- e) Report periodically to the membership regarding the progress and standing of the local union as well as regarding the president's official acts.
- f) Work in conjunction with the 1st vice-president and the 2nd vice-president to keep them formally aware of the operations of the local.

Section 2. The 1st vice-president shall:

- a) Assist the president in the performance of his/her duties. Perform the duties of the president when the president is absent, unable to serve or when the office of the president becomes vacant.
- b) Be responsible for the MAT/Organizing Committee, which shall be considered one of three (3) standing committees.
- c) Upon approval by the executive board, be authorized to countersign all checks drawn on the local funds in place of either the president or the treasurer.

Section 3. The 2nd vice-president shall:

- a) Assist the president in the performance of his/her duties. Perform the duties of the president when the president and 1st vice-president are absent, unable to serve, or when the offices of the president and 1st vice-president are vacant.

- b) Assume all responsibilities of the 1st vice-president in his/her absence or in the event the office becomes vacant. In the event the 2nd vice-president moves into the office of the 1st vice-president, the executive board shall appoint a replacement to serve as 2nd vice-president for the remainder of the unexpired term.
- c) Be responsible for coordinating efforts in setting up and monitoring the local newsletter, which shall be considered one of three (3) standing committees.
- d) Be responsible for all ad-hoc committees not specifically delegated.
- e) Lead delegates to inter-union conferences, meetings or discussions.

Section 4. The secretary shall:

- a) Keep a complete record of the minutes of membership meetings and all executive board meetings.
- b) Carry on the official correspondence of the local, except as the executive board may direct otherwise.
- c) Keep monthly records of all members of the local and work with Human Resources (H.R.) to assure the roll is current.
- d) Keep an official copy of the constitution of the local, Robert's Rules of Order Newly Revised, a copy of the collective bargaining agreement contract and current newsletters.
- e) Send out notices of meetings when required.
- f) Perform such other duties as the executive board may require.

Section 5. The treasurer shall:

- a) Receive and receipt all monies of Local 2477.
- b) Deposit all money so received in the name of the local into a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by any two (2) of the following officers: president, 1st vice-president or treasurer.
- c) Countersign all checks drawn against the funds of the local.
- d) Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- e) Familiarize himself/herself with duties as specified by the International Union.
- f) 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.
- g) Review and revise the monthly membership report to the executive board and Council 26, and make regular reports to Council 26 – furnishing names and addresses of new members, and names and addresses of members dropped.
- h) Keep records of all financial transactions of this local.
- i) Make a financial report at the regularly scheduled membership meetings.

- j) Make any financial report that is deemed necessary to the executive board at any scheduled executive board meeting.
- k) Act as custodian of all properties of Local 2477.
- l) Be responsible for filing any surety bond reports to the International Union, as well as any forms required by the Federal Government.

Section 6. The sergeant-at-arms shall:

- a) Provide, organize and prepare all meetings of Local 2477 with regard to all technical aspects.
- b) Assist the secretary in the calling of a local membership meeting.
- c) Aid the president in keeping order during the meetings.
- d) Perform all duties conveyed to him/her by the executive board complying with his/her regular duties.

Section 7. The members-at-large shall:

- a) Vote on all matters deemed necessary by the executive board.
- b) Be responsible for chairing at least one ad-hoc committee.
- c) Perform such duties as deemed necessary by the president.

Section 8. The trustees shall:

- a) Make or cause to be made, at least annually, an audit of the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of this local.
- b) Report to the membership on the results of such audit.

Section 9. The chief steward shall:

- a) Be charged with assigning cases to stewards, maintaining the official union files on grievances, adverse actions, et al.
- b) Chair the steward committee, which shall be considered one of three (3) standing committees.
- c) Be responsible for recommending to the executive board a steward training program for all stewards.
- d) Be responsible for a monthly report to the executive board on the status of pending grievances and/or any concerns of this local.
- e) Make recommendations to the executive board on any matter that might have to be processed through the arbitration procedures.

Section 10. The executive board shall:

- a) Be the governing body of the local union except when meetings of Local 2477 are in session. 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.
- b) Meet at the call of the president or of a majority of the members of the board.

- c) Make a report on all actions of the executive board at the regularly scheduled membership meetings.
- d) Require a majority of the members of the executive board a quorum.
- e) Set the agenda for membership meetings, approve the establishment of special committees, initiate and carry out the publication of a newsletter, and authorize expenditures of up to \$500.00, except that the payment of fees incurred as a result of arbitration proceedings recommended by the executive board shall be considered authorized by enabling motion.

Article IX Stewards

Section 1. The stewards shall:

- a) Be recommended from the bargaining unit within the Library of Congress by the chief steward.
- b) Be appointed by the executive board.
- c) Be members in good standing in order to be appointed.

Section 2. Stewards shall function as employee representatives in complaints, grievances, adverse actions and hearings; and shall comprise the communication network of the local.

Section 3. When a vacancy in a steward position occurs, the executive board shall be empowered, upon the recommendation of the chief steward, to appoint a replacement.

Section 4. The stewards shall elect one (1) other of their number who shall be known as the deputy chief steward to perform duties as assigned to him/her by the chief steward and shall assist in the maintenance of the steward structure.

- a) The deputy chief steward shall assume all responsibilities of the chief steward in his/her absence or in the event the office becomes vacant, prior to the election of a new chief steward.
- b) In the event that both the chief steward and the deputy chief steward become unable to hold office, the executive board shall appoint a replacement from within the steward structure to serve as chief steward for the remainder of the unexpired term.

Article X Vacancies

Section 1. An office shall be deemed to be vacant when the individual who has been filling the office resigns, dies, is transferred out of the bargaining unit, is recalled from office or leaves the employment of the Library of Congress.

Section 2. An office may also be deemed vacant when an officer has been removed for three or more consecutive unexcused absences from membership or executive board meetings.

Section 3. Should the office of the president become vacant, the 1st vice-president automatically accedes to the presidency.

Section 4. Vacancies in office, unless otherwise specified, shall be filled by recommendation of the president or any member in good standing for the remainder of the unexpired term, with final decision by vote of the executive board.

Article XI Judicial Procedure

All offenses, trials, penalties and appeals shall be accomplished in compliance and not be inconsistent with the AFSCME International Constitution.

Article XII Amendments

The constitution of this local may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting, provided that the amendment to be voted on has been presented in writing so that the members may read it, at the preceding regular meeting of the local, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. Amendments shall take effect only upon written approval of the International President.


Article XIII 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.

Section 2. Except to the extent specified in this constitution, no officer of Local 2477 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.

Approved by:



LEE SAUNDERS
President

Approval date: February 19, 2016

(Jurisdiction Changed Effective: 10/1/2016)