

WORTHINGTON PUBLIC LIBRARIES UNITED
CONSTITUTION AND BYLAWS

Current as of 12/05/2024

ARTICLE I - NAME

This organization shall be known as Worthington Public Libraries United, OFT, AFT, AFL-CIO.

ARTICLE II – OBJECTIVES

The purpose of this organization shall be:

Section 1. To secure and maintain full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.

Section 2. To advance the economic, social, and political well-being of the membership.

Section 3. To promote the improvement of employment standards of the membership.

Section 4. To raise the standards of library worker professions by securing the conditions essential to the best professional service.

Section 5. To encourage mutual understanding and cooperation among the membership.

Section 6. To promote the interests of the community served by the membership.

Section 7. To promote the effectiveness and quality of the Worthington Libraries.

Section 8. To promote democracy, equality, and trade unionism at Worthington Libraries and in society at large.

ARTICLE III - MEMBERSHIP

Section 1. All Trainers, Circulation Assistants and Aides, Communication Specialists, Graphic Designers, Programming Specialists, Volunteer Coordinators, Web Developers, School (Homework) Help Center Associates, Librarians, Library Associates, Technical Services Aides, Catalogers, and Technical Services Assistants and Specialists of Worthington Libraries who are not supervisors or managers are eligible for membership in this organization.

Section 2. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 3. Discipline of members.

- a. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

- b. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.
- c. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- d. At a disciplinary hearing, the accused member shall have the right to be represented by a person of their choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse themselves from the vote.
- e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Section 4. A full member shall be any bargaining unit member who makes the equivalent or higher of a full time Library Associate at the minimum of the pay grade. A one-half member shall be any bargaining unit member who pays a one-half per capita tax to the AFT. A one-quarter member shall be any bargaining unit member who pays a one-quarter per capita tax to the AFT. All members shall have equal status and rights, including to hold office and vote, under this Constitution.

Section 5. A member in good standing is defined as a member who is current in payment of dues, as defined in Article X, to the organization. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

Section 6. Associate members:

- a. shall be subject to the approval of the Executive Board;
- b. shall not be entitled to vote, hold office, or serve on committees;
- c. shall be persons not eligible for full membership in any other AFT local affiliate.

Section 7. The Executive Board shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV - ELECTION OF OFFICERS

Section 1. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 2. Officers and representatives shall be elected in April every three years. Terms of office shall be three years. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Lead Building Representative

Section 3. To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

Section 4. The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Board. The Elections Committee shall elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the President and approved by the Executive Board.

Section 5. Thirty (30) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home address and be sent out via email to each member's personal email address.

Section 6. The nomination of candidates for office shall be conducted as follows:

- a. To be nominated a candidate must either be nominated by a member and accept the nomination or self-nominate. Nominations must be submitted to the Elections Committee no later than ten (10) days following the notice of the opening of nominations. Nominations shall be sent to the Elections Committee.
- b. Nominations may also be made from the floor at the membership meeting immediately prior to the nomination period, if such a meeting were to occur.
- c. Members nominated to run for office must affirmatively accept their nomination.
- d. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 7. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices. This may be done by sending a notice to each member's home address, personal email address, work mailbox, or posting it on the Union's bulletin board.

Section 8. The Elections Committee shall conduct an election for officers and representatives in April. The vote shall be by secret ballot, which may be done by electronic means and with the assistance of the Ohio Federation of Teachers. The voting period must be at least twenty-four

(24) hours. For officer positions for which only one (1) nomination is received an election shall not be required and the single nominee shall be elected. For building representatives for which only three (3) nominations are received at a branch an election shall not be required and the nominees shall be elected. Otherwise for officers, the majority of the ballots cast shall determine the outcome of the election. For Building Representatives, each member may vote for up to three candidates and the top three (3) vote getters at each branch will be elected.

Section 9. In the absence of a majority for Officer election, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

Section 10. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

Section 11. The election results will be published and distributed to the membership within thirty (30) days of the count. All election materials, including the ballots, will be kept in a secure location(s), which may be electronic, for one (1) year.

Section 12. Successful candidates shall assume office within thirty (30) days of the conclusion of the election or at the next membership meeting.

Section 13. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

Section 14. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

ARTICLE V – ELECTION OF BUILDING REPRESENTATIVES

Section 1. All building representatives will be elected by a vote of the membership who are assigned to work at their building/library branch.

Section 2. Northwest and Worthington Park will elect up to 3 Building Representatives. Old Worthington will elect up to 5 Building Representatives.

Section 3. Elections for building representatives will occur at the same time and in the same manner as Article IV.

Section 4. Removal of a building representative will occur only if the Executive Board determines that the representative is failing to fulfill the duties as listed in this Constitution. The President will recommend removal to the Executive Council. A vote will be held at the next

scheduled Executive Board meeting following the presentation of the recommendation. A majority vote will be required to remove the building representative.

ARTICLE VI - DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1. The President shall:

- a. be the presiding officer at all meetings of the membership and the Executive Board;
- b. be an ex-officio member of all standing committees except the Elections and Grievance Committees;
- c. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections and Grievance Committees;
- d. be the principal executive officer of the organization;
- e. receive, report and respond to correspondence of the organization;
- f. supervise all employees of the organization;
- g. be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- h. represent the organization before bodies of the employer, executive and legislative officials;
- i. represent the organization before the public, community organizations, and the news media;
- j. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- k. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l. make an annual report to the organization's membership;
- m. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution; and
- n. serve as a member of the Bargaining Committee and serve as the Lead Negotiator.

Section 2. The Vice President shall:

- a. assume the duties of the President in the event of the absence, illness, or death of the President;
- b. oversee the work of and receive regular reports from the Organizing and Leadership Development Committees;
- c. perform other duties as delegated by the President or assigned by the Executive Board;
- d. co-sign financial instruments in the absence of the President or Treasurer; and
- e. serve as a member of the Bargaining Committee.

Section 3. The Secretary shall:

- a. maintain the non-financial files and records of the organization;
- b. be the custodian of the seal and charter of the organization;
- c. record and keep accurate minutes of meetings of the membership and the Executive Board;

- d. assist the President in handling the correspondence of the organization;
- e. oversee the work of, and receive and certify the reports of, the Elections Committee;
- f. perform other duties as delegated by the President, or assigned by the Executive Board;
- g. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act;
- h. where appropriate, a local may merge the offices and duties of the Secretary and Treasurer; and
- i. serve as a member of the Bargaining Committee.

Section 4. The Treasurer shall:

- a. receive, record and deposit all dues monies and other income in the name of the organization;
- b. maintain accurate membership records;
- c. issue membership cards and notices of delinquency;
- d. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- e. maintain all financial records of the organization;
- f. arrange for an independent audit or review of the finances of the organization annually and make same available to the Executive Board and membership;
- g. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- h. oversee the work of and receive reports from the Finance Committee;
- i. perform other duties as delegated by the President or assigned by the Executive Board;
- j. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT;
- k. where appropriate a local may merge the offices and duties of the Secretary and Treasurer; and
- l. serve as a member of the Bargaining Committee.

Section 5. The Lead Building Representative shall:

- a. serve as the Chair of the Grievance Committee;
- b. organize the building representatives and aide them in the handling of grievances and disciplinary issues;
- c. hold meetings of the Grievance Committee and building representatives as necessary;
- d. report branch level issues including grievances and disciplines to the Executive Board;
- e. keep track of grievance and discipline timelines and ensure that they are met;
- f. organize and store all grievance and disciplinary related documents in a secure location, which may be at the OFT office;
- g. ensure that all building representatives are adequately trained on the duties of their position;
- h. have the duties of a Building Representative; and

- i. serve as a member of the Bargaining Committee.

Section 6. All officers elected by the general membership of the organization shall serve as members of the Executive Board

Section 7. Building Representatives shall:

- a. disseminate all local, state, or national publications to members, and when appropriate, other library employees through the proper established procedures in each building;
- b. call and conduct meetings in the building/branch for members when necessary;
- c. make themselves available to assist members when necessary;
- d. keep in contact with the Lead Building Representative;
- e. represent WPLU in building operations and committees when necessary;
- f. be a member of the Grievance Committee;
- g. handle building level grievances;
- h. attend Grievance Committee and meetings with the Lead Building Representative as necessary; and
- i. have other duties assigned when necessary by the President and Executive Council.

ARTICLE VII - EXECUTIVE BOARD

Section 1. The Executive Board shall meet monthly, or at the call of the President, or at the call of two (2) or more of its members, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be one-half of its members.

Section 2. The Executive Board shall determine the agenda for all Membership Meetings.

Section 3. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 4. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.

Section 5. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership. The Executive Board shall have the power to make the final determination on whether to arbitrate a grievance.

Section 6. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections and Grievance Committees, and receive regular reports from such committees.

Section 7. The Executive Board shall be responsible for adherence to and enforcement of the

Constitution and By-Laws of the organization.

Section 8. The Executive Board shall issue regular reports, including an annual report, to the membership.

Section 9. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.

ARTICLE VIII - COMMITTEES

Section 1. The standing committees of the organization shall be:

- a. Elections
- b. Grievance
- c. Political Education
- d. Professional Development
- e. Communications
- f. Healthcare and ADA

Section 2. The Executive Board, either on its own initiative, or at the direction of the Membership Meeting, may establish special committees.

Section 3. The President, with the approval of the Executive Board, shall appoint all committee chairs and committee members except as otherwise designated in this Constitution.

Section 4. Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

Section 5. The Elections Committee shall conduct and supervise all elections of the organization.

Section 6. The Grievance Committee shall be made up of the Building Representatives and work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for assisting in the processing of grievances and disputes beyond the immediate work location. If a grievant desires to take a grievance to arbitration, it will notify the Chair of the Grievance Committee within three (3) days of the level 3 determination. The Chair will take the grievance to the Executive Board and the Executive Board shall evaluate the grievance and make the final determination on whether to arbitrate. The Executive Board shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance Committee shall follow this policy.

Section 7. The Committee on Political Education shall secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the Executive Board; educate members on the issues of importance to the organization, its membership and clients; and develop programs to promote

voter registration and to support the election of candidates who support the interests of the organization, its membership and the people they serve. The Committee shall also be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.

Section 8. The Professional Development Committee shall identify the professional and work-related educational and training needs of the membership and develop programs and activities that meet said needs, taking into consideration the resources of the state and national affiliates. The Committee shall also conduct activities that promote the social well-being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.

Section 9. The Communications Committee shall design, produce and distribute a regular communication to the membership; a regular bulletin for officers and committee chairs; and other material for the organization as necessary.

Section 10. The Healthcare and ADA Committee shall identify and study the healthcare needs of the membership and develop the knowledge to help members to reduce the cost of healthcare, including helping members to sign up for affordable health insurance through the Affordable Care Act or other such laws. The Committee shall also study the best practices and requirements of the Americans with Disabilities Act and assist members in conjunction with the building representatives in obtaining reasonable accommodations.

ARTICLE IX – BARGAINING COMMITTEE AND RATIFICATION

Section 1. The President shall serve as a member of and the lead negotiator for the Bargaining Committee.

Section 2. The Bargaining Committee shall be composed of the officers. Additional volunteers may assist.

Section 3. A tentative agreement presented to the members will be ratified if a simple majority of members in good standing vote in favor of ratification of the tentative agreement.

ARTICLE IX - MEMBERSHIP MEETINGS

Section 1. The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization.

Section 2. The Membership Meeting shall meet quarterly at a predetermined time and place, or more or less often as approved by the majority vote of assembled members in the regularly

constituted Membership Meeting.

Section 3. Quorum for the Membership Meeting shall be ten percent (10%) of total membership of the organization.

Section 4. Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

ARTICLE X - REVENUES

Section 1. The dues of this organization shall be \$13 per month for a full member, \$11 per month for a one-half member, and \$5.01 per month for a one-quarter member, plus the prevailing per capita amounts for the AFT, OFT, and AFL-CIO local and state affiliates, and insurance premiums. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

ARTICLE XI - AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, Worthington Public Libraries United will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
- b. The Ohio Federation of Teachers, AFL-CIO. Whenever possible, the union will send delegates to the OFT's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.
- c. The Ohio Federation of Labor.
- d. The Central Ohio Labor Council of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE XII - RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XIII - AMENDMENT

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

Section 2. The membership shall vote on all amendments to the Constitution, and may do so through an electronic or physical/manual secret ballot election and with the assistance of the OFT. If voting on a proposed amendment is done manually it shall begin immediately after the end of membership meeting and voting shall run for seventy-two (72) hours. If voting is done electronically then electronic ballots will be sent out within twenty-four hours of the meeting and voting shall run for seventy-two (72) hours from when the ballots are sent out. The Elections Committee will tally the ballot and notify Members of the results. To pass, at least forty percent (40%) of members must vote and the Amendment must be approved by two-thirds (2/3) of the members that vote.

- a. In the alternative, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article IX, Section 4.
- b. The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the meeting shall be required for passage of the amendment.

ARTICLE XIV - AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request an electronic copy to any member of the organization.

This constitution was adopted by the membership on _____, 2023.

Signed: _____

Attest: _____