

CONSTITUTION
FOR
QUEENS LIBRARY GUILD
LOCAL 1321

ARTICLE I
NAME

The name of this organization shall be Queens Library Guild, Local 1321 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with New York City District Council of AFSCME Municipal Local Unions #37 of the American Federation of State, County and Municipal Employees; the New York State AFL-CIO; and the New York City Central Labor Council, AFL-CIO.

ARTICLE III
OBJECTIVES

The objectives of this local union shall be to 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 employees of the Queens Borough Public Library in Queens County, New York, 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 month's dues.

Section 3. Membership dues shall be paid through a system of regular biweekly payroll deduction and based on annual salaries as follows:

Salaries:	\$18,999.99 and below	\$19,000.00- 24,999.00	\$25,000.00- 29,999.99	\$30,000.00- and above
Biweekly Dues	\$19.79	\$21.04	\$22.29	\$23.54

All increases in dues mandated by Article IX, Section 6 of the International Constitution (AFSCME), and by Article III, Section 2b of the District Council 37 Constitution shall be passed along automatically to the member.

ARTICLE V
MEETINGS

Section 1. Regular meetings of this local shall be held during the months of September, November, January, March, May, and June, at a time and place to be fixed by the local executive board, with proper notice to the membership.

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

Section 3. All sovereign powers of this local union are vested in the membership meetings, when in session.

Section 4. A quorum for the conduct of business at any membership meeting shall consist of twenty-five (25) members.

Section 5. The order of business at regular meetings shall be as follows:

1. Reading of minutes of previous meeting
2. Financial report
3. Report of all standing committees, when in session
4. Report of the negotiating committee, when in session
5. Old business
6. New business
7. Good and welfare

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, an executive vice-president, a vice-president (blue collar), a vice-president (clerical), a vice-president (librarians), a vice-president (non-librarian professionals and technical personnel), a secretary, a treasurer, a blue collar representative, a clerical representative, a librarian representative and four delegates to District Council 37 and these fifteen shall constitute the local union executive board. The vice-presidents and blue collar, clerical and librarian representatives shall be elected by the members belonging to the classes of positions described in the respective titles of those offices, and only those members in such appropriate classes of positions shall be entitled to vote for candidates for those offices. In addition, there shall be elected three members who shall serve as trustees. All officers shall be elected for a term of three years beginning in 1989.

Section 2. Nominations shall be made at the regular May meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee of at least three members shall be established by the executive board. No person who serves on the nominating committee shall run for any office. Nominations shall also be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of June.

Section 3. An election committee of at least three members shall be established and shall have the general responsibility for the conduct of the election. Any challenge concerning the eligibility of any nominee shall be referred to the election committee for decision, such decision to be reported to the membership before balloting begins. 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. No member of the election committee may be a candidate for office.

Section 4. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office. Any challenge concerning the eligibility of any nominee shall be referred to the election committee for decision, such decision to be reported to the membership before balloting begins.

Section 5. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election. In any case where there are three or more nominees for a single office, the nominee receiving the majority of votes shall be declared elected. In case no candidate receives majority of the votes, a run-off vote shall be taken immediately between the two candidates having the largest number of votes. Officers elected shall be installed immediately upon conclusion of the election, and their term of office begin immediately.

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 for a term of at least one-half year shall be filled by a majority vote of the membership. All such vacancies shall be announced in a written communication to all members to be distributed at least one week prior to the voting. All other vacancies in office shall be filled for the remainder of the unexpired term by a vote of the executive board.

Section 8. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 9. An office shall be automatically declared vacant if the incumbent is absent without excuse from three consecutive executive board meetings.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall preside at all meetings of the local union and of the executive board. He/she shall be a member of all committees. He/she shall countersign all checks drawn against the funds of the local. He/she shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board, except as otherwise provided in this constitution. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts. He/she shall serve as a delegate to District Council 37 and all International Conventions by virtue of his/her election to the office of president. He/she may authorize expenditures on behalf of Local 1321 of up to \$100.00 in any one month.

Section 2. The executive vice-president shall assist the president in the work of his/her office. In the absence of the president or in his/her 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, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.

Section 3. The vice-presidents shall assist the president. This responsibility shall be rotated among the vice-presidents in alphabetical order by surname.

Section 4. The secretary shall keep a record of the proceedings of all membership meetings and all executive board meetings. He/she shall carry on the official correspondence of the local except as the executive board may direct otherwise. He/she shall perform such other duties as the executive board may require.

Section 5. The treasurer shall receive and receipt for all monies of the local union. He/she shall deposit all money so received in the board, and money so deposited shall be withdrawn only by check signed by the president and the treasurer. He/she

shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He/she shall 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. He/she shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month. He/she shall act as custodian of all properties of the local union. He/she shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union and in accordance with the International Constitution. He/she shall see that any financial reports required by International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 6. The trustees shall make or cause to be made at least semi-annually an audit of the local's finances, and shall report to the membership on the results of such audit.

Section 7. The executive board shall be the governing body of the local union except when meetings of the local union 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. The board shall meet at the call of the president or of a majority of the members of the board. The board shall meet at least once a month, except in July and August. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. The executive board may authorize expenditures up to \$600 in any month. Expenditures exceeding that amount will require advance approval by vote of the membership. A majority of the members of the executive board shall be required for a quorum. The chief steward and the delegate to the central labor council shall be members of the executive board but these offices shall not entitle their holder to a vote on the executive board.

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.

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

Section 4. The chief steward, all shop stewards, and the delegate to the central labor council shall be appointed by the president, with the approval of the executive board, and shall be subject to removal by the executive board at any time.

Section 5. The judicial procedure for charges against any member shall conform to Article X of the International Constitution.

Section 6. Copies of this constitution shall be made available to all members of the local.

ARTICLE IX COMMITTEES

Section 1. Action Committee. This committee shall meet periodically to investigate problems and issues that face the Local and to develop strategies and plans to present to the Executive Board and at membership Meetings for action.

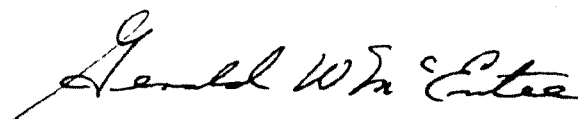
Section 2. Lesbian and Gay Issues Committee. This committee shall meet periodically to investigate problems and issues that face the lesbian and gay community and to develop strategies and plans to present to the Executive Board and at membership meetings.

Section 3. Publications Committee. This committee shall be to develop and publish a newsletter on a regular basis.

ARTICLE X AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a two-thirds 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 a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper 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.

APPROVED BY:



GERALD W. McENTEE
International President
Approval Date: March 19, 2012