

# Dayton Metro Library Staff Association

## Bylaws

Approved November 25, 2007

Amended October 19, 2008

Amended July 19, 2009

Amended October 24, 2010

Amended January 25, 2015

### Article I. General Membership Meetings

Section 1.01 The membership shall meet at least two (2) times each year with at least thirty (30) days prior notice of agenda, date, time and location. The Annual General Membership meeting will be held in October of each year; officers and stewards will be elected during this meeting. At least one additional General Membership meeting will be held each calendar year to discuss business important to the membership.

### Article II. Executive Council

Section 2.01 The Executive Council shall meet at least nine (9) times per year.

Section 2.02 The duties and responsibilities of the President:

- (a) Be the Chief Executive Officer of the Association;
- (b) Act for the membership between Council meetings;
- (c) Set agenda and preside over each Executive Council and General Membership meeting;
- (d) Serve as Chairperson of the Negotiation Committee;
- (e) Serve as co-chair of the Labor Management Committee;
- (f) Develop a yearly long-range plan, budget, and dues structure;
- (g) Be responsible for presenting a yearly State of the Association report to the membership;
- (h) Attend scheduled Executive Council meetings and General Membership meetings;
- (i) Perform other duties as assigned by the Executive Council.

Section 2.03 The duties and responsibilities of the Vice President:

- (a) Act as President in the event of the absence of the President;
- (b) Become Acting President in the event of a vacancy in the Presidency until the election of a new President by the general membership;
- (c) Serve as Chief Steward of the Stewards Council;
- (d) Facilitate training for the Stewards Council;
- (e) Serve on Negotiations Committee;
- (f) Attend scheduled Executive Council meetings and General Membership meetings;
- (g) Attend scheduled Stewards Council meetings;
- (h) Set agenda and preside over Stewards Council meetings;
- (i) Perform other duties as assigned by the Executive Council.

Section 2.04 The duties and responsibilities of the Treasurer:

- (a) Be responsible for the financial affairs of the Association;
- (b) Be responsible for developing and presenting a yearly budget in conjunction with the President;
- (c) Attend scheduled Executive Council meetings and General Membership meetings;
- (d) Provide a report of income and expenses at each Executive Council and General Membership meeting;
- (e) Keep all records of the Association pertaining to income, disbursements and financial transactions of any kind:
  - (i) Records shall be kept as required by applicable law;
  - (ii) Accounts shall be kept open for inspection by any member of the organization as required by Ohio State law.
- (f) Arrange for annual audit and tax filing;
- (g) Prepare annual financial reports;
- (h) Interact with Human Resources and the Finance Office for billing purposes;
- (i) Perform other duties as assigned by the Executive Council.

Section 2.05 The duties and responsibilities of the Secretary:

- (a) Keep minutes of the Executive Council and present same at the next meeting for approval;
- (b) Keep minutes of the General Membership meetings and distribute a draft copy to each agency for posting. Present minutes at the next General Membership meeting for approval;
- (c) Be responsible for the minutes, reports, and other correspondence of the Association;
- (d) Send to SERB the following Association documents:
  - (i) Annual reports;
  - (ii) Financial statements;
  - (iii) Amendments made to the Constitution or Bylaws.
- (e) Attend scheduled Executive Council meetings and General Membership meetings;
- (f) Perform other duties as assigned by the Executive Council.

Section 2.06 The duties and responsibilities of the Communications/Membership Officer:

- (a) Be responsible for a semi-annual list of bargaining unit members containing:
  - (i) Voting members;
  - (ii) Non-voting members;
  - (iii) A seniority list of employee data as listed in the Collective Bargaining Agreement.
- (b) Be the editor of the Association newsletter and liaison to the Association webmaster;
- (c) Monitor the weekly Staff newsletters and monthly Library Board minutes for personnel actions;

- (d) Maintain and verify each personnel action via interaction with Human Resources and the Finance Office;
- (e) Contact new eligible employees within thirty (30) days of start date regarding joining the Association and becoming a voting member. Eligible employees will be sent a membership packet which includes an Application for Association Membership and an Authorization for Payroll Deduction.
- (f) Maintain a list of and provide written and/or verbal communications to each agency's representative;
- (g) Attend scheduled Executive Council meetings and General Membership meetings;
- (h) Report on membership rolls at each Executive Council and General Membership meeting;
- (i) Perform other duties as assigned by the Executive Council.

Article III. Stewards

Section 3.01 The Stewards Council shall meet a minimum of eight (8) times a year.

Section 3.02 The Stewards Council shall select one (1) Steward to serve on the Hay Committee as co-chair, report to the Stewards Council, and maintain records of such reports.

Section 3.03 The Stewards Council shall select one (1) Steward to serve on the Negotiation Committee.

Section 3.04 The Stewards Council shall select one (1) Steward to serve on the Health and Safety Committee as co-chair, report to the Stewards Council, and maintain records of such reports.

Section 3.05 Stewards shall perform other duties as assigned by the Executive Council.

Section 3.06 It will be the Steward's responsibility to invoice the Treasurer monthly for meetings and grievance activities.

Article IV. Dues

Section 4.01 Initial dues in the amount of 1.75% of gross annual pay shall be deducted per twenty-four (24) pay periods. After twelve (12) months of dues collection, dues will be reduced to 1.5% of gross annual pay. Dues are not refundable for any reason whatsoever for voting members.

Section 4.01a Non-voting members (fair share) can seek reimbursement of dues that were not used for the administration and negotiation of the collective bargaining agreement. The non-voting member(s) seeking reimbursement must follow the Fair Share Procedures Policy which is implemented by the Executive Council and subject to amendments from time to time by the Executive Council.

Section 4.02 There shall be no difference in the dues amount paid by voting and non-voting (fair share) members.

Section 4.03 Members of the bargaining unit must complete an Authorization for Payroll Deduction form that will authorize the Finance Office to deduct the Association dues. The Finance Office will forward the deducted dues to the Association Treasurer each pay period.

Section 4.04 An evaluation of the dues paid shall be reviewed annually by the Executive Council. Dues may be reduced by the Executive Council or a majority vote of the voting members. Increasing dues will require an affirmative majority vote of the total voting membership. Following the annual review by the Executive Council, dues were reduced as of 10/2/13 to the amount of 1% gross annual pay.

Article V. Finances

Section 5.01 The Treasury once established shall maintain a cash reserve equal to two (2) years of operating expenses.

Section 5.02 Executive Council shall assign two (2) members of the Executive Council to be Check Signers. These Check Signers shall be bonded for the faithful discharge of their duties in accordance with the requirements of applicable Federal and State Law. The premiums on said bonds shall be paid by this Association.

Section 5.03 Two (2) signatures are required on any check written in excess of \$5,000.00 (Five Thousand Dollars).

Article VI. Compensation Rate

Section 6.01 Initial base compensation rates are as follows:

- (a) The President shall be compensated at a rate of \$500 a month;
- (b) The Vice President shall be compensated at a rate of \$450 a month;
- (c) The Treasurer shall be compensated at a rate of \$250 a month;
- (d) The Secretary shall be compensated at a rate of \$250 a month;
- (e) The Communication/Membership Officer shall be compensated at a rate of \$250 a month;
- (f) Stewards, excluding the Vice President who serves as Chief Steward, will be compensated:
  - (i) At a rate of \$40 per meeting for attending scheduled Stewards Council meetings;
  - (ii) At an hourly rate of \$15.00 an hour for attending to the investigation and processing of grievances for additional time beyond that allowed by the Collective Bargaining Agreement;
  - (iii) At an hourly rate of \$15.00 for attending to the investigation of disciplinary charges for additional time beyond by the Collective Bargaining Agreement.
  - (iv) Total steward compensation shall not exceed \$250 per month.

Section 6.02 After the initial twelve (12) months of the first contract, each officer's and Steward's rate increases will be tied to the rate increases of the negotiated contract. That is, if

the contract allows for a 5% pay increase as of a certain date, the base compensation rate will be increased by 5% on the same date.

Article VII. Standing Committees

Section 7.01 Library Standing Committees may be, but are not limited to, Health and Safety, Hay, and Labor-Management. The composition of these Committees shall be as follows:

- (a) The Health and Safety Committee is comprised of four (4) members and is co-chaired by the appointed Steward;
- (b) The Hay Committee is comprised of three (3) members and two (2) alternates and is co-chaired by the appointed Steward;
- (c) The Labor-Management Committee is comprised of four (4) members. Members are taken from the following categories: one (1) branch and one (1) main support staff and one (1) branch and one (1) main professional staff. The Association President fulfills one of the categories and serves as a co-chair.

Article VIII. Elections

Section 8.01 By July 1<sup>st</sup> the Executive Council shall appoint an Election Committee which shall supervise all election processes for officers and Stewards.

Section 8.02 Elections Process:

- (a) A qualified candidate is any voting member past their initial probationary period as of the date nominated;
- (b) The Election Committee shall accept names for all Association offices;
- (c) Nominees for office may be:
  - (i) Submitted at a General Membership meeting;
  - (ii) Submitted at a Special General meeting convened for this purpose;
  - (iii) Submitted in writing to the Election Committee.
- (d) The Election Committee shall secure written acceptance of each nominee prior to preparation and distribution of ballots;
- (e) A candidate for office may not participate in the counting of ballots.

Section 8.03 The Election Committee shall set a time and place and process for the election.

Section 8.04 The candidate(s) receiving the highest number of votes shall be declared the winner. In the event of a tie for an office there shall be a runoff election.

Section 8.05 Outgoing officers may, at the discretion of the newly elected officer, be asked to consult and provide assistance for a period not to exceed 6 months. The outgoing officer will be compensated ½ of their normal monthly pay for the consultation period.

Article IX. Balloting

Section 9.01 A ballot of the membership shall be a secret ballot.

Section 9.02 All voting members of the Association shall be eligible to vote.

Section 9.03 A ballot of the membership may be conducted by any of the following methods:

- (a) A paper ballot returned to the Association by the public mail;
- (b) A paper ballot to be collected and counted at a membership meeting(s);
- (c) A paper ballot to be collected at a designated polling place(s);
- (d) An electronic ballot to be collected via the Internet.

Section 9.04 In the case of balloting on a Referendum the method to be used for the balloting and the date(s) of the balloting shall be determined by the Executive Council.

Section 9.05 Advance notice of the balloting and a description of the method to be used shall be provided to the entire membership. In no case shall less than fourteen (14) days of advance notice be provided, but other provisions of this constitution may require a longer period of notification.

Section 9.06 The Election Committee shall be responsible for conducting the balloting, counting the votes, and certifying and reporting the results.

#### Article X. Amendments

Section 10.01 These Bylaws may be amended, revised, or replaced by an affirmative vote. A change or amendment or revision to the Bylaws shall be adopted by an affirmative vote of two-thirds (2/3) of the votes cast.

Section 10.02 The proposed amendment, revision or replacement of the Bylaws will be published for the membership thirty (30) days before the vote is taken by secret ballot.

Section 10.03 Amendments when approved take effect immediately.

#### Article XI. Adoption

Section 11.01 These Bylaws will be ratified and become effective upon a majority vote at a General Membership meeting or a Special General Membership meeting.