CONSTITUTION

Effective Provision and Basis of Representation at Constitutional Convention Beginning January 8, 1945

This constitution shall become effective when adopted in its entirety at the Cincinnati constitutional convention of the Office Employees International Union by the directly chartered office and clerical employees unions of the American Federation of Labor within the general jurisdiction of the International. A majority roll call vote, the basis of representation for the purpose of such voting being the same as that specified by the Rules Committee and adopted by the convention. Voting on the first election of officers at such constitutional convention shall be by secret ballot.

ARTICLE I
Name, Headquarters and Seal

This organization shall be known as the Office Employees International Union and shall be affiliated with the American Federation of Labor and the Trades and Labor Congress of America. This International Union shall continue in existence and be recognized by the International Federation of Labor as a chartered local union under the jurisdiction of the American Federation of Labor and the Trades and Labor Congress of America until the Cincinnati constitutional convention, which shall have been held and elected a constitution and that constitution adopted by a majority roll call vote, the basis of representation for the purpose of such voting being the same as that specified by the Rules Committee and adopted by the convention. Voting on the first election of officers at such constitutional convention shall be by secret ballot.

ARTICLE II
Purposes and Aims

The International Union shall be devoted and dedicated to promoting and achieving the legitimate strategies of office and clerical workers toward achieving economic wellbeing, their general welfare and rights as workers and citizens. It shall provide all possible aid, assistance and guidance to its local unions and their members, to the end that all workers of the trade may share in the benefits resulting from employment under the terms of collective bargaining agreements which provide (1) adequate compensation for services performed, (2) regular hours of employment and proper pay for overtime and holiday work, (3) the maximum possible job security and assurance of advancement opportunities, (4) adequate annual paid vacation and sick leave allowances sufficient to meet all normal exigencies, (5) equitable grievance handling procedures and (6) other justifiable employment protections.

It is also the purpose and aim of this International Union to advise and educate workers of the trade in the principles and policies of this organization and of the benefits and gains which can be achieved through collective bargaining and collective leadership, helping to set and achieve through collective bargaining and collective leadership the goals of growth and development of the trade union movement and its position in our modern economic society.

NEW YORK, N.Y. JUNE 11, 1945

No. 1

WASHINGTON, D.C. JANUARY, 1945

Notice

For the convenience of the membership of all local unions this issue of The Office Worker is devoted to a reproduction of the constitution of the Office Employees International Union adopted at the constitutional convention held in Cincinnati, Ohio, January 8-11, inclusive. The following is being taken from notes kept during the convention and is subject to confirmation with the official record of the proceedings of the convention. The official text of the constitution shall shortly be made available in booklet form.

ARTICLE III
Jurisdiction

This organization shall embrace within its jurisdiction all workers in the United States, its possessions, or in any place of office and clerical work in the continent of North America, who are employed in the railroad industry, in steamship and air transportation, in the commercial telegraph industry, or in federal, state, or county government (but excluding such workers employed by government-owned corporations), and excluding such work as may be covered by the American Federation of Labor Charter grants made prior to August 22, 1944, to affiliated national and international unions. The membership of this International Union shall consist of all local unions, and the jurisdiction of and chartering by this International Union.

ARTICLE IV
Membership

No person shall be admitted to membership in any local union of the International Union who is not employed in the trade at an occupancy or position authorized by this constitution, and who or which shall be admitted to membership in the jurisdiction of the International Union shall be the sole authority for determining such eligibility.

ARTICLE VI
Representation at Conventions

Section 1. The International convention shall be the governing body of this International Union and shall establish its laws and regulations. The International convention shall be the ultimate source of authority and the final authority in all questions relative to the International Union.

Section 2. Conventions of the International Union shall be held each year, and, commencing in 1946, shall convene on the third Monday of March in a city designated by the Executive Board. Any regular convention need not be held if the Executive Board of the International Union so determines: provided, however, that any such determination shall be submitted to all local unions for their approval and such determination shall not be considered approved by two-thirds (% ) of all local unions voting thereon. Local unions can act on such determination only by majority vote of members present at the meeting considering same.

Section 3. Special conventions may be called by direction of the Executive Board. In addition, special conventions shall be called if requested by at least fifteen (15) local unions containing five thousand (5,000) members or more.

Section 4. No local union may be represented at any convention of the International Union by proxy, nor may it delegate its voting strength to any other local union, and no delegate to any convention shall represent more than one local union.

Section 5. Each delegate to a convention must
have been in continuous good standing with the local union on the day of nomination for an office held in any local union during any twelve (12) months prior to the convening of the convention, unless the local union has been chartered for a period of at least nine (9) years from the date of the first membership in such local union. Each delegate shall be selected by vote of the local union.

Sec. 6. Except as otherwise specified, all officers of the International Union shall be entitled to participate fully in all conventions and shall be eligible for election to any office in the International Union for a period of three (3) years, or until their term shall have expired if they are not otherwise eligible for election. No person of the International Union shall be entitled to vote on any convention action unless bearing credentials from his or her local union except the president, vice-presidents, or secretaries of the convention of the convention can vote to break a tie.

Sec. 7. The Executive Board shall constitute the Committee, and the purpose for which such Committee is necessary to carry on the business of the convention and which are not otherwise provided for.

Sec. 8. There shall be an Auditing Committee, which shall be selected in the following manner: At least ninety (90) days prior to the convening of the convention, the President of the International Union shall select three (3) local unions within a radius of five hundred (500) miles of the auditors committee office of which local union shall designate one (1) of its delegates to the convention to act as a member of the Auditing Committee; such committee must consist of three (3) persons comprising the Auditing Committee shall proceed to the International Union and select three (3) members of the Auditing Committee from among the members of the International Union, utilizing such assistance of certified public accountants as may be necessary. The expenses of the members of the Auditing Committee from the city in which their local unions are located to International Union headquarters and return shall be paid by the International Union on the basis of first-class railroad and pullman fare by the shortest available route, reimbursement for actual loss of salary or wages not to exceed ten dollars ($10.00) per day, and the allowance for hotel, meals and inciden
tals of ten dollars ($10.00) per day.

ARTICLE VII

Officers of the International Union

SEC. 1. The officers of the International Union shall be a President, Vice-Presidents, Secretary-Treasurer, who shall be the principal executive officials, and ten (10) Vice-Presidents. These officers shall have the power and duties which shall be prescribed by the by-laws of the International Union and the by-laws of the International Union and the conventions adopted by the International Union. All officers shall hold office until their successors are elected and installed as hereinafter provided.

SEC. 2. Not more than one (1) officer shall be elected from any one (1) local union.

SEC. 3. Officers of the International Union shall be elected in the manner specified in the by-laws of the International Union and the conventions of the International Union shall be in full, voting power of the International Union, and the conventions adopted by the International Union. All officers shall hold office until their successors are elected and installed as hereinafter provided.

Sec. 4. For the purpose of selecting Vice-Presidents, the United States and Canada shall be divided into four regions. Region I shall consist of all states east of the Mississippi River, excluding Ohio, Kentucky and Virginia, including the District of Columbia and the provinces of Quebec, Ontario, New Brunswick and Nova Scotia. Region II shall consist of all states east of the Mississippi River and south of Region I, excluding Louisiana, including the territory of Puerto Rico; Region III shall consist of all states west of the Mississippi River and east of the Pacific Coast; and Region IV shall consist of all states west of the Pacific Coast and including the provinces of British Columbia and Alberta and the territories of Alaska and Hawaii. The Regional Vice-Presidents (3) shall be selected from among the members of the local unions located in Region I; two (2) of the ten (10) Vice-Presidents (2) shall be selected from among the members of the local unions located in Region II; two (2) of the ten (10) Vice-Presidents (2) shall be selected from among the members of the local unions located in Region III; three (3) of the ten (10) Vice-Presidents (3) shall be selected from among the members of the local unions located in Region IV.

Sec. 5. All officers and full-time paid organizers of the International Union shall be ex-officio members of all local unions with the privilege of participating in local union meetings, but shall not have voting power.

Sec. 6. The President and Secretary-Treasurer shall be entitled to and shall take two weeks vacation, with pay, each year of their office.

Sec. 7. No person shall be employed in the International Union who is not immediately relative or in the immediate family of any officer of the International Union.
appoint delegates of the International Union to any convention, except to the annual convention of the American Federation of Labor, or any department thereof, where he deems it to be in the best interest of the International Union to have such delegates for the reasons set forth in his behalf as a delegate at any such convention.

**Article X**

**Duties of Secretary-Treasurer of the International Union**

**Section 1.** In the absence of headquarters, the President shall be empowered to perform any of the duties of the President, other than the duty of acting as presiding officer of the Executive Board.

**Sec. 2.** The Secretary-Treasurer shall keep a correct record of the proceedings of all conventions and of all meetings of the Executive Board.

**Sec. 3.** He shall collect and receive for all moneys paid to the International Union and shall make all proper disbursements by check, except as may be authorized to maintain a petty cash account of one hundred dollars ($100.00) from which he is authorized to make cash disbursements not in excess of twenty dollars ($20.00) for any one item of expense. He must obtain and keep on file a signed warrant from the International Union upon the Federal Reserve Bank, for nonrecurring disbursements. No funds of the International Union shall be expended except to accomplish the purposes of the International Union.

**Sec. 4.** The Secretary-Treasurer shall properly safeguard the funds of the International Union and shall ensure that they are deposited in the name of the International Union in banks which are members of the Federal Reserve System. He shall maintain a complete and up-to-date record of all funds, including those held in his own personal trust and he shall submit to the Secretary, in a form prescribed by the Constitution, a full and complete statement of all funds at the end of each quarter, together with his own personal report. He shall make a quarterly financial statement and submit a copy to all members of the Executive Board, and to all local unions.

**Sec. 5.** He shall notify all local unions of their due obligations and of their suspension in the event of such.

**Sec. 6.** He shall issue charters to local unions under the policies promulgated by the Executive Board.

**Sec. 7.** He is authorized to inspect the books, records and financial accounts of any local union which he determines to be necessary, and he may require such local union to return their books, records and financial accounts to the Secretary-Treasurer or his duly designated representative upon his request for the purpose of such inspection.

**Sec. 8.** Except as provided in Article IX, Section 4, he shall employ and fix compensation for all office help necessary for the proper functioning of the International headquarters, including traveling auditors for the purposes of proper auditing of local union finances. He is authorized to engage the services of such auditing firm for any and all periods of time for which he deems necessary in the public interest in accordance with the provisions of the Constitution, but he shall be required to give not less than five days notice before engaging such auditing firm. He may, at any time, discharge such auditing firm upon ten days notice or may cause such auditing firm to be discharged by the Board of Directors.

**Sec. 9.** Wickliffe, L., and Ellis, R., are appointed to hold the trust and have the property, under the provisions of the Constitution, EXCEPT the property held by the Secretary, Treasurer.

**Sec. 10.** It is the duty of the Secretary-Treasurer to promptly report to the bond company through which local union officers are bonded the failure of any local union officer to transmit per capita taxes or financial obligations due the International Union.

**Sec. 11.** The fiscal year of the International Union shall end with December 31 of each year.

**Article XI**

**Duties of Vice-Presidents of the International Union**

**Section 1.** The Vice-Presidents shall act as volunteer or special organizers for the International Union as the need arises and shall be assigned duties as may be determined and assigned to them by the President in carrying out the objectives of the International Union.

**Sec. 2.** They shall report monthly to the President, informing him of conditions and progress and their plans for the forthcoming conventions.

**Sec. 3.** They shall perform such other duties as the Executive Board may assign to them.

**Article XII**

**Duties of Executive Board of the International Union**

**Section 1.** Between conventions the Executive Board shall conduct the affairs of the International Union. It shall conduct any business at any such meeting as may be needed to carry out the objectives of the International Union.

**Sec. 2.** The Executive Board shall meet before, after, and at mid-year conventions and in September. Should no convention be held the Executive Board shall meet in March and September.

**Sec. 3.** A quorum for the transaction of business at any meeting of the Executive Board shall consist of any seven of the members of the Board. All members of the board shall be given reasonable notification of Executive Board meetings. All actions of the Executive Board shall be determined by majority vote of the members present.

**Sec. 4.** On specific propositions and in response to requests by the President for a decision, the Executive Board members shall vote by mail or telegraph: provided, however, that in such cases it shall require a majority vote of the entire Executive Board to decide any issue.

**Sec. 5.** The Executive Board shall determine the policies and legislation in which charters shall be issued by the Secretary-Treasurer.

**Sec. 6.** The Executive Board shall have authority to establish the rules and regulations for the conduct of business of International conventions, and the local conventions shall adopt and abide by these rules and regulations.

**Sec. 7.** It shall determine jurisdiction between local unions and all matters relating to jurisdiction between local unions.

**Sec. 8.** The Executive Board shall approve all expenditures of funds of the International Union. Provided, however, that no sum shall be charged to the International fund for any expenditure unless the same is designated by the Executive Board, or unless it is for the purpose of maintaining the property and buildings of the headquarters of the International Union.

**Sec. 9.** The Executive Board shall have the power in accordance with the by-laws, to approve all local union or other similar expenditures of funds other than in funds of the United States or Canada, and especially to approve such expenditures which will enable any person that is a member of the International Union to perform the work of the International Union.

**Sec. 10.** It is the duty of the Executive Board to keep the offices, records, and funds available to the ability of the International Union at all times, for any legitimate means, or from raising funds by any legitimate means.

**Article XV**

**Local Unions**

**Section 1.** In order to establish a local union at least fifteen (15) members of the trade working within the jurisdiction of the International Union must apply to the Secretary-Treasurer for a charter and pay a charter fee of fifteen dollars ($15.00) per charter. If granted, the charter shall be issued in the name of the International Union and the funds placed in the International treasury to be used by the International Union for the benefit of the International Union and the local union to which such charter is issued. A charter which has been issued to any local union shall be revoked if any part of the charter is assigned or transferred. If a charter is assigned or transferred, it shall be deemed void. The charter shall be issued for one year, and after one year, each charter shall be renewed by the payment of the annual charter fee of fifteen dollars ($15.00) for each local union.

**Article XIX**

**Financial**

The revenue of the International Union shall be obtained as follows: Twenty-five per cent (25%) of the total of each initiation fee received by the local union from the applicant for membership, but in no case shall the amount received by the International Union be less than one dollar ($1.00) per applicant; a per capita tax collected by the local union for the benefit of the International, and a per capita tax collected by the International, which per capita tax shall constitute part of the dues collected by each local union and which shall become the property of the International Union. The dues collected by the International Union shall be paid over to the International Union to a local union: a reinstatement fee of two dollars and fifty cents ($2.50) shall be charged to any suspended member of a local union: a charter fee of fifteen dollars ($15.00) shall be charged to any new charter; such fees and assessments as the Executive Board is entitled to impose; interest on funds deposited in banks or other financial institutions, the American Federation of Labor, or the International Union or its Executive Board from accepting interest on other legitimate investments, any legitimate means, or from raising funds by any legitimate means.
of its business. In addition, a local union shall elect such other officers and representatives as may be necessary for the management of its affairs, and shall elect such members as are necessary to constitute a quorum of the local union.

Sec. 6. The duties of officers of local unions shall include the following:

A. It shall be the duty of the president to preside at all meetings of the local union present at the time a quorum is present and shall conduct correspondence relative to the object of the local union. The secretary-treasurer shall keep the books and records of the local union in such form as shall be required by the Secretary-Treasurer of the International Union.

B. The secretary-treasurer shall be responsible for the proper understanding and compliance with the plans, programs, and constitutional provisions of the International Union. The secretary-treasurer shall have authority to appoint and remove members of the staff of the local union present at the time a quorum is present.

C. The treasurer shall have authority to appoint and remove members of the staff of the local union present at the time a quorum is present.

D. The officers and executive board members of the union shall be elected by a majority of the voting members of the local union present at the time a quorum is present.

E. The officers and executive board members of the union shall be elected by a majority of the voting members of the local union present at the time a quorum is present.

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