

THE OFFICE WORKER

Official Organ of the Office Employees International Union of the A. F. of L.

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, 1945. The following text is based upon 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 will shortly be made available in booklet form.

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 employes unions of the American Federation of Labor within the general jurisdiction of the International Union 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 a majority 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 Canada. This International Union shall continue in existence and cannot be dissolved while there are five local unions chartered thereby desiring to continue its existence. The headquarters of the International shall be located in the city of Washington, District of Columbia. The International Union shall have a seal and a label, which seal and label shall be adopted by convention action.

ARTICLE II

Purposes and Aims

The International Union shall be devoted and dedicated to promoting, protecting and championing the legitimate struggles of office and clerical workers toward achieving economic wellbeing, their general welfare and rights as workers and citizens.

In working toward the achievement of this goal the International Union will strive to bring the benefits of trade union organization and collective bargaining to all office and clerical workers coming under its jurisdiction.

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 signed collective bargaining agreements which provide (1) adequate compensation for services performed, (2) shorter 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 inform, advise and educate the workers of our trade in the principles and policies of this organization and of the benefits and gains which they may achieve through organization and collective bargaining, of the accomplishments of organized workers of our trade through an understanding of the growth and development of the trade union movement and its position in our modern economic society. It is also our purpose to inform, advise and educate workers of other trades, the general public and employers in the importance of our trade to the proper effective functioning of the entire economic structure.

ARTICLE III

Jurisdiction

This organization shall embrace within its jurisdiction all workers in the United States, its possessions, and Canada, employed in any phase of office and clerical work in the commonly accepted sense of that term, excluding all workers performing office and clerical work who are employed in the railroad industry, in steamship and air transportation, in the commercial telegraph industry, or in federal, state, county or municipal government (but including such workers employed by government-owned corporations), and excluding such workers performing such specific office and clerical work as may have been covered by 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 members thereof, within the jurisdiction of and chartered 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 occupation under the jurisdiction of this International Union, or who advocates principles or leads support to organizations or movements whose purposes and objectives are contrary to the fundamental principles of the established governments of the United States and Canada, or are in conflict with the policies of this International Union. No person shall hold membership in more than one local union of the International Union.

ARTICLE V

Conventions

SECTION 1. The international convention shall be the governing body of this International Union and it shall establish its laws and policies in accordance with this constitution. The international convention shall be the legitimate source of all authority and the final court of appeal. Between conventions the Executive Board, as hereinafter provided, shall be the governing body of this International Union.

SEC. 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 become effective unless approved by two-thirds ($\frac{2}{3}$) 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.

SEC. 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 located in at least five (5) different states, provided that a majority of all local unions approve such request. For the purpose of making such request and granting such approval, local unions shall act only by majority vote of members present at the meeting considering same. A call for a special convention shall state the purpose, or purposes, of such special convention, and the business of such convention shall be limited to the consideration of such purpose or purposes.

SEC. 4. The convention call and credential forms shall be sent to local unions by the Secretary-Treasurer of the International Union at least ninety (90) days prior to the opening date of the convention, except that in the case of special conventions they shall be sent at least forty-five (45) days prior to the opening date of such special convention. All local unions sending delegates shall properly fill out such credentials, place the seal of the local union thereon, and return the forms to the Secretary-Treasurer of the International Union at least four (4) weeks prior to the opening of the convention, except that in the case of special conventions they shall be returned at least two (2) weeks prior to the opening of such special convention. Delegates whose credentials are not received within the time limits prescribed may be seated by action of the delegates seated at a convention.

SEC. 5. Except as hereinafter specified, all resolutions, petitions, memorials, or appeals to be considered by any convention shall be written and submitted in duplicate signed copies to the Secretary-Treasurer of the International Union and received by him not later than twenty-one (21) days prior to the opening date of the convention. Resolutions can be submitted only by local unions, convention committees, and convention delegates. Resolutions originating with the convention's committees must have relevance to the committee's functions and can be submitted at any time prior to the submission of such committee's final report. Resolutions originating with individual delegates can be submitted at any time during the convention with the consent of the convention by a two-thirds ($\frac{2}{3}$) vote.

SEC. 6. A quorum shall consist of a majority of qualified delegates in attendance at a convention.

SEC. 7. Questions may be decided by a voice vote, division, or show of hands, but if a call of the roll on any question is demanded by one-tenth ($\frac{1}{10}$) of the delegates present, such question shall be decided by roll call vote on the basis of voting strength provided in Article VI, Section 1.

ARTICLE VI

Representation at Conventions

SECTION 1. Each local union in good standing shall have one (1) vote in convention for each one hundred (100) members or major fraction thereof, on which per capita tax has been paid for the calendar year preceding a regular convention, or paid for the twelve (12) months immediately prior to the issuance of any call to a special convention; except that any local union having less than a major fraction of one hundred (100) shall, nevertheless, be entitled to one (1) vote.

SEC. 2. No local union which has been chartered during the two (2) calendar months preceding the month of any regular or special convention, or during the month of such convention, shall be entitled to representation at such convention.

SEC. 3. Each local union shall be entitled to as many delegates as it has votes, except that no local union shall have more than five (5) delegates present at a convention. The delegate or delegates from each local union may cast the entire vote of the local union.

SEC. 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.

SEC. 5. Each delegate to a convention must

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have been in continuous good standing with the local union he or she represents for at least twelve (12) months prior to the convening of the convention, unless the local union has been chartered for less than one (1) year, in which case such delegate must have been in good standing during the period that the local union has been chartered. 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 to be filled in any convention. No officer of the International Union shall be entitled to vote on any convention action unless hearing credentials from his or her local union (except that the presiding officer of the convention can vote to break a tie).

SEC. 7. The Executive Board shall constitute the Credentials Committee, and for that purpose shall meet in advance of the convention. The President of the International Union shall appoint such other committees 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 regular conventions, the President of the International Union shall select three (3) local unions within a radius of five hundred (500) miles of the International headquarters, each of which local unions shall designate one (1) of its delegates to the convention to act as a member of the Auditing Committee. Such three (3) persons comprising the Auditing Committee shall proceed to the International headquarters at least one (1) month prior to the convention for the purpose of auditing the books, records and financial accounts of the International Union, utilizing such assistance of certified public or chartered 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 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, plus allowance for hotel, meals and incidentals of ten dollars (\$10.00) per day.

ARTICLE VII

Officers of the International Union

SECTION 1. The officers of the International Union shall be a President, a Secretary-Treasurer, who shall be the principal executive officers, and ten (10) Vice-Presidents. These officers shall constitute the Executive Board. 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. No persons can qualify as officers of the International Union unless they are citizens of the United States or Canada, are eligible to and are now and have been members in continuous good standing of local unions of this International Union for twelve (12) months prior to nomination and have either

worked in the trade within the jurisdiction of the International Union for at least one (1) year within the five (5) years preceding nomination to office, or have served a term as an officer or organizer of the International Union or as an officer or business representative of a local union. Eligibility to hold office in this International Union shall not be limited to delegates to its regular convention. No person shall hold more than one office in the International Union.

SEC. 4. For the purpose of selection of 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 Minnesota) and north of 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, but including the territory of Puerto Rico; *Region III* shall consist of all states west of the Mississippi River and east of Idaho, Utah and Arizona, but including Minnesota and Louisiana, and the provinces of Manitoba and Saskatchewan; *Region IV* shall consist of all states west of Region III, including the provinces of British Columbia and Alberta and the territories of Alaska and Hawaii. Three (3) of the ten (10) Vice Presidents shall be selected from among the members of local unions located in Region I; two (2) of the ten (10) Vice-Presidents shall be selected from among the members of local unions located in Region II; two (2) of the ten (10) Vice-Presidents shall be selected from among the members of the local unions located in Region III; three (3) of the ten (10) Vice-Presidents 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 not voting.

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 an immediate relative or in the immediate family of any officer of the International Union.

ARTICLE VIII

Election of Officers of the International Union

SECTION 1. After the nomination, election and installation of officers at the constitutional convention beginning January 3, 1945, officers shall be nominated and elected at each alternate regular convention of the International Union commencing in 1947, and installed. The officers of this International Union shall subscribe by oath to the following obligation:

"I, _____, do hereby sincerely pledge my honor to perform the duties of my office as prescribed by the laws of the Office Employees International Union, and to bear true allegiance to this International Union. I will deliver to my successor in office all books, papers and other property of this International Union that may be in my possession at the close of my official term. I will also deliver all property of this International Union to the proper authority of the same upon lawful demand. All of this I solemnly promise with the full knowledge that to violate this pledge is to stamp me as one devoid of principle and destitute of honor."

SEC. 2. The President and Secretary-Treasurer shall be elected by delegates voting their representation and it shall require a majority of votes cast to elect. In case no candidate receives a majority, the candidate receiving the lowest number of votes shall be dropped from subsequent balloting. Voting shall be by secret ballot.

SEC. 3. Vice-Presidents shall be nominated and elected in the four (4) regions as defined in Article VII, Section 4. Delegates shall elect three (3) Vice-Presidents in Region I, two (2) Vice-Presidents in Region II, two (2) Vice-Presidents in Region III, and three (3) Vice-

Presidents in Region IV. It shall require a majority of votes cast to elect. If the specified number of candidates in the respective regions do not receive majorities, then further voting will be held among those not receiving a majority in each region, dropping those receiving a majority in each region or the lowest candidate, if no candidate receives a majority. This process shall be repeated in each region until the required number of Vice-Presidents in each region have been elected by majority vote.

SEC. 4. Any vacancy in office shall be filled by a majority vote of the Executive Board; provided that any officer of the International Union entering the armed forces of the United States or Canada shall be considered on leave of absence, without pay, during such period of time as he is in such service, not to exceed the remainder of his term.

SEC. 5. Officers of this International Union shall be responsible to the chartered locals for the fair and equitable administration of the provisions of this constitution, and the President shall provide for the satisfactory settlement of grievances presented to him by the chartered locals in their behalf.

ARTICLE IX

Duties of President of the International Union

SECTION 1. It shall be the duty of the President to preside at all conventions; to interpret the laws; to exercise supervision over the affairs of the International Union throughout its jurisdiction; to sign all official documents; to travel whenever required in the interest of the International Union; and he shall submit to each regular convention a report of his acts and doings between conventions.

SEC. 2. He shall act as executive officer of the Executive Board in all matters wherein authority is not especially conferred upon other officers of the International Union. He shall be chairman of the Executive Board and shall have the power to convene the board at any time.

SEC. 3. He shall direct organization for the International Union, and in connection therewith shall appoint, with the advice of the Executive Board or the Vice-Presidents, all organizers of the International Union, approve their reasonable expenses, and establish their salaries; provided, however, that no salary paid to an organizer shall exceed seventy dollars (\$70.00) per week, plus transportation and ten dollars (\$10.00) per diem, which per diem shall apply only when the organizer is away from home overnight.

SEC. 4. He shall employ and fix compensation for all necessary legal and technical help, together with whatever personal office help may be necessary for the efficient conduct of his office.

SEC. 5. His approval shall be required for all extraordinary or nonrecurring disbursements of the International Union.

SEC. 6. He shall establish educational and research services.

SEC. 7. His approval shall be required on all constitutions and by-laws adopted by local unions in accordance with this constitution, and all local unions shall submit their constitutions and by-laws governing the local union membership to the President of the International Union for his approval. Such approval shall be obtained prior to their being put into effect by the local union.

SEC. 8. He shall be editor of the official publication of the International Union and shall be authorized to employ such assistance as is necessary in connection therewith. Such publication shall be published at least once each month and shall be called "The Office Worker." It shall be the official organ of the International Union for all purposes, including notices. The publication shall be free to all dues-paying members.

SEC. 9. The President shall receive a salary of one hundred dollars (\$100.00) per week, plus first-class transportation and ten dollars (\$10.00) per diem when away from International headquarters, together with reimbursement for all necessary expenses incurred on behalf of the International Union.

SEC. 10. The President shall be a delegate of the International Union to all conventions, including the annual convention of the American Federation of Labor. He is empowered to

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 the best interest of the International Union to have additional representation or to act 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 from headquarters of the President, the Secretary-Treasurer is empowered to perform any of the duties of the President.

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 receipt for all moneys paid to the International Union and shall make all proper disbursements by check, except that he is 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 President for any extraordinary or 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 this International Union and shall keep the same deposited in the name of the International Union in banks which are members of the Federal Reserve System.

SEC. 5. He shall be adequately bonded in a surety company through and in behalf of the International Union, premium for such bond to be paid by the International Union.

SEC. 6. He shall submit monthly to the President an itemized statement showing all receipts and expenditures and cash on hand. He shall submit his books to the Auditing Committee, as prescribed by this constitution. He shall at all times keep his books and accounts open for inspection of the President and Executive Board. He shall make a quarterly financial statement and submit a copy to all members of the Executive Board, and to all local unions.

SEC. 7. He shall notify all local unions of their past due obligations and of their suspension in the event of such.

SEC. 8. He shall issue charters to local unions under the policies promulgated by the Executive Board.

SEC. 9. He is authorized to inspect the books, records and financial accounts of any local union whenever in his judgment it becomes necessary to do so, having due regard for the convenience of the local union, and local unions and their officers shall be obligated to turn over 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. 10. 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 inspecting local union books, records and financial accounts whenever, in his judgment, it becomes necessary to do so.

SEC. 11. He shall formulate and establish uniform accounting procedures for local unions, to be followed by all local unions.

SEC. 12. It shall be the duty of the Secretary-Treasurer to promptly report to the bonding company through which local union officers are bonded by a faithful performance of duty bond the failure of any local union officer to transmit per capita taxes or financial obligations due the International Union.

SEC. 13. The fiscal year of the International Union shall end with December 31 of each year.

SEC. 14. The Secretary-Treasurer shall receive a salary of one hundred dollars (\$100.00) per week, plus first-class transportation and ten dollars (\$10.00) per diem when away from International headquarters, together with reimbursement for all necessary expenses incurred on behalf of the International Union.

SEC. 15. He shall be a delegate of the International Union to all conventions, including the annual convention of the American Federation of Labor.

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 and shall perform such 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 month.

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

SEC. 4. While performing assigned tasks Vice-Presidents not employed as organizers shall be reimbursed at the rate of ten dollars (\$10.00) per day for each day for which actual salary loss is experienced, plus first-class transportation and ten dollars (\$10.00) per diem, which per diem shall apply when away from home overnight.

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. With this constitution as its guide, it shall take all action necessary to carry out the objectives of this International Union.

SEC. 2. The Executive Board shall meet before and after the annual convention 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 a majority of the members of the board. All members of the board shall be given reasonable notification of Executive Board meetings. The 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 pursuant to which charters shall be issued by the Secretary-Treasurer.

SEC. 6. The Executive Board shall devise and specify whatever ritual or ceremony it deems necessary for the best interests of the International Union and the local unions.

SEC. 7. It shall determine jurisdiction between local unions and settle all controversies respecting jurisdiction between local unions.

SEC. 8. The Executive Board shall approve all investments of funds of the International Union; provided, however, that no approval shall be given to investment of funds other than in bonds of the United States or Canadian governments or in real property housing the headquarters of the International Union.

SEC. 9. The Executive Board shall have the power in emergency to levy assessments upon local unions or members of local unions, such assessments not to exceed the equivalent of ten cents (10c) per month per member, provided that a majority of all local unions approve of such assessment.

SEC. 10. The Executive Board is authorized to grant strike, lockout or victimization benefits to local unions from the fund of the International Union upon terms and conditions established by the Executive Board.

SEC. 11. It shall be the duty of the Executive Board to see that the Secretary-Treasurer is adequately bonded in a surety company to the International Union.

SEC. 12. In case of a vacancy because of resignation, suspension, expulsion or death of the President or Secretary-Treasurer of the International Union, the Executive Board shall within thirty (30) days elect one of its members to fill the vacant office, which office shall be held until the next regular convention. In case of any such vacancy occurring in the office of any Vice-President, the Executive Board shall select a qualified person to fill such vacancy until the next convention, such Vice-President to be selected from among the local unions in the region in which the vacancy exists.

SEC. 13. The Executive Board shall make a complete report of its interim action to the regular convention.

SEC. 14. The Executive Board shall appoint delegates (other than the President and Secretary-Treasurer) to the conventions of the American Federation of Labor or departments thereof.

ARTICLE XIII

Discipline

Section 1. The Executive Board shall have the power to suspend, expel and discipline by fine or otherwise a

member of any local union, an officer of any local union or of the International Union, or any local union itself, for violating the constitution of the International Union, or for engaging in any activity or course of conduct which it is deemed by the Executive Board to be contrary or detrimental to the welfare or best interests of the International Union, including but not limited to failure to maintain any financial obligation owed or due to the International Union; provided, however, that any local which becomes three (3) months in arrears in its per capita tax obligation to the International Union shall be automatically suspended. The Executive Board shall have no power to exact any fine from any person in excess of fifty dollars (\$50.00) or from any local union in excess of five hundred dollars (\$500.00).

Sec. 2. In all cases of suspension, expulsion or the taking of any disciplinary action as set forth in Section 1 of this article, except for suspension for nonpayment of per capita tax, the accused shall be given a reasonable notice of the charges and an opportunity to be heard before the Executive Board before any action can be taken by the board; provided, however, that in cases of great emergency where the interest of the International Union can be protected in no other way, the President is empowered to summarily suspend, pending a hearing before the Executive Board, which hearing shall be granted as soon as practicable.

Sec. 3. In the case of an expulsion of a local union, or an officer of a local union or of the International Union, all funds, properties, books and assets of the local union or of the International Union in the possession of such expelled local union, or of such local union officer, or of such International Union officer, shall be turned over to a duly authorized representative of the International Union and the International Union shall have the right to possession of such funds, properties, books and assets.

Sec. 4. In all cases where a local union has been suspended under the provisions of this article, the President shall have the power to assume charge of the affairs and business of such suspended local union by the appointment of a trustee or other duly authorized representative of the International Union for the purpose of assuming such charge. Such trustee or other duly authorized representative shall have the right, upon demand, to all the funds, properties, books and assets of the suspended organization for the period that he is in charge, such properties to be held in trust for the benefit of the local union and to be expended only to the extent necessary for the proper conduct of the affairs of the local union.

Sec. 5. Any disciplinary action taken or approved by the Executive Board may be subject to appeal to the next regular convention of the International Union, which convention is the final authority on all matters of discipline. In any case there shall be no resort to a court of law until all relief within the International Union under its constitution has been exhausted.

ARTICLE XIV

Finances

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 Union of forty-five cents (45c) per month per member, which per capita tax shall constitute part of the dues paid by a member of a local union to the local union and which shall become the Property of the International Union when such dues are paid by a member of a local union to a local union; a reinstatement fee of two dollars and fifty cents (\$2.50) upon the reinstatement of any suspended member of a local union; a charter fee of fifteen dollars (\$15.00) to be paid by each local group upon being chartered; such fines and assessments as the Executive Board is entitled to impose; interest on funds deposited or invested. This section shall not prohibit the International Union or its Executive Board from accepting revenues from other legitimate sources or from borrowing money, 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 of the International Union for a charter and pay a charter fee of fifteen dollars (\$15.00) for the charter and initial supplies. Such charter, if granted, shall thereafter be installed by the Secretary-Treasurer or his duly authorized representative.

Sec. 2. No local union can be dissolved while there are seven (7) dues-paying members therein who desire to continue its existence. The funds of a local union cannot be divided among individual members and can be utilized only for valid union purposes. Upon the dissolution of any local union all its properties and assets, including its funds, books and records, shall become the property of the International Union, to be held by the International Union in trust for a period of one (1) year, during which time such property shall be returned to the local union, if it is reconstituted. After such one (1) year period, such properties and assets shall become the property of the International Union and the funds placed in the International treasury to be used by the International Union for its general purposes.

Sec. 3. All local unions shall have the following minimum number of officers: President, vice-president, secretary-treasurer, recording secretary and three (3) trustees. Each local union shall have an odd-numbered executive board consisting of its president, vice-president or vice-presidents, secretary-treasurer, (the trustees where so provided) and such other additional elected executive board members as the local union deems necessary for the

conduct of its business. In addition, a local union can elect such other officers as it deems necessary for the conduct of its business, such as guard, guide, etc., and may employ one or more business representatives, which representative or representatives need not be a member of the local union. No person shall be elected to a local union office (other than business representative) unless he has been a member of the local union in continuous good standing for at least twelve (12) months unless the local union has been chartered for less than one (1) year. The local union is authorized to compensate its officers and representatives as it sees fit.

Sec. 4. Applicants for membership in any local union shall be required to fill out application and authorization cards upon forms specified by the Secretary-Treasurer of the International Union and supplied to the local union.

Sec. 5. The officers and executive board members of the union shall be elected by a majority of the voting membership by secret ballot. No voting by proxy or mailed ballot shall be allowed. The procedure for holding such an election shall be prescribed in the local union constitution and officers and executive board members shall be elected for the term of one (1) year, except that the secretary-treasurer, business representative and trustees may be elected for more than one (1) year but not to exceed three (3) years.

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; to preserve order during its deliberations; to sign all orders on the treasury when ordered by the local union; to appoint all committees not otherwise ordered, and to transact such other business as may of right pertain to his office and which may be necessary for the proper functioning of the local union.

B. The vice-president shall perform the duties of the president in the absence of that officer and, in case of the resignation or death of the president, shall perform the duties of president until such vacancy is filled by an election as provided for by the local union constitution. He shall also preside when called upon by the president and at times when the president may be temporarily unable to discharge his duties.

C. The recording-secretary shall perform the following duties: He shall have charge of all books, papers and effects of the local union. He shall keep a correct record of all union meetings and of all meetings of the executive board of the local union, unless the local union provides for and elects a recorder for such purposes. He shall conduct correspondence relative to his office.

D. The secretary-treasurer shall perform the following duties:

(1). He shall keep all financial accounts of the local union and shall maintain correct and proper accounts of all of its members. He shall collect all initiation and reinstatement fees, dues, assessments and fines from members of the local union. He shall make all disbursements for the local union as provided in Section 10 of this article. He shall keep a correct record of all moneys received and expended, and prepare financial statements to be submitted to the local union and to the Secretary-Treasurer of the International Union monthly.

(2). He shall be properly bonded with a faithful performance of duty bond by a bonding company and under a bond approved by the Secretary-Treasurer of the International Union. He shall deposit all funds of the local union in a bank recommended by the trustees. He shall submit his books and records to the trustees for audit and approval whenever called upon to do so, and upon the expiration of his term turn over to his successor all properties and assets including funds, books and records of the local union. Before turning over such properties and assets to his successor, he must see to it that such successor is properly bonded. He shall turn over all properties and assets, including funds, books and records to the Secretary-Treasurer of the International Union or his duly authorized representative when properly called upon to do so.

(3). He shall transmit monthly to the Secretary-Treasurer of the International Union all financial obligations owing to the International Union not later than by the 15th day of the following month. He shall follow such accounting and reporting procedure as shall be formulated by the Secretary-Treasurer of the International Union. He shall be required to make monthly reports to the Secretary-Treasurer of the International Union of all dues-paying members on forms prescribed by the Secretary-Treasurer of the International Union. He shall be required to include in each monthly report the social security number, name and address of all newly initiated, transferred, reactivated and inactive members, members who have withdrawn, died, or have been suspended or expelled, and the names of all persons to whom working permits were issued during the month.

E. The trustees shall audit the books of the secretary-treasurer at least quarterly and at the close of each fiscal year and shall report each such audit to the local union and to the Secretary-Treasurer of the International Union.

Sec. 7. Local unions shall charge an initiation fee of not less than two dollars (\$2.00) or not more than fifteen dollars (\$15.00), twenty-five percent (25%) of which, but in no case less than one dollar (\$1.00) shall be forwarded to the International Union, as provided in Article XIV; provided, however, that no initiation fee shall be required by any local union, or by the International Union, of any veteran of World War No. II, if such veteran applies for membership within a period of one (1) year after his discharge; provided he has other than a dishonorable discharge and provided same is initial employment; and provided further that when in the judgment of the President of the International Union it shall be deemed by him to be to the best interests of the International Union to waive initiation fees in connection with any particular organizing campaign, the President of the International Union shall be empowered to waive such initiation fees if the local union involved shall so request,

or if such action would contribute to organization of a new local union. Local unions shall charge monthly dues of not less than one dollar (\$1.00) and not more than three dollars (\$3.00) from which dues the per capita tax collected by the local union for the benefit of the International Union shall be paid.

Sec. 8. No assessment of any kind can be made by any local union except as voted by secret ballot by a majority of the membership Present at a meeting called for that purpose and of which all members have been notified, and provided further that such assessment must be subject to the approval of the President of the International Union in advance of being levied. A local union may not assess its membership more than one dollar (\$1.00) per member per month for a maximum of four (4) months in any fiscal year, except that in emergency situations local unions may make additional assessments with the permission of the President of the International Union.

Sec. 9. Local unions may discipline their members or officers by expulsion, suspension or fine for violation of the International constitution, or the local union constitution or by-laws. In any case reasonable notice of the charges shall be given to the accused and he shall be given an opportunity to be heard; provided, however, that any member of a local union who becomes three (3) months delinquent in his dues shall be automatically suspended. The trial procedures shall be prescribed by the local union in its by-laws, but such procedures shall be subject to approval of the President of the International Union. In no case can a local union assess a fine in excess of twenty-five dollars (\$25.00). Any member expelled from a local union following a trial may appeal to the membership and it shall necessitate a two-thirds (2/3) vote of the membership present at a regular meeting to sustain such expulsion. In all cases of disciplinary action appeal can be had to the International Executive Board at its next meeting, which is empowered to take any appropriate action in the matter. In any case there shall be no resort to a court of law until all relief within the International Union under its constitution has been exhausted.

Sec. 10. Expenditures of the local union shall be only for purposes of the local union, and in all cases shall be made by check signed by the secretary-treasurer and countersigned by the president or vice-president; provided, however, that a petty cash fund may be authorized by the local union, from which expenditures can be made. The initiation fees, reinstatement fees and other obligations owed by the local union to the International Union shall constitute a preferred claim and must be paid promptly by the local union each month prior to the payment of any other obligation of the local union.

ARTICLE XVI

Strikes

Section 1. In the event of a dispute between any members of a local union and a particular employer, or employers, the local union shall not call a strike against such employer, or employers, unless a majority of the members of the local union employed by such employer, or employers, present at a called meeting of which all such members have been notified so request by secret ballot, and a majority of the local union present at a meeting of which all members have been notified and called for the purpose of discussing the proposed strike shall have voted by secret ballot to conduct such a strike; and provided further that approval of the President of the International Union shall be obtained.

Sec. 2. Strikes against any employer, or employers, may be terminated if a majority of the members of the local union employed by such employer, or employers, so request by secret ballot, and provided such action is concurred in by a majority of the members of the local union or the executive board of the local union present at a regular or special meeting of either, voting by secret ballot.

ARTICLE XVII

Withdrawal, Transfer and Inactive Membership Cards and Work Permits

Section 1. Local unions are authorized to issue withdrawal cards, transfer cards and inactive membership cards only to members who, at the time of request for same, are in good standing with all obligations to the International Union and the local union paid, including the current month. Such cards shall be issued as follows:

A. A withdrawal card shall be issued by a local union to any member requesting same who is leaving the jurisdiction of the International Union.

B. A transfer card shall be issued by a local union to any member requesting same who is leaving the territorial jurisdiction of such local union, but who intends to continue working within the trade under the jurisdiction of the International Union, and can be issued whether or not such member enters the territorial jurisdiction of another local. No transfer card shall be effective for a period greater than ninety (90) days.

C. An inactive membership card may be issued by a local union to any member who leaves or loses employment in an establishment where such local union has collective bargaining relationships and who obtains employment in the trade under the jurisdiction of the local union but in an establishment where no collective bargaining relationship exists between the local union and such establishment, or in which the local union is not then engaged in organizational efforts. Any person bearing such card and who has complied with the conditions of the same may deposit such card with the local union and resume active membership therein without the payment of any initiation or reinstatement fees. The local union is empowered to request the person to whom such card has been issued to deposit the same and resume active membership in the local union at any time. Failure of the holder of such card to comply with such request shall cancel such card and places him in the category of a suspended member and subject to payment of reinstatement fees.

D. Any person bearing a withdrawal, transfer or inactive membership card shall not be entitled to participate

in the operation of any local union. A person bearing a withdrawal or transfer card and who has complied with the conditions of the same, shall upon resuming work within the jurisdiction of any local union, deposit such card and thereafter shall be admitted to membership in any such local union without the payment of any initiation or transfer fees.

Sec. 2. Withdrawal, transfer and inactive cards shall be issued by the secretary-treasurer of the local union and monthly reports of all such cards issued, deposited or canceled shall be made to the Secretary-Treasurer of the International Union.

Sec. 3. Local unions may issue work permits to persons employed for a period not exceeding ninety (90) days for work within the jurisdiction of the local union in establishments where the local union has union agreements, which work permit shall allow such person to work without the payment of initiation fees and dues; provided, however, that any such person may apply at any time during such period for membership in such local union. Such permits if used by a local union shall be issued monthly and the charge shall be the same as the local union's regular monthly dues. Work permits shall be issued by the local union secretary-treasurer, and monthly reports of all work permits issued shall be made to the Secretary-Treasurer of the International Union, together with a forty-five cent (45c) per month fee for each such permit issued.

Sec. 4. All withdrawal, transfer, inactive membership and work permit cards shall be secured by the local union from the Secretary-Treasurer of the International Union.

ARTICLE XVIII

Universal Transfer Card

Any former member of a union affiliated with the American Federation of Labor not under the jurisdiction of this International Union who accepts employment under the jurisdiction of this International Union shall, upon application for membership and the presentation of evidence of honorable termination of membership in such a union and upon payment of three (3) months dues in advance, if accepted for membership in the local union, be inducted into such local union without the payment of any initiation fees. Any such evidence of such an applicant shall be surrendered to the secretary-treasurer of the local union, who shall forward same to the Secretary-Treasurer of the International Union in lieu of initiation fee on such applicant. Any member of any local union affiliated with this International Union who secures employment under the jurisdiction of any other union affiliated with the American Federation of Labor not under the jurisdiction of this International Union and who is thereby required to become a member of such other union, may retain his membership in the local union of this International Union.

ARTICLE XIX

General Provisions

Section 1. Copies of all collective bargaining agreements entered into by local unions shall be filed at International headquarters, and all such agreements together with such information as may be necessary for a proper understanding of the agreement shall be submitted to the President of the International Union. The International Union assumes no responsibility for any agreement to which it is not an actual party.

Sec. 2. The International Union assumes no responsibility for acts or actions of local unions, their officers or members not expressly directed or authorized by the International Union or its duly authorized representatives.

ARTICLE XX

Rules

Each convention of the International Union shall adopt the rules to apply at such convention. The rules adopted at the last regular convention shall apply to the succeeding convention until such convention adopts its own rules. Except as otherwise provided in this constitution or in the rules adopted by conventions, "Robert's Rules of Order" shall be followed. Except as otherwise provided in local union rules or by-laws approved by the President of the International Union, "Robert's Rules of Order" shall apply to all meetings of local unions.

ARTICLE XXI

Amendments to Constitution

Amendments to this constitution can be made only by a two-thirds (2/3) vote of a convention. Unless otherwise provided for, amendments shall become effective upon adoption.

ARTICLE XXII

Change from Federal Labor Union to Local Union

All federal labor unions of workers within the jurisdiction of the International Union which are in existence at the time this constitution is adopted, shall affiliate with this International Union within ninety (90) days after receiving notice from the President of the American Federation of Labor that this International Union has been established. In so affiliating, such federal labor unions shall relinquish their federal charters and seals and obtain local union charters and seals from the Secretary-Treasurer of the International Union. Any such federal labor union affiliating with the International Union shall not be required to pay any fee in connection with the obtaining of a local union charter and seal from the Secretary-Treasurer of the International Union, and all persons holding good standing membership in such federal labor union shall become members of the local union receiving such charter. Any such federal labor union affiliating with the International Union shall retain its entire assets, including its real, personal and intangible property, and including all collective bargaining agreements, and all of its liabilities, but in connection with all such assets, agreements and liabilities and for all other purposes such federal labor union affiliating with the International Union shall take all necessary steps to effect a change in its name and number to conform with the name and number appearing on the local union charter issued it by the International Union. Such federal labor unions having established defense funds may preserve, maintain and continue such funds upon affiliation with the International Union.