

## **Forward**

*This Manual was created by order of the General Executive Board of the IWW to help codify organizational procedures and methods.*

*The goal of this Manual will be to effect continuity from Administration to Administration. It is also to provide organization in the methods and procedures of day to day business, improve the current system, increase efficiency, and reduce the need for continual constitutional revision.*

*This Manual will also afford new officers and members of the union with clear guidelines for their conduct in key areas, and set forward clear standards as to what is expected of them while serving the union. Ideally this manual will provide that our decision-making can become policy-based, rather than arbitrary, and each administration could build upon our union's rich past rather than scramble about for a means of meeting the future.*

*This Manual is to be considered an official statement of the policy of the union.*

*The contents of each section of this manual have been approved by vote of the General Executive Board. Future additions or changes may be made by vote of the General Executive Board, the General Assembly, or by Referendum vote by the membership.*

*No item within the Manual of Policies and Procedures shall be in conflict with or supersede the Constitution of the IWW. Any disagreement regarding the adjudication of such a conflict may be submitted to the General Assembly or for Referendum vote by the membership.*

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The contents of the manual shall include, but are not necessarily limited to, the following:

- The Working Rules of the General Executive Board
- Rules for the Email List and On-line Meeting of the General Executive Board
- Establishment of Branch Contacts for the General Executive Board
- Establishment and Procedures for Committees
- Practices and Procedures for the General Assembly
- Job Duties and Requirements of the General Secretary Treasurer
- Job Duties and Requirements for Delegates of the Union
- Policies and Procedures for Regional Organizing Committees
- Policies Regarding the Administration of IWW.ORG
- Policies Regarding Official Literature and Publications of the Union

As stated in the Forward, the contents of each of these individual areas must be submitted to the General Executive Board for formal approval before it is entered into the Manual on Policies and Procedures.

No item within the Manual of Policies and Procedures shall be in conflict with or supersede the Constitution of the IWW. Any disagreement regarding the adjudication of such a conflict may be submitted to the General Assembly or for Referendum vote by the membership.

The General Secretary Treasurer of the Union will cause to be prepared a printed copy of this Manual for distribution to all officers of the General Administration upon its completion and before new officers take office on the 1<sup>st</sup> of January each year. The GST will also be responsible to make sure that any additions or revisions to this manual are properly prepared and distributed as directed by the General Executive Board.

The GST will also make sure that copies of this Manual are available to any member of the union in good standing, or sub-body of the union for a nominal fee that will cover the cost of production and shipping.