

# **The Industrial Workers of the World**

**North American Regional Administration (NARA)**

## **Manual of Policies and Procedures**



**As created by order of the General Executive Board of the IWW in 2004 to codify organizational procedures and method, and amended by subsequent motions of the General Executive Board.**

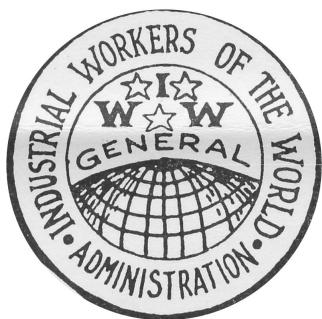
**As amended through**

**September 18, 2017**

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## **Foreword**

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 is 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 unions 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 Convention, 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 Convention or for Referendum vote by the membership.

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 Convention
- 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

The General Secretary Treasurer of the IWW shall prepare a printed copy of this Manual to be distributed to all officers of the General Administration by January 30<sup>th</sup> of 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. Copies of the MPP shall also be made available via email request from General Headquarters, and shall be posted in the public section on the official IWW website, as per resolution of the 2009 IWW General Convention.

**Job Duties and Requirements of the Chair of the General Executive Board**

1) The Chair of the General Executive Board shall be elected by that body as provided for in the Working Rules of the General Executive Board. In the event there is no elected Board Chair, the duties of the Board Chair shall temporarily be assumed by that member of the Board who received the highest number of votes in the last election. In the event of a declination, the duties of temporary Chair shall pass to the recipient of the next highest votes.

The majority of the Board may recall and select another Chair at any time.

2) The General Executive Board Chairperson shall be the alternate to the General Secretary-Treasurer.

3) The Chairperson must receive an itemized statement at the end of each financial quarter (from the General Secretary-Treasurer), listing the income and expenditure sources of the General Administration. The Chair also has the authority to examine at any time the check register used by the GST, as well as any computer accounting software or online bank accounts maintained by the GST or General Headquarters Staff persons.

4) It is the responsibility of the Chair to act as the moderator of the GEB email list, which serves as an ongoing meeting of the Board. The General Executive Board shall likewise meet on the call of the Chairperson.

5) As Chairperson of all Board Meetings, the Chair may rule certain topics and discussion out of order, or may call to have certain topics or discussions tabled. Such decisions may be overturned by a majority vote of the Board.

6) It will be the responsibility of the Chair to make a report of the business of the Board to the membership in each issues of the General Organizing Bulletin. This report shall include all motions made since the previous report, their current status and how each member voted. The Chair shall record motions exactly as submitted, and refrain from using the report to express his or her personal opinions.

7) It will be the responsibility of the Chair to prepare a report on the activities of the Board for the General Convention.

8) It shall be the responsibility of the Chair to alert any Board member who is approaching non-compliance with the working rules, no less than five and no more than ten days before such non-compliance could lead to that member vacating their seat. This notification can take the form of a private e-mail.

Should this notification not be acted upon by the Board Member in question, and no report is submitted by its due date, the Chair will make public notice of the delinquency on the GEB list, with the name of the delinquent member clearly listed in the subject line.

If the member has not responded with a report or a request for an extension within 24 hours, it will be the responsibility of the Chair to contact the next available alternate, as outlined in the Constitution, and fill the vacancy on the Board.

9) It will be the responsibility of the Chair to notify alternates immediately when procedures dictate that they assume a seat on the Board.

10) In the event of a vacancy on the General Executive Board, with all duly elected members or alternates already serving or being unavailable, the General Secretary and the Board Chairperson shall appoint a Board member until another shall be elected by referendum.

11) The Chairperson of the General Executive Board shall collate all reports of organizers appointed by the General Executive Board (which are specified in the Constitution) and make a report of their activities to the Board.

12) The Chairperson of the General Executive Board shall serve as ex officio member, with voice but no vote, of the International Solidarity Commission, the Organizing Committee and any other Committees or Boards as assigned by motions of the Board.

### **Working Rules of the General Executive Board**

- 1) The General Executive Board shall elect its own Chair with all the rights and responsibilities as provided in the Constitution, rules, and regulations of this union being assigned to that person. In the event the Board does not elect a Chair, the duties of the Board Chair shall be assumed by that member of the Board who received the highest number of votes in the last referendum. In the event of a declination, the duties of Chair shall pass to the recipient of the next highest number of votes.
- 2) A majority of the GEB may recall and select another Chair at any time.
- 3) The Chair is responsible for making a report of the business of the GEB to the membership in each issue of the General Organization Bulletin. This report shall include all motions made since the previous report and their current status, any motions which were pending as of the prior report, and how each member voted. The Chair shall record motions exactly as submitted, and refrain from using the report to express his or her personal opinions.
- 4) The Chair is expected to alert any GEB member who is approaching non-compliance with the working rules, no less than five and no more than ten days before such non-compliance could lead to suspension.
- 5) The Chair shall notify alternates immediately when procedures dictate that they assume a seat on the Board.
- 6) The Chair shall prepare a report on the activities of the Board for the General Convention.
- 7) The GEB email list shall serve as an ongoing meeting of the Board. As such, it will be used specifically to address the business of the union in an open and constructive manner. GEB members are encouraged to refrain from responding to communications on this list which contain insults or threats, but rather to post this working rule on the list as the only response to such communications.
- 8) All Board members shall be expected to make a formal report to the Board and to the membership at least once a month (every 30 days). Each member shall be expected to supply copies of his or her report to each Board member, the next alternate, and the GST. At least one hard copy of each report must be filed with the GHQ. Board members shall also provide copies of their reports to any member of the union in good-standing who requests them at cost.
- 9) Any Member of the General Executive Board automatically vacates office in any of the following circumstances; if that officer ceases to be a member of the IWW in good standing; if that officer fails to file a report with the Board for more than one month, without prior leave of the Chair (provided such leave may not be unreasonably withheld) and that officer fails to file a report within ten (10) days of a direct request by the GEB Chair; if that officer resigns the office by written notice received by the Board, the Chair, or the General Secretary-Treasurer; if that officer is recalled from office by a ballot of members in accordance with Article IX of the Constitution.
- 10) All formal Board business shall be conducted through written correspondence, which may be first-class post, international airmail, electronic mail, or fax. Formal Board business may also be conducted through in-person meetings or phone conference calls, however, votes on motions will not be given effect unless made in writing.

General Executive Board members are expected to attend two in person meetings throughout the course of their term.

The GEB Winter Meeting is hosted at IWW General Headquarters, and should be scheduled to take place no later than February 28. At the Winter Meeting, board members are expected to task each other with various

facets of assisting the General Administration throughout the year. This includes, but is not limited to: Assigning branch contacts, reviewing the current fiscal budget and communicating with the Finance Committee about the upcoming FY budget, addressing administrative issues between the General Administration and various branches and Regional Organizing Committees, etc.

Prior to the GEB Winter Meeting, a proposed meeting agenda must be prepared, circulated, and voted on by the GEB in order to give an accurate depiction of the business items and discussions which will be addressed. Minutes of the Winter Meeting proceedings will be kept by a recording secretary, and these minutes must be approved by a motion of the GEB no later than 30 days after the conclusion of the meeting.

The Winter Meeting is scheduled over the course of two days. Travel assistance funding is made available through an allotment in the budget of the General Administration, which should be listed as "GEB Winter Meeting Travel". Any disbursement of travel assistance funding must be authorized through a motion of the GEB prior to the Winter Meeting. All GEB members receiving such funding are expected to provide travel cost receipts to the General Secretary-Treasurer prior to receiving reimbursement.

The GEB Summer Meeting is held immediately prior to or following the annual IWW General Convention. The same standards held to the Winter Meeting are applied, in that the GEB must approve a meeting agenda in advance, record minutes, and approve minutes within 30 days of the conclusion of the Summer Meeting.

The Summer Meeting is scheduled for a minimum of one day. GEB members are expected to use meeting time to address lingering administrative issues facing the union, as well as setting a course for tasks needing to be accomplished before the end of the term. GEB members in attendance at the Summer Meeting are also expected to be present during the GEB Report to the General Convention, and should make themselves available to assist the host branch for the General Convention regarding meeting logistics and facilitation.

Travel assistance funding to the Summer Meeting is made available through an allotment in the budget of the General Administration, which should be listed as "GEB Summer Meeting Travel". Any disbursement of travel assistance funding must be authorized through a motion of the GEB prior to the Summer Meeting. All GEB members receiving such funding are expected to provide travel cost receipts to the General Secretary-Treasurer prior to receiving reimbursement.

11) Once a month the GEB Chair shall convene an Official Monthly Conference Call. The agenda for which shall be set and circulated in advance whenever possible,

This call shall proceed according to the following agenda:

Call to order (GEB Chair)  
Elect Meeting Chair  
Elect Recording Secretary

Unfinished business- Follow up regards to status of implementation of passed motions,

Follow up with old outstanding business of the board  
New business  
Task scheduling and assignments (if necessary)  
General Good and welfare  
Announce next meeting

12) All GEB reports shall be made over e-mail, shall contain the member's initials, date of report, and "Official GEB Report" in the subject line, and conform to the following format:

Name of Member

Date of Report  
Date of Last Report  
GEB Reports Received  
Branch Reports Received  
New Motions

Votes on New Motions (GEB Motions made by the member issuing the report)  
Votes on Pending Motions (GEB Motions made by other members of the board)  
Discussion on Votes  
Proposed Motions (Draft motions that a GEB member is circulating for review)  
Discussion on Proposed Motions  
General Activity

13) In the event that a member of the Board realizes due to travel or temporary emergency that they will not be able to fulfil their duties for a brief period of time, they may petition the Chair, in advance, for a 30-day extension or a temporary waiver. Should a member of the Board be temporarily unable to fulfil their duties for reasons beyond their control, the Chair should grant an emergency waiver or temporary extension.

14) All formal business and resolutions placed before the Board will be made in the form of motions by individual members. Each motion will have a voting life of 7 days, or until such time that a majority of voting Board members has passed or defeated a motion. Vote changes will be allowed within the life of the motion.

15) It is strongly suggested that every motion be submitted to the Board for discussion at least 48 hours before it is formally proposed. Motions for discussion shall be initialled and numbered with an asterisk “\*” by their sponsor.

16) All motions for messages of solidarity, support or condemnation, must clearly state how these messages are to be disseminated (e.g., published in the General Organization Bulletin (GOB), in the *Industrial Worker* newspaper, or through correspondence). Motions requiring messages or correspondence on the part of the GEB Chair or the GST should include addresses for where these messages are to be sent.

17) Each Board member shall be expected to record a vote of “Yes”, “No”, or “Abstain” on every motion. Votes may be reported directly to the Board and the Chair outside of the member's regular report, so long as they are included in the Board member's next regular report.

18) A majority of GEB members must vote in the affirmative to pass a motion. Should the board be reduced to below five members three members will be required to vote in the affirmative to pass any motion.

19) A motion need not be seconded to be considered by the Board.

20) Each motion shall be initialled and numbered by its sponsor.

21) Amendments to motions are not allowed. Members wishing to change provisions on [of] motions may vote “no” and offer a substitute motion.

22) If two or more board members make an identical motion, those motions will be consolidated by the Chair as one motion, the votes consolidated, and credit [given] to all those making the motion.

23) A sponsor of a motion may withdraw that motion during its voting life.

24) Any Board member may make an explanation of any vote, and any IWW member in good-standing may request an explanation of any vote to be published in the General Organization Bulletin.

25) Whenever any official communication takes place between four or more members of the GEB outside the

standard forum of General Administration email list, a full report of that meeting should be published on the GEB email list and made available to the general membership upon request.

26) Proposals from the GEB to be sent to referendum must be printed in the General Organization Bulletin immediately preceding the GOB with which the ballot is to be enclosed.

27) Proposals from the GEB to the General Convention must be submitted 90 days before the Convention in accordance with Article VI Sec. 1(b) of the Constitution.

28) GEB working rules shall be published in the General Organization Bulletin every six months.

**GEB Email List Rules**

The GEB email list shall be governed by the following:

- 1) The GEB email list is a meeting of the General Administration Board, and shall be limited to actual business before the board. Business is defined as motions and reports, discussion on current motions and reports, as well as relevant "good and welfare" information and official discussions among administration officials.
- 2) All subscribers to the GEB email list must be current IWW members. The GEB Chair or designate will maintain a roster of subscribers eligible to read and post to the GEB email list as part of their union duties.
- 3) Posting to the GEB email list shall be unrestricted for members of the General Administration (Board members and the GST). Members in good standing who wish to speak on business before the Board may contact a Board member or send their comments or questions directly to the Chair/moderator. All such posts will be moderated by the Chair and subject to the discretion of the Chair, consistent with parliamentary rules.
- 4) The chair may suspend any user of the GEB email list for up to 30 days for repeatedly posting personal attacks or otherwise disrupting the list with material not relevant to the business of the administration. A suspended or unsubscribed GEB member may still file votes and official reports by sending the report to the chair, who will forward them to the list.
- 5) All rulings of the GEB Chair regarding email list decorum are subject to appeal by a majority vote of the GEB.

### **Branch Contacts and the General Executive Board**

Branch contacts will be assigned at the beginning of each Board term and shall be assigned either by the Chair through a motion or at face-to-face meeting, at the Chair's discretion. Each Board member is required to make initial contact immediately, and encouraged to check-in with each of their assigned sub-bodies at least once a month if possible. Board members are encouraged to use delegate reports published in the GOB to make sure branch delegates are reporting. Recommended questions for board members to ask their branch contacts in order to assess their work and identify needed support:

- 1) When was the last meeting?
- 2) What are the activities/campaigns/organizing/projects of the branch?
- 3) How many members do they have and are they current in their dues?
- 4) What is the date of the branch's last report to GHQ and whether the delegates have reported recently?
- 5) Do they receive/distribute copies of the *Industrial Worker* or order literature from GHQ?
- 6) Is there any support or needs that the Administration can help with?
- 7) Is at least one member of the branch subscribed to the GEB email list?

GEB members are responsible for the following duties related to their assigned branches:

- 1) Working with branches to make sure that branches and delegates are reporting regularly and working to keep their members in good standing.
- 2) Working with branches to make sure that branches meet regularly and are engaging in workplace organizing or other IWW related work.
- 3) Identify branches that have fallen into bad standing/ not reporting regularly and work with them to bring them back into standing.
- 4) After an honest effort has been made to bring branches or groups back into good standing, GEB Members are to do everything in their power to facilitate the surrender of Branch Charters and Treasuries and to make sure that the union's records on these groups are brought up to date
- 5) Identify branches that are interested in or could benefit from training and recommend them to the Organizer Training Committee.

**Guidelines for The General Administration Extending Loans to IWW Chartered Bodies**

1. All chartered bodies will make their requests for a loan from the General Administration (GA) through their region's General Executive Board (GEB) liaison who in turn will inform the Board.
2. No consideration of any loan request will be given until after discussion between the GEB and the chartered body regarding accountability, and the development of an agreed upon comprehensive plan for repayment.
3. The General Executive Board's motion to loan funds to a chartered body must be accompanied by the chartered body's meeting minutes in which is recorded; the motion to request the loan from the General Administration, the acceptance of an agreed upon repayment schedule, and the results of the vote to request funds and assume the responsibility to repay. The minutes must also include the names and x numbers of all members in attendance.

### **General Secretary-Treasurer Job Description**

This section of the Manual on Policies and Procedures concerning the job description of the General Secretary-Treasurer of the Industrial Workers of the World is not to be considered a contract, and may be changed any time during the course of employment where it does not conflict with the IWW Constitution.

This section of the MPP is designed to acquaint the GST with information of the working conditions, benefits, and some of the policies affecting the office of GST and maintenance of General Headquarters.

#### **Qualifications:**

The General-Secretary Treasurer shall be a member for 3 years and 18 months in continuous good standing immediately prior to nomination and shall remain in continuous good standing until assuming that office or forfeit the right to hold the office.

#### **Employment Status:**

The General Secretary-Treasurer is elected by members of the Industrial Workers of the World, which is composed of actual wage earners. The term of the GST begins on January 1 the following year after the election. The IWW recognizes the right of the GST to resign at any time for any reason. However, the employment of the GST shall not be terminated without the proper procedures being followed as outlined in the Constitution. This means that the IWW's relationship with the GST is not a guarantee of employment.

No candidates for the position of GST, who meet the Constitutional requirements for office, shall be discriminated against from running for, or holding office on the basis of the candidates' religion, political affiliation, age, sex, sexual orientation, disability or race. Likewise, those factors will have nothing to do with pay or benefits.

#### **Attendance:**

The General Secretary-Treasurer is expected to be at the General Headquarters office from the hours of 9 AM to 5 PM, with 1 hour for lunch taken at the GST's leisure, no fewer than 5 days a week, or 40 hours a week, whichever better suits the GST. Excessive absences, including for Sick Leave, may result in disciplinary action.

Time spent travelling during normal work hours is considered work time. Time spent in home-to-work travel by the GST is not considered "hours worked" and, therefore, is not considered work time.

#### **Pay and Performance Issues:**

The General Secretary-Treasurer carries out the duties and responsibilities of the office with limited supervision. The GST makes decisions and establishes work priorities on essentially task-oriented operations.

The General Executive Board sets the monthly salary of the GST. There are 12 pay periods in a year and the monthly salary may be changed any time during the GST's employment by a majority vote of the General Executive Board, not to take effect until the following month. The GST shall not pay himself or herself without first getting written approval from the GEB Chairperson.

The GEB Chairperson, or any member of the GEB, retains the right to request any documentation regarding the operating expenses or income handled by the GST at any time. Such documentation may include, but is not limited to: payroll expenses, receipts, bank and credit card statements, utility statements, and deposit records. The GEB Chairperson shall raise the issue to the entire GEB of any illegitimate payments made by the GST.

The GEB shall evaluate the work performance of the GST and those hired by the GST through the annual audit of headquarters' books and supplies. The GEB may also follow-up on the concerns of any branch officer as to the performance of the GST and those hired by him or her. Written evaluations can be made at anytime to advise workers of unsatisfactory job performance. A majority vote of the GEB is required to fire any employee hired by the GST.

The GST has the responsibility to hire, fire and oversee staff as necessary to meet the union's needs and fulfill the duties of the office. The GEB determines the maximum number of hours staff hired by the GST may work. The hourly pay rate for staff hired by the GST is set by the GEB.

The GST will maintain a record of hours worked for all on-call, full- and part-time employees. The GST shall issue paychecks on a monthly basis to all on-call, full- and part-time staff. Paychecks are subject to the deductions required by law.

### **Benefits**

The General Executive Board and the General Secretary-Treasurer shall negotiate the allocation of funds to be used to provide the GST and their family with health insurance. This monthly amount will not be changed by the GEB during the course of the GST's employment.

The GST is entitled to all rights of unpaid time off from work that falls under the labor law of the country where the GST and GHQ reside. In the US these include but are not limited to: FMLA and military leave of absence. Leave of work includes, but is not limited to: Jury duty, 2 hours time off to vote, witness leave and up to 3 days of paid bereavement.

Holidays and days off include New Year's Day, May Day, June 27, and Christmas Day, plus 2 floating holidays taken at the discretion of the GST. The GST is also entitled to 10 vacation days, taken at his or her leisure provided he or she give at least 5 days written notice to the GEB and provided that the days off do not conflict with the General Convention. The GST is also entitled to 5 sick days. If a recognized holiday falls during the GST's leave of absence (vacation days or sick leave) or during the General Convention, the GST may take an additional day off. Sick days and vacation days will be prorated to GHQ staff based on hours worked per month, and this prorated amount of sick time and paid time off will be calculated by the General Secretary Treasurer.

A GST who serves their full term from January 1 to December 31 will have his or her final pay check include payment for any unused vacation days, not including unused floating holidays, at \$50 per vacation day remaining. If the GST's term ends before December 31, their final pay check will not include payment for any unused vacation days.

For questions about his or her benefits, the GST should contact the GEB Chair.

### **Standards of Conduct**

While serving in office, the GST is not to make public statements supporting any political or religious organization in the capacity of the office of GST. The GST and employees of GHQ also shall not engage in any sexual harassment, racial or sexual discrimination, or use or sale of alcohol or illegal drugs in the workplace. Engagement in this behavior is grounds for the GEB to suspend the pay of the GST or GHQ employee for 1 month and are also grounds for filing charges to remove the GST from office and to fire an hourly employee of GHQ.

### **Grievance Procedure**

If the GST, or employees of GHQ, have questions concerning policies and procedures affecting or likely to affect his or her work, there are resources available for clarification. The GST and GHQ employees are encouraged to seek answers to their work-related questions and concerns by first contacting the GEB Chair. If no resolution is satisfactory, the GST or employee can file a grievance with the GEB, and can request a closed session to deal with personal issues.

No employee will be penalized, formally or informally, for voicing a complaint.

The GST, and any paid employee of GHQ, may file charges against the GEB if the GEB violates the Constitutional rights of the office of the GST, or violates any agreements listed in this section of the MPP.

**Membership Information Privacy Policy**

1. Membership information kept in the GHQ database including dues rates paid and contact information is private information that the membership has trusted with the union and should be treated as confidential.
2. While the General Administration accesses this information to verify membership standing of individuals and to conduct basic administrative work of the union, lists of this information are not to be shared with committees, individual members, or any other body of the IWW for reasons such as mass fund raising appeals. Chairs of standing committees of the union will still have access to the database to verify standing of members subscribed to committee email lists.
3. This information can be shared with individual members for union business that is not part of mass fundraising appeals at the discretion of the GST.
4. Officers of union bodies such as General Membership Branches, Regional Administrations, and Regional Organizing Committees should have unrestricted access to their own bodies membership information as they see fit, including fundraising appeals

### **Policies and Procedures for the Literature Department**

The IWW Constitution discusses the Literature Department under the General Bylaws Article XVI. This document will complement the language of the Constitution and guide the administration's oversight of the Literature Department.

**Purpose Statement:** The Literature Department is an organization of the General Administration, responsible for producing, acquiring and selling working class literature and merchandise in order to further the union's educational mission. The Literature Department will operate as fundraising, publishing and propaganda arm of the union as well as a functioning as a central distribution point for official literature, union publications, and educational materials available for public distribution.

**Finance and Budget Policies:**

1. The Literature Department shall operate as a separate financial entity from the General Administration providing monthly and annual financial reports to the membership and presenting annually a proposed fiscal year budget for GEB approval.

**Operating Policies:**

1. The Literature Department is operated as part of GHQ. The GST shall employ and oversee a Literature Department Coordinator to run the daily operations of customer service, financial and inventory record keeping, and merchandise and publication development. In the event that the position becomes vacated for any reason, the GST may assume this role themselves temporarily.
2. In order to encourage the resale of merchandise and to promote the union the Literature Department shall extend to all branches and other official union bodies credit not in excess of \$350.00 (literature and postage), and to at large delegates credit not in excess of \$125.00 (literature and postage) for not longer than 90 days from the date that the shipped order was received.
3. All branches, other official union bodies, or at large delegates with a balance owing to the Literature Department exceeding 90 days shall have no further credit extended until the balance is paid in full.
4. While the Literature Department Coordinator will make a reasonable effort to ensure that all credit orders are placed with the proper authorization, branches and other union bodies are responsible for orders placed and the development of their own internal policies of accountability.
5. Prior to an order being placed on credit Branch Secretaries must first notify the Literature Department Coordinator of the name or names of Branch members authorized to place such orders in the name of the Branch
6. Once 90 days have passed the Literature Department Coordinator will contact branch, other official union body, or at large delegate to inform them that funds are overdue and to request payment

### **General Headquarters Safer Space Policy**

The I.W.W. is a union committed to the emancipation of the working class. The working class is diverse and as a union we realize that oppression is many layered. As such, we strive to keep our common places free from oppressive action, behavior, and language.

These oppressive actions and words include, but are not limited to: racism, sexism, homophobia, and any expression of disrespect and/or intolerance of size, gender identity, physical ability, age, educational level, cultural background, or political ideology (as long as such ideology does not conflict with the I.W.W. Constitution).

We want to learn from and educate each other. We will each be responsible for addressing these issues in ourselves and others. This policy is not about censorship, but rather opening a dialog in a respectful way. If someone feels like this Safer Space Policy is not respected, and that oppressive actions have been taken or words been used, and is uncomfortable bringing this up personally, they are encouraged to seek an ally of their choosing to advocate for them.

In a meeting, a person can ask for a point of personal privilege to take a break and discuss this with necessary parties.

All General Headquarters staff, volunteers, interns, and visitors should be conscious of this policy and address issues as they arise.

This policy is to be posted visibly at the I.W.W. General Headquarters and made available to all users of the space. In addition to the premises of I.W.W. General Headquarters, this policy applies to any meeting, event, or communication platform that is I.W.W. General Headquarters sponsored.

*If you have questions or comments, please contact: ghq@iww.org (773) 728-0996*

## **IWW.ORG Administration Committee**

### **I) Role and Purpose**

The IWW.ORG domain and network are the collective property of the IWW membership and shall serve the needs of the international membership. The IWW.ORG network, overseen by the IWW.ORG Administration Committee (IAC) shall serve as the primary Internet communications network for the IWW, including web sites, email lists, membership forums, email user accounts, email forwarding aliases and Internet sub domains.

### **II) Structure**

The IWW.ORG <<http://iww.org/>> network shall be overseen by a committee consisting of 3-5 members in good standing and shall be appointed by the GEB to serve a two-year term with no term limits. The GEB may also appoint a committee coordinator with voice but no vote. Each committee member shall be re-callable by the GEB at any time.\*

At the GEB's annual winter meeting the board shall evaluate the work of the IAC, review their appointments, discuss policy changes and may appoint representative of the Board to work with the IAC to give oversight and help set policies during the year.

### **III) Working Rules of the IAC**

1. The IAC shall elect its own chair.
2. All committee business shall be conducted through either written correspondence, which will be sent by email on the sysadmin list, on-line chat, or phone conference calls.
3. Decisions shall be made by majority vote. If one member resigns or abstains on a motion and there is one vote for and one against, the Chair of the GEB shall break the tie.
4. All members of the IAC, the chair of the GEB and the GST shall have full administrative privileges to all areas of the network. Passwords and privileges shall be changed by the chair each time a new IAC takes office, or each time a member resigns or is recalled.

### **IV) Duties of the IAC**

1. The IAC is responsible for ensuring that the IWW.ORG network is adequately maintained, that all expenses incurred by the network are paid in a timely fashion, and that all requests for service from the membership are answered in a timely fashion.
2. The IAC may designate certain sections of the network, including domains, sections of the website, email accounts, email lists, and forums, etc, as the responsibility of appropriate bodies of the IWW, including the General Administration, the GEB, Committees, Industrial Departments, Industrial Unions, Branches, Shops, Delegates and Members. At their discretion they may invite other members in good standing with necessary skills to assist in their duties.
3. The IAC chair is responsible for maintaining contact with the GEB and the membership, preparing an annual budget and annual reports for the GEB and the General Convention, which will be printed in the GOB once a year minimum.

While content shall be the responsibility of the IAC or designated subsections, the GEB will maintain ultimate oversight over the network and its editorial policy and content (as per the IWW constitution).

### **V) Email Lists on IWW.ORG**

1. Recommended internal email list:

The list [members-news@lists.iww.org](mailto:members-news@lists.iww.org) is the moderated, members-only list for the purpose of sharing information in the form of news items and events listings (such as Internal IWW bulletins, IWW news, IWW-related news, and announcements about IWW events and IWW-endorsed events), as well as for discussion. This list is recommended to all current members for subscription and to be advertised in the General Organising Bulletin, on [iww.org](http://iww.org) and in other media of the organisation as such. New members are encouraged to join this list when joining the IWW, by the inclusion of the following text on new membership forms:

"Yes, I want to be subscribed to the IWW Internal News email list." Members who sign up to [members-news@lists.iww.org](mailto:members-news@lists.iww.org) will be given the option of unsubscribing on the 1st day of each month via auto-reminder.

## 2. Moderator of [members-news@lists.iww.org](mailto:members-news@lists.iww.org):

The General Executive Board appoints a moderator of the list [members-news@lists.iww.org](mailto:members-news@lists.iww.org) from amongst its number at the beginning of their term.

The moderator's role will be to approve or reject posts to the list based on the following criteria:

- Relevance: The list is for communication of IWW business and related labour, solidarity and social justice matters.
- Confidentiality: If disclosing information about others the post should make clear that this information is shared in agreement with those concerned and not of a confidential nature.
- Insults: Posts containing insults or threats will not be accepted. Members whose comments are rejected will receive this information in response and are encouraged to resubmit the substance of their communication, edited as appropriate, to the list.

## 3. Advertising Lists:

All further email lists available on [iww.org](http://iww.org) are to be advertised in the GOB, on the [iww.org](http://iww.org) website and in other media of the organisation with a description of their purpose, whether they are moderated or unmoderated, members only or open, and noting any other particular features as relevant.

### **Preservation and Disposal of IWW Records and Materials**

The GST, IWW Office Staff and GEB are required to keep the following organizational records for the specific time. All records of a confidential nature that are disposed of must be done so using a secure method i.e. shredding.

**1) Delegate Convention Minutes and Reports:**

- Electronic copies of all Delegate Convention minutes and reports are to be maintained, backed up, archived and made available indefinitely to IWW members.

**2) GEB Meeting Minutes:**

- Electronic copies of all GEB meeting minutes are to be maintained, backed up, archived and made available indefinitely to IWW members.

**3) Branch and Membership records:**

- All original Branch Charter Applications, Bylaws, and subsequent Bylaw changes are to be kept indefinitely in individual Branch files.
- Member Lists, Delegate Reports, Branch Reports and New Member Applications shall be retained for 5 years. Prior to disposal Branches may request the return of their reports at the cost of postage.

**4) Election Records:**

- All election records, including membership and eligibility lists, copies of nomination and election notices, voting instructions, all return envelopes, marked, challenged, and unused ballots, and tally sheets shall be retained for 3 years.

**5) Financial records for US Department of Labor (DoL) audit:**

- All Statements and itemised receipts for credit card and petty cash purchases, member ledger cards for former members, Union bank deposit slips, bank debit and credit memos, vouchers for union expenditures, monthly GST financial reports and statements.
- Any electronic documents, including record keeping software, used to complete, read, and file the DoL reports, accountant's working papers used to prepare financial statements and reports filed with Office of Labor-Management Standards (OLMS), fixed assets inventory, and tax forms shall be retained for 5 years.

**6) IWW Publications and GHQ produced IWW materials:**

- Industrial Worker– One paper copy of all issues of the Industrial Worker shall be retained by, and stored at, GHQ. Overprinting and returned copies should be retained for 2 Years. These extra copies should be offered to IWW collection at Wayne State, any other institutions as the GEB approves, in addition to established branches. Electronic copies of all issues shall be maintained, backed up, archived, and made available on request indefinitely to IWW members.
- GOB – One paper copy of all issues of the GOB shall be retained by, and stored at, GHQ. Electronic copies of all issues shall be maintained, backed up, archived and made available on request indefinitely to IWW members.
- GHQ produced brochures, posters and other propaganda material – One paper copy of all GHQ produced brochures, posters and other propaganda material shall be retained by, and stored at, GHQ. One copy of each should be offered to the IWW Collection at Wayne State, and any other institutions as the GEB approves. All GHQ brochures, posters and propaganda material shall in addition be saved electronically, backed up, archived and made available on request indefinitely to IWW members.

## **General Convention Policies and Procedures**

Overview:

The Constitution Article VI Sec. 1(a) of the IWW calls for the union to hold a General Convention each year.

General Convention is the legislative body of the IWW and its enactments are of legal force as per Article VI Sec. 2 (a) of the IWW Constitution.

The date of the Convention is typically the first weekend in September. Length of Convention is outlined by Article VI Sec. 1(b) of the Constitution, “The General Convention of the IWW shall not remain in session over 10 days.”

Regular session of Convention should last no more than 8 hrs. No business of the Convention may be conducted en masse after 9:00pm. Convention delegates may vote to extend the session.

The host site for Convention, according to the Constitution Article VI Sec. 1 (a) is to be set by the previous Convention. Past practice has been to send this decision to Referendum.

Representation and Eligibility at Convention:

Please reference Article VI Sec. 3

1. Representation at the General Convention shall be by delegates from chartered branches and Industrial Unions.

2. The number of delegates that chartered IWW Branches are authorized to have at Convention is based upon members in good standing.

1 delegate, 10 members in good standing

2 delegates, 30-59 members in good standing.

3 delegates, 60-89 members in good standing.

4 delegates, 90-119 members in good standing.

Branches with 120 or more members shall have one further delegate for each additional 50 members.

3. To be eligible to serve as a delegate from an Industrial Union, the delegate must have been a member for 1 year and in good standing for 60 days prior to Convention.

4. To be eligible to serve as a delegate from a chartered branch, the delegate does not need to be a member for 1 year, but must be a member in good standing. Precedent set by General Executive Board motion EW-01-2009.

5. Delegates may not carry proxies for more than one other chartered union body. They may carry multiple votes from that other body. To carry the proxies, the Delegate must provide a copy of the mandate by that body and verification from the officer(s) that the body did indeed empower this delegate to vote for them. A copy of the mandate and verification must be provided to the GST and the Credentials Committee.

6. Branches who are unable to send a delegate may nominate a branch as a proxy for their vote, this must be done at least 15 days prior to the convention. The branch seeking the Proxy vote must provide details of a written mandate to the delegate. This should include: minutes of the branch meeting where the proxy was mandated, with instructions for how to vote, as well as any other item of business, including, amendment proposals to motions. No branch can carry more than one other branches vote.

(a) If a branch is unable to find a delegate to carry their proxy vote they may approach their GEB contact to help find them a proxy delegate that will be attending general convention.

(b) The General Executive Board and the General Secretary Treasurer will distribute this information in the clearance form and specifically in the June GOB. This will include a request for branches to offer to carry a proxy vote. This will then be followed by a list of branches offering proxies published in the July GOB.

(c) Should the original proxy delegate become unavailable at short notice any new delegate located would not be seated on behalf of that branch in temporary session, but instead would submit their credentials to the Committee on Credentials for a recommendation to be seated in Permanent Session.”

7. Individual members in good standing may attend and have voice but no vote. These members shall be seated separately from the delegates.

8. Members of the General Executive Board are considered delegates at large with no vote as per Article VI Sec. 6(b). Members of the GEB should help inform the delegates of issues and information on subjects before Convention, but should take a step back and allow the delegates to lead the discussion.

#### Responsibilities of the General Executive Board:

1. The GEB is required to have a preliminary working agenda for the Convention by July 15. A final agenda will be provided before the start of the first session of Convention.

2. The GEB requires that the following committees, officers, and subordinate bodies supply written reports to Convention:

General Secretary Treasurer  
IW Editor(s)  
IWW.org Administrative Committee  
Literature Department Committee  
Central Secretary Treasurer of the General Defence Committee  
International Solidarity Commission  
Audit Committee  
Finance Committee  
Organizing Department Board and its subordinate bodies

3. The GEB draws up a list of delegates, with which no contest has been made, to be seated at Temporary Session.

#### General Secretary Treasurer Responsibilities:

1. The GST must provide to the General Executive Board a list of registered delegates and their standing prior to Convention.

2. The GST must call Convention to order and read the list of eligible delegates to be seated at Temporary Session.

3. The GST shall have a copy of membership records to aid the Credentials Committee in drawing up the final list of delegates.

#### Standards for the General Convention

1. All proposals, resolutions, and Constitutional amendments must be submitted to General Headquarters 90 days prior to Convention and published in a GOB to be mailed hard copy not less than 60 days before the General Convention. No proposals, resolutions or Constitutional amendments submitted by an individual will be considered by the Convention.

2. Resolutions shall be printed on a separate sheet of paper and in duplicate.

3. Delegates carry a written mandate of votes from the body they represent to Convention (see Article VI, section 3).

4. Delegates, as per Article VI, section 6b) of the Constitution cannot cast more than one vote when voting on the seating of a contested delegate, or when voting on the expulsion of a member.

#### Host Site Responsibilities:

1. The host site is encouraged to plan or facilitate members to put on workshops and caucuses between business sessions of the Convention.

2. The host site is responsible for collecting the nominal registration fee for Convention. This fee will help cover food, space rental, and other costs of putting on Convention. A financial report should be provided to GHQ with copy of receipts.

3. Childcare is required at every Convention to ensure the inclusion of all members.

#### Temporary Session of Convention:

1. The GST calls to order and reads a list of delegates eligible to be seated. This list is provided by the GEB.

2. After the delegates are seated the GST hosts an election for a Temporary Chair and Secretary, as well as a Credentials Committee, and a Balloting and Distribution Committee. After the Temporary Chair takes over, the GST steps down.

Credentials Committee draws up a final list of eligible delegates to be seated in Permanent Session. Please see MPP section 3-2.

Balloting and Distribution Committee provides copies of resolutions, amendments, and other documents to convention attendees. Further the committee receives nominations and prepares, distributes and counts ballots for positions and committees elected at convention

3. The Temporary Chair will call the Convention back to order. At this point the Credentials Committee will provide a final list of delegates to be seated.

4. The Tempory Chair will have the Ballot and Distribution Committee report.

5. The Temporary Chair will call for nominations for a permanent Chair and Secretary.

6. Permanent Session is called to order by the permanent Chair.

#### Credentials Committee:

1. Checks the voting eligibility of each delegate. The GST will provide member information for the delegates standing.

2. Validates all proxies. Delegates carrying proxies must provide a copy of the mandate from the body they will be representing, and written confirmation from the officers of said body.
3. Appoints a Sergeant at Arms to direct delegates to the floor, and all other members and guests to a separate seating area.
4. The Credentials Committee will continually check the credentials for late arriving delegates.

Convention Rules:

1. Robert's Rules of Order will be the standard for conducting Convention.
2. The following Special Rules shall apply during Convention
  1. Only Robert's Rules of Order Newly Revised (RONR) are to be used
  2. Any reference to Robert's Rules is required to be substantiated with Chapter, Section, and Line
  3. Extending the time allotted to each question, as specified by the General Executive Board, requires a vote and approval of delegates
  4. No delegate or member in good standing may speak for more than three minutes on any question per turn.
  5. No delegate or member in good standing may speak more than twice on the same question without permission of the assembly.
  6. All speakers are to speak only to the issue, pending resolution, or amendment
  7. No friendly amendments
  8. Delegates that carry a proxy have the right to speak for both their own and the branch that they carry a proxy for.
  9. Approval of entire Convention Minutes will be made by the GEB following Convention

**A Primer on the Rules of Decision Making**

A) Chair: The person that is elected to maintain the order of business at the meeting.

B) Agenda: The order of business, or list of things to be discussed.  
C) Main Motion: The proposed action or policy.

D) Second: To support opening a motion to discussion; without a second, the original motion is deferred, or dropped.

E) Discussion: All motions are up for questions and debate before a vote.

F) Motion to Amend: During discussion, someone may move to amend the main motion. The proposed amendment is then discussed and voted on before returning to the main motion. However, if the amendment is

offered as friendly, the amendment does not need to be voted on if it is accepted by the maker of the main motion.

G) Suspending the Order of the Day: A vote can be taken at any time to suspend the order of business (i.e. the agenda) for free discussion and brainstorm.

H) Calling the Question: Ends the debate; floor may vote on whether or not to call the question, or the chair may rule to put the question to vote.

I) Appealing the ruling of the Chair: All decisions in regards to proceeding made by the chair are subject to override by majority. This rarely happens, but is necessary on occasion.

J) Point of Order: Is always in order, used by anyone to point out that debate has wandered off of the subject at hand

K) "Out of Order": Someone may be declared "out of order" when they are speaking out of turn, not speaking to the subject or question at hand, or they are being disruptive.

L) Good and Welfare: This is the time when announcements and other items that do not fit into the agenda can be brought up.

M) Voting may be done with a show of hands or a voice vote.

### **Procedure Etiquette and Protocol**

A) Respect each others opinions, and the process.

B) Raise hand to get on speaking list (chair or co-chair maintains list).

C) All should have a chance to speak before anyone speaks twice on a motion.

D) Allow for ample debate before calling the question. Allow for the group to determine a general agreement on a question before asking for a vote (sometimes general agreement is not possible).

E) Help the chair do his/her job by helping to move the agenda along.

### **Rules Governing Committees at the General Convention**

1. Committees elected by the General Convention are considered to be representing the will of the Convention and are granted necessary rights and privileges as such.
2. Committees must have a minimum of 5 delegates. No delegate may serve on more than one regular committee.
3. During a committee meeting, delegates may not use proxy votes.
4. Committees must submit in writing to the secretary of Convention any findings, statements, or recommendations they come to.
5. Convention must consider all issues for the ballot. Any issue that is voted down by Convention can be placed on the ballot by a petition of 5% of the membership.

Regular Committees of the General Convention:

1. Powers of the regular committees are limited to very specific jobs that pertain to running the Convention.  
Example: Credentials Committee.

Credentials Committee:

1. This committee immediately after appointment begins,
  - a. checks in with all delegates, verifying their credentials.
  - b. monitors late arrivals and making sure they are properly credentialed.
  - c. validates all proxy votes. Delegates must present a mandate from the body they are carrying proxies for with emails of verification from the officers of that body. Also, this must be provided to GHQ.
  - d. appoints a Sergeant at Arms to direct delegates to the floor and all other members and guests to a separate seating area.

Balloting and Distribution Committee:

1. The Balloting and Distribution Committee shall be responsible for providing delegates and convention attendees with copies of resolutions, amendments, and any other documents submitted to the committee for the consideration of convention attendees.
2. The Balloting and Distribution Committee shall also be responsible for the receiving of nominations and the preparation, distribution, and counting of ballots for positions and committees elected at convention.
3. Any member of the committee who accepts a nomination for a position to be elected at convention must resign from the committee and shall be replaced by a vote of the delegates present if said resignation reduces the committee to fewer than three (3) members

Committee on Charges and Appeals:

1. Must be made up of at least 5 Delegates. If there are not enough delegates to consider all charges and appeals, other members in good standing attending convention may be elected to serve on a charges or appeals committee.

2. Will present their findings and opinion to the Convention. All findings and opinions must be provided in writing to the Secretary of Convention.

#### Special Committees:

1. Are elected or appointed by the GEB or Convention to deal with specific business. These committees must report to the Convention of any on-going business.

2. These committees have no power to act on their own, but are there to make recommendations to the Convention.

3. May be turned into standing committees.

#### Audit Committee

The General Convention shall elect an Audit Committee of no more than five, but no fewer than three, IWW members to conduct a financial audit of the union's General Headquarters and General Fund. The Audit Committee is expected to perform its duties no later than 30 days after the closing of the fiscal year of the General Administration (July 1 – June 30), as outline in Article VI, Sec. 9 of the Constitution.

#### Finance Committee

The General Convention shall convene a Finance Committee as per Bylaws, Article XV. See Section 5-4 of the Manual for Policies and Procedures for details.

### **Industrial Worker Editor Job Description**

The IW editor is elected every two years, as per a policy adopted by membership referendum but never put in the form of an amendment to the constitution or bylaws so that it would be recorded in the constitution.

The editor is responsible for ensuring that the union's main newspaper, the Industrial Worker, is published and distributed on a regular schedule, as agreed between the editor and the General Executive Board which maintains oversight over the newspaper and its editorial policy (as per the IWW constitution).

The editor is responsible for maintaining contact with the General Executive Board and the membership, preparing an annual budget and annual reports for the GEB and the General Convention, and producing a newspaper that meets the needs and reflects the diversity and general policy of the Industrial Workers of the World.

The editor solicits articles, photographs and other material from IWW members and other fellow workers; selects from the available material, edits articles to meet the stylistic and space needs of the newspaper, and assembles the newspaper in a format ready to be delivered to the printer.

The editor is also presently responsible for ensuring that the newspaper is printed and mailed out in a timely fashion.

The editor(s) works with the IWW.org Administration Committee as the primary content administrator(s) for IWW.org and the official IWW and Industrial Worker social media channels. As such, the editor(s) posts relevant and updated content on a regular basis.

The editor(s) is also responsible to coordinate with all IW staff, the GEB, and the General Administration in permanent process to economize publication costs, improve the Industrial Worker's web presence, and improve the visual and editorial quality of the publication.

### **Solidaridad Editor Job Description**

The Solidaridad editor is elected every year by membership referendum as a “policy” rather than an amendment to the Constitution or Bylaws.

The editor is responsible for ensuring that the union's main Spanish language publication, Solidaridad, is published and distributed on a regular schedule, as agreed between the editor and the General Executive Board which maintains oversight over the publication and its editorial policy (as per the IWW constitution).

The editor is responsible for maintaining contact with the General Executive Board and the membership, preparing an annual budget and annual reports for the GEB and the General Convention, and producing a publication that meets the needs and reflects the diversity and general policy of the Industrial Workers of the World.

The editor solicits articles, photographs, and other material from IWW members and supporters; selects from the available material; edits articles to meet the stylistic and space needs of the publication; publishes these selections on an internet site of the same name; and assembles a printable publication in an electronic format. The editor may also produce an ‘in body’ e-newsletter version as well.

### **Standards for Committees of the IWW**

Each committee of the IWW is chartered to fill a particular need, and members of these committees should take their obligations to the union seriously.

The following guidelines and processes are required of every appointed committee of the IWW, unless superseded by Constitutional provisions, in the case of Mandated Committees.

#### *General Rules Governing Committees:*

- 1) All regular committees of the IWW shall be chartered by action of the General Convention or General Executive Board, or by referendum initiative and vote of the Membership. Each committee is considered to be representing the interests of the union and is granted the necessary rights and privileges as such.
- 2) No committee should be chartered without a formal motion outlining the plans and goals of that committee, and stating whether the committee shall be a Standing Committee of the union, or shall work within a prescribed time line.
- 3) No committee should be chartered without the naming of a formal Chair who is responsible for seeing that said committee carries out its charter and that an informal quarterly report is filed with the GEB and the membership outlining said committee activities. In the case of Standing Committees the facilitator or chair should be confirmed at each General Convention, except in cases where the means for appointing or electing the Chair of said committee is clearly outlined in the Constitution.
- 4) Committee membership can be opened to the union as a whole or be specified in the motion creating the committee; but it is a responsibility of the Chair of the committee to keep a current Directory of all members of the committee, and supply the GEB and General Convention with said directory.
- 5) Each committee should have a liaison on the GEB to better facilitate communications between the General Administration and the committee.
- 6) Each committee should establish an e-mail list and consider said list as an ongoing meeting of said committee; the Chair of the committee to act as moderator of said list.
- 7) Each standing committee should submit basic guidelines for inclusion in the Manual of Policies and Procedures of the Union.
- 8) Each standing committee is also responsible for preparing a formal report to be submitted each year to the membership at the General Convention.
- 9) Each committee shall expedite their business promptly and responsibly. Should a committee fail to carry out its obligations or fail to report, the GEB may nominate members to replace current inactive members, or to suspend or revoke the charter of said committee.
- 10) All Committees have the right to place items for discussion on the Agenda of the General Convention, and to propose formal resolutions to the Convention as a constituted body of the union.
- 11) No committee may enact any binding rules, regulations, or standards, or in any way set policy for the union without a direct motion from the General Executive Board, a motion of the General Convention, or approval of the membership through referendum.
12. No member of the union should serve as Chair of more than one regular committee.

13. Delegates may not use proxy votes while conducting business in committee.

#### *Types of Committees of the IWW*

**Mandated Committees** are those committees established by the Constitution or By-Laws of the Industrial Workers of the World to perform specific business for the Union.

These committees may be special committees with a limited time frame to complete their work, or standing committees, but all have only the power granted them by the Constitution or By-Laws of the Union.

The membership, structure and tasks of these Committees are to be described in the Constitution and/or By-Laws of the IWW individually. Where no process is outlined in the Constitution and/or General Bylaws, these Committees should govern themselves according to processes and procedures established here in the MPP.

**Standing Committees** are elected/appointed by the General Executive Board or the General Convention to continue/perform the business of the Union.

These committees have only the power granted them by the Board or General Convention, and are required to submit a formal report of their activities at each Convention, as well as report at least quarterly to the GEB and the membership.

The charter of each standing committee should be confirmed or disbanded at each General Convention. If confirmed, a Chair must be named and new members should be appointed.

No Standing Committee may be activated unless the motion creating said committee clearly states the expectations for that committee, to whom and when that committee shall be responsible for reporting, who shall Chair that committee and how new Chairs will be appointed, and who is considered a member of that committee and how new members may join or be appointed.

Any Standing Committee that does not report to the General Convention, or does not have any activity between Conventions should be considered as “non-operational” and the reasons and needs for said committee should be an Agenda item to be debated by the Convention; after which it should be formally disbanded, or a new committee should be confirmed.

**Special Committees** are elected/appointed by the General Executive Board or General Convention, generally for a specific task or are created to do advance preparation on key issues for the Convention.

Because of the nature of their tasks, they are given a specific time frame in which to complete their assignments. This period may be limited within the term of a single administration, or may be carried on for a period of years, over the course of several administrations.

Special Committees may be turned into Standing Committees to continue their work by a vote of the General Convention. In this case, new members should be appointed from amongst the delegates attending the Convention.

**Caucuses** are informal committees and may be created by any body of members within the union regarding any issues or special considerations that they feel need to be addressed.

Caucuses are informal groupings, and do not owe a formal report to General Convention. However, an opportunity should be made at every General Convention for caucuses to meet, and caucuses should be given an opportunity to report their actions and make recommendations to the Convention based upon their deliberations and activities.

However, caucuses are not official committees or bodies of the union. They have no requirements or restrictions placed upon them, aside from the general requirements and restrictions placed upon every member of the union by the Constitution. Nor do they have any special powers or authority conferred upon them.

## **Policies and Procedures of the Audit Committee**

**PURPOSE:** The purpose of this document is to aid the audit committee in the process to conduct a thorough audit of the union's finances, fixed assets, and membership records.

### **PROCESS**

Day -45: May 16th, 45 days before the end of the fiscal year

- Audit Committee is to elect a Chair. Can either be the Audit Committee member with the most votes or the Committee can elect a Chair among themselves.

Day -30:

- Review Constitution and the duties of the General Secretary-Treasurer and the General Administration and all relevant financial information in the Constitution and bylaws
- Review the audited year's budget as approved by the GEB
- Review the most recent LM filing
- Review the previous year's audit report
- Any noted discrepancies from the previous year should be a focus of the audit committee to determine if those discrepancies have been improved and suggested changes implemented
- Notify the General Secretary-Treasurer of the starting date of the audit
- Review the Department of Labor's "*How to Conduct an Audit*"
- <http://www.dol.gov/olms/regulations/smunion/smunions.htm>

Day -20:

- Audit Committee will determine which financial quarter to audit (3 month period)

Day -10:

- Audit Committee will notify the General Secretary-Treasurer of the fiscal quarter that will be audited so as to give the GST time to prepare all records for the audit committee to review

Day 0 (day of audit):

- The following will be reviewed for the audited fiscal quarter
  - Trace cancelled checks to the bank statements and disbursements journal
    - Confirm that the payee, date, and purposes are properly recorded in the disbursements journal
  - Scan the disbursements journal and record unusual entries
  - Select four (4) random Branch Secretary Reports for each month in the fiscal quarter – for a total of twelve (12) - and verify that these records have been properly received and logged
    - Verify Branch Business Meeting minutes have been submitted
    - Address changes have been properly recorded
    - Delegates are reporting to the Branch Secretary and they are submitting Delegate Reports
  - Select one (1) random at-large Delegate Report for each month in the fiscal quarter – for a total of three (3) – and verify that these records have been properly received and logged
  - Select one (1) Regional Organizing Committee (ROC) and Regional Administration (RA) Secretary's Report from fiscal quarter for all active ROCs and RAs Active ROCs
    - ERA
    - GLAMROC
    - CanROC
    - IceROC
    - GreROC

Verify ROC and RA Secretaries are sending in reports to the GST in accordance with their respective ROC and RA agreements

- Review all of line item 5900 (Misc expense) for the entire fiscal year
- Identify all bank accounts, verify their ending balances, and review withdrawals/transfers.
  - Verify that any withdrawals during the audit period from the savings account were used for legitimate union purposes as approved by the membership.
- The following will be audited for one (1) month in the fiscal quarter for the Literature Department
  - Verify all receipts

- Choose one (1) physical item and verify that records match actual physical inventory
- Inventory fixed assets
- Prepare an updated inventory of fixed assets such as computers, photocopiers, or filing cabinets to determine whether any assets previously held were disposed of during the audit period and whether any assets were acquired during the audit period. Create a list showing all fixed assets at the end of the audit period; either their original cost, estimated current value, or value as carried in the books; and their location.
- Confirm that the LM annual financial report for the latest completed fiscal report was filed on time.
  - Within 90 days after the end of the fiscal year.
- Determine whether financial records were properly maintained.
  - Verify that records maintained are sufficient to clarify or verify information shown on the LM annual financial report.
- Ensure that all officers and employees who handle funds are adequately bonded
  - Confirm that all officers and employees who handle funds are bonded for at least 10% of the funds handled during the previous year to ensure against losses due to fraudulent or dishonest acts.
- Confirm that no officers or employees were loaned more than \$2,000. Day +1 (either day after or day the audit is completed)
- The Audit Committee will meet and discuss overall findings, confirm that all audit steps have been completed, and determine whether any unresolved issues remain.
- Develop recommendations for improving compliance with the LMRDA's provisions for financial reporting, record-keeping, bonding, and loans, and adherence with sound internal financial controls.
- Meet with the GST to discuss findings, resolve any remaining concerns, and request consideration for recommendations.

Day +21:

- Prepare an audit report which includes summary information about the completion of the audit, a brief statement of the financial condition of the union, and any related issues or recommendations.
- Present the audit report to the General Executive Board (GEB) and the membership.

General Convention:

- Submit final audit report to membership for review.

Audited Documents

- Bank account records
- Bank statements
- Duplicate deposit tickets
- Debt credit memos
- Bank reconciliations
- Receipt records
- Duplicate receipts
- Receipt journals
- Individual membership records
- Disbursement records
- Canceled checks
- Check stubs
- Disbursement journals
- Payroll ledgers
- Vouchers
- Expense receipts
- Bills
- Credit card statements
- Any other supporting documents
- Minutes
- General Executive Board Meetings
- Membership Meetings
- Branch Business Meetings
- Committee Meetings

- General Defense Committee
- Organizing Department Board
  - Organizing Training Committee
- International Solidarity Committee
- Regional Organizing Committee Meeting
- ERA
- GLAMROC
- CanROC
- IceROC
- GreROC

#### RESOURCES

- <http://www.dol.gov/olms/regs/compliance/smunion/smunions.htm>
- [http://www.dol.gov/olms/regs/compliance/ICAP\\_FAQs.htm](http://www.dol.gov/olms/regs/compliance/ICAP_FAQs.htm)

### **Finance Committee Policies**

The General Convention of the IWW shall convene a standing Finance Committee. It shall include:

- 1) Up to five members in good standing, elected by the General Convention
- 2) The General Secretary Treasurer (GST) (ex-officio)
- 3) The General Executive Board (GEB) Chair (ex-officio)

One year terms of the Finance Committee members elected by General Convention shall begin at adjournment of the Convention at which the committee was elected. and end at adjournment of the following year's Convention.

The Finance Committee will be responsible for:

- 1) Advising the General Executive Board on financial matters.
- 2) Preparing an operating budget.
- 3) Advising GHQ on bookkeeping and accounting procedures and best practices.
- 4) Making a report to the membership at least once per fiscal year.

In order to facilitate the completion of its business, the Finance Committee shall elect a Chair. The Chair is responsible for:

- 1) Assigning committees for elected members of the Finance Committee and the GEB Chair to contact to ask about budget requests.
- 2) Submitting a quarterly report to the GEB.
- 3) Calling for a vote on sending proposed budgets to the GEB no later than April 15.
- 4) Tallying votes on all other matters and communicating decisions of the committee to relevant bodies within the union.

The GST shall provide the committee with monthly balance sheets in electronic format, as well as consulting with the committee on the proposed fiscal year budget to be presented to the GEB. If no budget is submitted to the GEB by the Finance Committee by April 15, then the GST shall submit his or her own proposed budget.

In the event of a member resigning or failing to participate in the committee, the GEB may appoint a new member.

#### **Finance Committee Suggested Timeline**

##### **September**

- Finance Committee members nominated and elected at General Convention
- New FC members subscribed to "Finances" email list.
- FC elects Chair (if not elected at Convention.)
- FC adopts Working Rules.
- FC Chair sends out Audit Committee recommendations from previous year/s.
- FC divides up work of helping to implement Audit Committee recommendations, with special attention to most recent Audit Committee report.

##### **October**

- Review of Actuals for FY Q1 (July-Sept). FC drafts a written report to the membership on how current income and expenses compare with budgeted figures.
- If necessary, FC Chair attends conference call with GEB/GST to discuss any major financial issues that have developed in FY Q1.

November

- Three month check-in with Lit Department about any outstanding financial issues.
- Three month check-in on implementation of Audit Committee recommendations.

December

- Chair should be in communication with outgoing GEB to discuss any outstanding financial issues.

January

- Review of Actuals for FY Q1-2 (July-Dec). FC drafts a written report to the membership on how current income and expense compare with budgeted figures.
- If necessary, FC Chair attends conference call with GEB/GST to discuss any major financial issues that have developed in FY Q2.

February

- FC divides up all standing and mandated IWW committees of the General Administration. FC members send initial request to committees soliciting their proposed budget requests for the upcoming fiscal year.
- Six month check-in with Lit Department about any outstanding financial issues.
- Six month check-in on implementation of Audit Committee recommendations.

March

- Once February financial report comes in, the FC tasks one member with producing a first draft of the proposed budget document, using estimates based on Actuals from the first two-thirds of the FY.
- FC begins works with the GST to determine expected GHQ-related expenses for the coming FY.
- Final budget requests from all committees and other union bodies are due by March 15.
- FC members discuss and adjust line items aiming for consensus on the draft.

April

- FC approves draft of FY budget, and sends to GEB with recommendations.
- Review of Actuals for FY Q1-3 (July-Mar). FC drafts a written report to the membership on how current income and expense compare with budgeted figures.
- FC Chair attends conference call with GEB/GST to discuss budget.

May

- Complete any remaining work with GEB to finalize budget
- Nine month check-in with Lit Department about any outstanding financial issues.
- Nine month check-in on implementation of Audit Committee recommendations.

June

- GEB approves budget for upcoming FY.

July

- Review of Actuals for FY (July-Jun). FC drafts an extensive written report to the membership on previous FY giving a picture of the financial health of the union and describing important features of the new budget.
- FC reviews any remaining work (Audit Committee, Lit Dept, misc financial issues) and delegates work as necessary.

August

- FC reviews new Audit Committee recommendations and compares with last year's.
- FC Chair submits final FC report for General Convention summarizing work from the year, general financial health of the IWW, and offers outgoing recommendations.

## **Working Rules of the Gender Equity Committee**

### **1. Membership**

The Gender Equity Committee (GEC) is composed of a five member board, elected by the annual referendum and election. Board members will serve one year terms.

The committee shall elect a chair from its membership. Chairs are empowered to propose, discuss, and vote on motions.

### **2. Procedure for motions:**

A) Making Motions: The chair and four elected members of the GEC are empowered to make motions. All motions must be made via an email sent to the GEC listserv. All emails regarding motions should include in the subject heading of the email the word ‘Motion’, the acronym for the committee, the mover’s initials, the number of the motion, and a descriptive title for the motion (i.e. Motion GEC-JK-01 Amend Gender Equity Committee Working Rules).

B) Amending Motions: Once a motion is made, it cannot be amended. If a majority of GEC members wish to see substantive changes made to a motion after it has been moved, they must first vote down the current motion and resubmit a new motion containing the desired changes.

C) Proposed Motions: Movers of motions may and are encouraged to first put forth proposed motions, which are rough drafts of motions, open to revision and must use the subject heading 'Proposed Motion' along with a descriptive title (i.e. Proposed Motion - Gender Equity Committee Working Rules for 2012-2013).

D) Amending Proposed Motions: Amendments to proposed motions must be accepted as friendly by the mover of the motion in order to be incorporated into the motion.

E) Voting Members: Voting on motions shall be limited to the chair and four elected members of the GEC.

F) Voting on Motions: Voting members of the GEC cast their votes via email to the GEC listserv. The results of voting are tallied by the GEC Chair. A motion is considered “live” for no more than 30 days after it has been made, after which, if the motion has not gathered enough votes to pass, it is “expired.”

### **3. Transparency, Reporting, and Confidentiality:**

A) The chair of the GEC shall compile a quarterly report to be submitted to the GEB and to the general membership of the IWW via the GOB. The report shall contain a summary of all motions made and the results of the voting on those motions, plus any other information deemed relevant by the voting members of the GEC. Prior to submitting the report, the chair shall submit the report to the committee listserv for comments by supporting members of the GEC and comments and approval by the voting members of the GEC.

B) Names of individuals, branches, and details of events shared off-list by members who contact the GEC for support will not be disclosed to anyone other than the officers of the GEC unless the members involved have given written consent for information to be shared more widely - specifying what can be shared, where it can be shared, and with whom.

### **4. Sato Fund Dispersal**

A) Background: The Sato Fund was established to memorialize FW Charlene “Charlie” Sato, an IWW member and activist who died in 1996 after a long battle with cancer. As a professor of pidgin and creole language studies at the University of Hawai’i, Charlie often was at the forefront of promoting the rights of aboriginal peoples to use their language in educational and public settings.

After her death, the IWW established the Sato Fund, which was originally intended to “help women with travel costs in order to attend the General Assembly”. The union is proud to continue with this tradition of promoting gender diversity throughout our major decision making and strategy building gatherings.

B) Finances and Fundraising: The Sato Fund is maintained as a liability account by the IWW General Administration (GA), and is managed by the acting General Secretary-Treasurer (GST). The balance of the Sato Fund is reflected in monthly balance sheets provided by the GST, which are published in the union’s General Organization Bulletin.

IWW members and branches may engage in efforts to increase access to reimbursements available through the Sato Fund. This may include, but is not limited to; sale of assessment stamps, personal or organizational donations, web based fundraising, etc. All funds collected for the Sato Fund must be remitted to IWW General Headquarters. Checks should be issued to “IWW General Fund”, with “Sato Fund” in the memo line.

C) Interpretation of Qualifying Candidates: The purpose of the Sato Fund is to promote gender diversity at IWW sanctioned meetings, trainings, conventions, and organizing summits. This is accomplished by materially aiding fellow workers with their travel costs (including air/train/bus fare, as well as fuel costs) incurred in order to participate in these events.

The IWW recognizes that designations of sex and gender identity are not always mutually compatible. By this, we mean that a fellow worker may have been assigned a sex at birth (usually by a doctor or by their parents) such as “male” or “female,” but they may later come into realization that their personal identification of sex or gender differs from their assigned sex. As a result, a fellow worker may choose to transition in a way that helps them actualize their true identity. They might do this by transforming their dress, behavior, lifestyle, or body.

Some people might identify with a gender norm different from the one associated with their assigned sex (transgender), and the identity of others might fail to conform with any gender norms (gender non-conforming). All of these people face personal exclusion and safety risks in public, at school, at workplaces, in the family, and in positions of power. Active and passive occurrences of discrimination of these populations are referred to as transphobia.

Similarly, for fellow workers who were assigned the sex of “female” at birth and who continue to self-identify as women, called cis-gender women, the union notes the continued presence of inequality which permeates all aspects of our class. The domination by cis-gender men (male-assigned people who identify as men) of societal institutions, including government, workplace, and family, is referred to as sexism.

The IWW views sexism and transphobia as prohibitors of working class unity, and as such, must make efforts to eradicate them within our organization if we are to effectively confront the power of the capitalist class. The Sato Fund helps to accomplish this by providing cisgender women, transgender women and men, and gender non-conforming fellow workers with travel funding in order to increase their representation and participation throughout the union.

D) Dispersal of the Sato Fund: Dispersals from the Sato Fund are controlled and decided upon by the IWW Gender Equity Committee. It is strongly recommended, however not necessary, that IWW members seeking travel assistance through the Sato Fund should first secure the nomination/endorsement of an officially sanctioned IWW entity, such as a branch, organizing committee, or other committee enacted through the IWW Constitution or General Convention.

All requests for Sato Fund dispersals must be made at least 30 days prior to the event that the applicant wishes to attend. Requests should be in writing, and submitted to the Gender Equity Committee Chair. It is noted that financial contributions to the Sato Fund are made on a voluntary basis by the membership and IWW supporters at large, and not through mandatory assessments levied through regular membership dues payments. In this way, dispersals from the Sato Fund are seen as being applicable to members seeking travel assistance in order to attend the General Convention, and that dispersals for such purposes are not contradictory to Article VI, Section 3(d) of the IWW Constitution.

In deliberating on awarding assistance from the Sato Fund, the Gender Equity Committee should consider the following parameters in their decision making process:

Does the applicant adhere to one or more of the following gender identities?

Cis-gender woman: A person assigned the sex of “female” at birth, who self-identifies as a woman.

Transgender woman: A person assigned the sex of “male” at birth, but who self-identifies as a woman.

Transgender man: A person assigned the sex of “female” at birth, but who self-identifies as a man.

Gender non-conforming: A person who does not identify as either a man or a woman sometimes referred to as “gender queer”.

How long has the applicant been a member of the union?

How many regional meetings, trainings, or conventions has the applicant attended in the past?

What is the current balance in the Sato Fund, and how will this dispersal(s) effect additional requests throughout the calendar year?

Upon being granted access to Sato Fund reimbursement, the applicant is required to furnish receipts for their travel costs to GHQ and the Gender Equity Committee Chair no more than 30 days after the attended event has concluded. Failure to do so may result in denial of future requests for funding.

## **IWW Incarcerated Workers Organizing Committee Bylaws & Procedures**

### **\*Article I Purpose\***

IWW Incarcerated Workers Organizing Committee (IWOC) shall organize all incarcerated workers in the prison industry, including workers in detention centers, on probation, parole, or house arrest, or otherwise recognized as being significantly impacted by the intrusion of the prison industrial complex in their lives with the goal of eventually forming an Industrial Union. After the IU is formed, IWOC shall serve as a standing committee tasked with facilitating the participation of ex-prisoners who wish to support IU 613 in a meaningful way via local IWOC groups even after they have completed their sentences/probation/parole and obtained a job on the outside and are transferred into a different IU.

The IWOC is a body of the IWW and shall not act in contradiction of the IWW constitution.

### **\*Article II Membership\***

- a) Membership in IWOC is restricted to IWW members, though people who are not IWW members but qualify for membership may participate in subcommittees or local organizing groups.
- b) Like all IWW members, people who incarcerated will join through an IWW delegate. Inside delegates will be elected by inside branches, or, prior to a branch being formed, via a motion of the Steering Committee. Inside delegates will initiate members in partnership with the Steering Committee or their Local Organizing Group.

### **\*Article III – Roles and Responsibilities\***

- a) Voting Officers - Beginning January 1, 2016 the IWOC shall consist of 7 Voting Officers chosen by the annual IWW referendum and shall run for a specific role within IWOC: Member Contact (2), Outreach (2), Media (1), Newsletter/Literature (1), Fundraising (1). Until that time, Voting Officers are the SubCommittee (Co)Chairs and all business is conducted by majority vote.
  1. All Voting Officers will be elected for a specific role and may fill one additional role within IWOC, for example, SubCommittee Chair, GEB Liaison, Treasurer, etc.
  2. All Voting Officers shall be IWW members in good standing.
  3. If the number of Voting Officers falls below 7, the position(s) will be filled by a majority vote of the existing Steering Committee, with final approval from the GEB.
  4. The voting members will Elect Treasurer, Secondary signer for checks and withdrawals, IWOC CoChairs, and a GEB Liaison in January of every year.
  5. The voting members will Elect Audit Committee on November 25th of every year.
  6. The voting members will Elect SubCommittee (Co)Chairs as needed.
  7. Outgoing Officers are required to give all pertinent information to the incoming officers and spend the last month of their term training them into their positions, and be available to mentor in new officers for at least 3 months.
- b) Steering Committee - The Steering Committee shall consist of the 7 Voting Officers plus all SubCommittee (Co)Chairs.

1. The Steering Committee shall be free to choose additional Non-Voting Officers and form or dissolve Sub-Committees and positions as needed.
2. The Steering Committee will insure that are at least 7 qualified candidates and will strive for 10 qualified candidates in each annual election so that there are 3 back-up candidates available. Back-up candidates will be encouraged to be heavily involved with one or more subcommittees so that they stay up to date on IWOC issues.
3. In cases where there are no members of a given SubCommittee, Steering Committee members will be expected to volunteer to perform the duties of that SubCommittee and also work toward finding other members to fill those roles.
4. The voting members of the Steering committee shall have the power to make final decisions based on information provided by the SubCommittees.
5. The roles of SubCommittees and jurisdictional work shall be divided up according to the needs of the Steering Committee.
6. The Steering Committee is responsible for ensuring that Subcommittees set timelines and meet their goals.
7. The voting members of the Steering Committee shall make decisions over conference calls and via the listserv with particular attention given to letters mailed to IWOC members regarding IWOC business. All decisions on conference calls will be noted in minutes sent to the IWOC listserv, and other bodies as appropriate.
8. The voting members of the Steering Committee shall have the final say on all business and shall ensure all decisions, including financial decisions, are communicated to the Members in a clear manner via the listserv.
9. Voting members who are incarcerated may vote via proxy including by mail, text, or phone, though their comments should be made available in full on the listserv

c) CoChairs - (Co)Chairs for IWOC are voted in by the Voting Officers in January of each year. The IWOC CoChairs are bottom liners of IWOC.

1. Responsible for facilitating the communication of one Subcommittee to another and moving the work forward.
2. Responsible for making monthly reports to the ODB and being consistently available to Subcommittees, ODB, GST, GEB, and other concerned identities.
3. Responsible for reporting quarterly to the GEB and annually to the membership at convention.
4. (Co)Chairs will maintain Bylaws, Mission Statement, MPP language, and other founding documents on file.

d) Treasurer – Treasurer is voted in by the Voting Officers in January of each year. All financial allocations must be approved by the Steering Committee, or a body mandated by the Steering Committee to make financial decisions on a certain budget (a subcommittee for example).

1. Treasurer must be an IWW member.

2. Submit reports to be included with the quarterly and annual reports.
3. Treasury reports should include information on spending, expenses, and allocations.
4. Write checks and, if writing a check to themselves, or otherwise requested by a Steering Committee member, send them to the secondary signer.
5. Manage the bank account and reconcile it monthly.
6. Track income and expenses.
7. Bottom line all financial tasks.
8. Submit all records to the Audit Committee at the end of November.
9. Outgoing Treasurers are required to give all pertinent information to the incoming officers and spend the last month of their term training them into their positions.

e) Secondary Signer – Secondary Signer is voted in by the Voting Officers in January of each year.

1. Receive checks from the Treasurer via mail, sign the checks, and send the checks to the intended recipient.
2. Perform any other tasks that the bank requires of secondary signers.

f) GEB Liaison – GEB Liaison is voted in by the Voting Officers in January of each year.

1. Communicate relevant information to the GEB via GEB business conference calls or email
2. Communicate relevant information from the GEB to IWOC via the listserv.
3. Outgoing GEB Liaisons are required to give all pertinent information to the incoming officers and spend the last month of their term training them into their positions.

g) SubCommittee (Co)Chairs - SubCommittee (Co)Chairs are voted in by the Voting Officers as needed with heavy consideration given to the recommendations of SubCommittee Members.

1. Sub-Committee (Co)Chairs must be IWW members.
2. Sub-Committee (Co)Chairs shall make monthly reports available to the Steering Committee via mail, email, or conference call.

h) SubCommittee Members - All volunteers who are qualified for IWW membership are accepted as SubCommittee Members.

1. SubCommittee Members do not need to be IWW members.
2. Subcommittees are entrusted to make decisions that would seem to naturally fall within the purview of a given subcommittee – for example, the research subcommittee can research what they think will be beneficial to IWOC or the outreach subcommittee can try different methods of doing outreach to see what works best.

3. All IWOC members will put forth an effort to identify and encourage IWW members who are incarcerated, or on parole or probation, to run for elected offices and fill roles in IWOC.

j) Local Organizing Groups – IWOC Local Organizing Groups are created by the Steering Committee to organize in specific regions, both inside and outside prisons. They may be affiliated with an existing IWW branch or be the locus of creating a new IWW branch. Local Organizing Groups shall ensure regular participation on IWOC Conference Calls and two way communication via conference calls and the listserv. The Steering Committee is responsible for ensure accountable functions of Local Organizing Groups and if necessary may amend or dissolve their functioning.

k) Audit Committee – There will be an Audit Committee elected by November 25th of every year, consisting of 3 IWW members, who conduct an audit and report by December 31st of every year. Results shall be reported on the listserv and incorporated in some way into newsletter communication with members in prison.

\*Article: IV Elections\*

A minimum of seven (7) voting officers will be nominated at General Convention and have their names place on the annual referendum ballot. The seven with the highest number of votes will be elected for a 13 month term beginning on January 1st. There are no term limits for these positions but it is strongly recommended to encourage new people to step into these positions of leadership, particularly those who are present or formerly incarcerated.

\*Article VI – Accountability\*

a) If a (Co)Chair of the Steering Committee or any Subcommittee is neglecting their duties or found to be working in contradiction of the wishes or purposes of the Committee as a whole, the voting officers shall have the power to unseat said chair and replace them by a majority vote.

b) Neglect of duties described in III(a) shall include lack of voting on motions, participation, or contact for two months, consistent lack of follow through on tasks, and neglecting to carry out the duties listed in this document for the various roles. In cases where a member in prison appears to be negligent, members on the outside will attempt to verify the well-being of the member via mutual contacts and calling prison administrators.

\*Article VII – Process\*

a) A quorum shall be a majority of voting members.

b) Any proposal to significantly alter the direction of any role, position, or function of IWOC or when serious disagreement arises, decisions on how to proceed should be made by the majority vote of the Voting Officers.

c) There shall exist one main listserv for IWOC members who are also IWW members, which shall be maintained by the Steering Committee CoChairs, and separate listservs for each Subcommittee. The main IWOC listserv shall only be used for Steering Committee business. Subcommittee business should happen over a Subcommittee listserv.

e) Existence on the main listserv shall indicate membership in IWOC, unless one has been added because of one's role a GST, or on the ODB, GEB, or other appropriate International IWW bodies.

f) Steering Committee motions, discussion, and voting shall take place on the main listserv or on conference calls. Voting may happen during conference calls if there is a quorum, except when a listserv vote is requested and seconded.

g) A vote over a listserv shall require a second, either in a conference call or on the listserv. After a second, the

draft motion becomes a live motion. Live motions must be left open for 48 hours in order to officially close the question. Live motions shall be put forward stating the closing time, the Subcommittee or individual(s) that it originates from, and a clearly written proposal in the email.

h) In an emergency circumstances of an extraordinary nature that cannot wait the 48 hour time period the Steering Committee can call voting members and request they vote by proxy.

i) No elections shall happen over a conference call.

**\*Article VIII – Revision\***

These bylaws can be changed by a majority vote of the Voting Officers. If the Committee does not exist they may be changed by the ODB or GEB. If these bylaws are changed an updated copy should be submitted to GHQ and the IWOC GEB contact.

**\*Addendum on Subcommittee Mandates\***

The following are the current Subcommittees.

a) Research - Identify key decision-makers for the issues that we identify and potential ways to pressure them. Research various aspects of the prison industrial complex as needed for various campaigns.

b) Fundraising – Raise funds to cover printing and postage to send literature as dictated by the Steering Committee to all incarcerated members as well as cover costs for the annual IWOC mini-conference and supplies for local IWOC groups letter writing programs.

c) Outreach - Getting other branches/members involved. Develop support for the IWOC in IWW branches. Encourage branches to build relationships with other groups that are already organizing against the prison industrial complex.

d) Legal - Group of lawyers and legal professionals who provide sound advice and guidance.

e) Media - Compiling and maintaining lists of media contacts, sending out press releases, connecting media contacts with the people working on a given campaign.

f) National Coalition Building - Connecting and coordinating with other organizations. Build a coalition with other progressive, labor, or community organizations already organizing against the prison industrial complex who are willing to adopt the goals of IWOC.

g) Inreach - Raising awareness among prisoners. Helping facilitate letter writing groups in IWW branches and among prisoners. Gathering and disseminating knowledge of best practices for writing to people in prison.

h) Newsletter & Literature – Develop an English language newsletter for IWOC. Develop multi-language literature for Inreach Subcommittee members to mail in to prisoners. Develop multi-language literature for IWW members on the outside and the general public.

### **Policies & Procedures for the International Solidarity Commission (ISC)**

The following document is meant to serve as a supplement to the guidelines directing ISC activity already contained in the Constitution and General Bylaws. These Policies and Procedures are to be provided to all members serving on the ISC upon their election.

#### **GENERAL ACTIVITY OF THE ISC:**

The purpose of the ISC is to build and strengthen the IWW's relationships with unions and workers' organizations around the world. The ISC is responsible for issuing messages in solidarity with struggling groups, soliciting external support for IWW campaigns and establishing more meaningful links with like minded organizations towards our vision of global labour solidarity.

To advance these objectives, the ISC seeks to regularly communicate with other organizations. These communications primarily take two forms: written correspondence (primarily by email) and direct person to person contact. Normally the ISC relies on the former, however we seek to take advantage of all opportunities for direct contact, recognizing that this is the best way to build stronger inter-organization relationships.

#### **POLICIES & PROCEDURES**

1. Decision-making within the ISC will be accomplished through informal consensus of ISC members or majority vote on formal motions.

1.1 Determining which method will be used is at the discretion of ISC members, however generally solidarity statements, endorsements of representatives, sponsored events, other issues requesting official ISC support or action and amendments or additions to official ISC policy, require formal motions.

1.2 Wherever possible, the ISC endeavours to maintain comradely relations amongst its members and seek consensus, whether this is expressed in informal written or verbal decisions or formal votes.

2. The ISC seeks to respond to as many requests for solidarity as possible, however recognizing our limitations of time; we prioritize responding to requests directly made to the ISC/IWW by other organizations or members and branches within the IWW, and organizations the IWW is actively working to build connections with.

3. The ISC will issue external calls for support of IWW campaigns at the request of the body involved within the IWW, and following their instructions.

4. IWW members currently serving on the ISC are automatically empowered to contact groups of interest to the ISC to express our greetings on behalf of the ISC and the larger IWW, and seek a mutual exchange of general information, in person or telephone, email, mail, etc. Formal statements of support or greetings are required to be shared and approved by other ISC members by majority vote.

5. IWW members not serving on the ISC, who have contact with other groups are encouraged to contact the ISC and request status as an official representative of the ISC in correspondence with these groups.

5.1 After reviewing information provided by the interested individual on their intended activities and related experience and knowledge, the ISC will vote on whether to appoint this person as an official representative.

5.2 ISC representatives are empowered to deliver the greetings of the ISC on behalf of the IWW to other organizations and seek an exchange of general organizational information, with the intent of encouraging future communication between the IWW and those organizations.

5.3 The ISC will endeavour to provide its representatives with materials relevant to said groups, such as suitable translations of official IWW documents. Representatives will also be provided with general speaking points on the IWW useful for communicating with other groups.

5.4 Translations of non-official I.W.W literature will be approved by the ISC by informal or formal motions.

5.5 Translations of official I.W.W literature must be sent to the General Executive Board for approval until such time a body is created to translate official literature of the I.W.W.

5.5 The ISC will inform the General Executive Board whenever it has approved a representative, and communicate the parameters of their mandate.

5.6 ISC representatives are expected to be familiar with the political, social and cultural context of the groups they'll be engaging with.

5.7 ISC representatives are also required to submit a written report to the ISC documenting their activities while serving in this capacity. Where appropriate, ISC representatives are encouraged to release reports to the wider membership of the IWW suitable for publishing in the union's media (i.e. the Industrial Worker).

6. As per ISC resolution TG-02 of 2006, the ISC will issue a monthly report on its activities to the general membership of the union. This will be posted on the ISC, General Executive Board and general union email listservs, and published within the General Organizational Bulletin by the union's General Administration. Included in the report will be the text of all ISC resolutions and official statements for that month.

7. The ISC email listserv acts as the primary means of communication for the ISC, all principle communication between ISC members via email (especially including motions and voting on motions) is expected to be included on this email list. All members of the IWW are encouraged to subscribe to the ISC email listserv. The ISC is also encouraged to hold phone conferences when feasible, with a report of the discussion and decisions made, promptly submitted to the ISC listserv.

8. Within the first few months of their annual term, the ISC will collectively compile an agenda of tasks and work to be accomplished, and use this document to provide an overall direction to their activity above and beyond work done by the ISC that arises during the year.

9. At its discretion, the ISC may submit a budget request for funding to the General Executive Board in time for deliberations on the fiscal year budget for the General Administration, which begins on July 1. Items can include (but are neither required nor limited to) translations, phone, fax, postage and travel subsidies.

10. In addition to its regular monthly reports, the outgoing ISC is required to provide the incoming ISC with a detailed report on the current status of its projects, as well as the recent history of communications and relations with other unions and organizations.

10.1 The outgoing ISC will provide the incoming ISC with a list of its organizational contacts, briefly describing the status of relations with each one.

11. The ISC will endeavor through its year long term of work to progressively improve the quality and quantity of its contact with like minded labor organizations towards the goal greater international solidarity links.

11.1 The ISC may seek to produce an information bulletin of relevant information on IWW activity, which has been made public, to be shared and reciprocated with organizations the ISC considers to be of interest for further coordination and cooperation. Information regarding I.W.W activity that has not been made public may not be communicated to any outside body without official discussion by official bodies of the I.W.W such as Delegates and or Official Committees appointed to said activities, (i.e. organizing campaigns, organizing

strategy.).

12 Where appropriate, and in compliance with the constitution of the IWW, the ISC will participate in discussions with international unions towards the formation and growth of international industrial unions.

12.1 The ISC will report by forwarding all information gathered on these meetings to the General Executive Board and the union's general membership. When involvement of the larger IWW is being proposed in any activity or organization the GEB or the General Convention of the union will be responsible for providing an official decision. The ISC will provide an official recommendation when submitting such proposals to said bodies.

13. The serving ISC may amend or add to these guidelines with a majority vote by formal motion.

13.1. Changes that are accepted by the ISC must be submitted to the General Executive Board for approval.

## **Junior Wobblies Union (JRWU) Policies**

### I) Role and Purpose

The JRWU's role and purpose within the union is to organize annual summer family camps for Junior Wobblies, and to promote and elaborate a year round collective set of activities and practices to promote the cultivation, activity, and retention of youth and their parents within the union.

### II) Structure

#### A. JRWU Committee

The JRWU Committee is overseen by a five member board, elected by annual referendum. Board members will serve one year terms.

#### B. Working Rules

The JRWU Committee will use the following Working Rules:

The committee shall elect a chair from its membership.

The email lists of the JRWU committee shall serve as ongoing meetings of that committee.

Formal business shall be conducted through motions sent via email over the committee's email list.

All motions will have a voting life of 10 days, unless a majority has passed or defeated the motion before the end of this period. Vote changes will be allowed within the life of a motion. All motions shall be moved as their own email thread. A motion need not be seconded to be considered by the committee.

Each motion shall be initialled and numbered by its sponsor. Additionally, all motions should include the year in which they are moved. The sponsor of a motion may withdraw the motion during its voting life. Amendments to motions are not allowed. Members wishing to change provisions of motions may vote "NO" and offer an alternative. A majority of a committee's membership must vote in the affirmative to pass a motion. Since amendments are not allowed, providing draft versions of prospective motions for comment and suggestion is highly recommended to the committee members.

Even when a decision may have been reached during a conference call, all formal business shall be conducted through motions sent via email over the committee's email list

The chairperson of the JRWU shall make a formal report to be submitted each year to the membership at the General Convention, and an annual financial report for the General Organization Bulletin subsequent to General Convention.

Should committee members be incapable of serving to the end of their term, new members will be encouraged to join the committee at the discretion of the remaining committee members, whose vote shall determine the new committee member. Such appointments to the committee will require confirmation by a vote of the General Executive Board to become official.

### **Literature Committee Working Rules**

- 1) The Literature Committee shall be composed of members elected by Convention as well as the Literature Department Coordinator, who shall serve ex officio with voice, but shall only vote in the case of a tie. The committee shall elect its own Chair. In the event the Committee does not elect a Chair, the duties of the Chair shall be assumed by that member who received the highest number of votes during Convention. In the event of a declination, the duties of Chair shall pass to the recipient of the next highest number of votes. If the chair is temporarily vacant the Literature Department Coordinator shall serve as interim chair.
- 2) A majority of the Committee may recall and select another Chair at any time.
- 3) The Chair shall prepare a report on the activities of the Committee for the General Convention.
- 4) The Literature Committee email list shall serve as an ongoing meeting of the Committee. As such, it will be used specifically to address the business of the union in an open and constructive manner. Committee members are encouraged to refrain from responding to communications on this list which contain insults or threats, but rather to post this working rule on the list as the only response to such communications. The email list shall be co-administered by the Committee Chair and the Literature Department Coordinator.
- 5) Once a month the Chair or Literature Department Coordinator shall convene an Official Monthly Conference Call. The agenda for which shall be set and circulated in advance whenever possible.

This call shall proceed according to the following agenda:

Call to order (Chair or LDC)

Elect Meeting Chair

Elect Recording Secretary

Unfinished business- Follow up regards to status of implementation of passed motions,

Follow up with old outstanding business

New business

Task scheduling and assignments (if necessary)

General Good and welfare

Announce next meeting

6) All formal business and resolutions placed before the Committee will be made in the form of motions by individual members. Each motion will have a voting life of 60 days, or until such time that a majority of voting Committee members has passed or defeated a motion. Vote changes will be allowed within the life of the motion. Motions shall be initialed and numbered by their sponsor.

7) It is strongly suggested that every motion be submitted to the Committee for discussion at least 48 hours before it is formally proposed. Motions for discussion shall be initialed and numbered with an asterisk “\*” by their sponsor.

8) Motions can be brought to the Committee during the monthly conference call, or brought to the Literature Committee email list.

9) Motions brought to the conference call should be written and do not need a second. There must be at least three voting members of the Committee present to treat the motion. Sponsors may accept friendly amendments during the conference call. A majority of members present shall be sufficient to pass the motion, otherwise it shall pass to the email list for further discussion. Motions on the email list cannot be amended, but can be withdrawn by the sponsor to allow for submitting alternate motions.

## **Organizing Department Policies**

### **I) Role and Purpose**

The Organizing Department's role and purpose within the union is to provide the means and support necessary for members to become effective organizers in their workplaces, within their branches and on an industrial level.

### **II) Structure**

#### A. Composition of Organizing Department

The Organizing Department is overseen by a five member Board. Three members of the Board are nominated at the General Convention and elected in the annual referendum. Two additional Board members each are appointed from within respectively by the Survey and Research Committee and the Organizer Training Committee. Elected Board members will serve two-year terms and appointed board members will also serve two-year terms provided that they remain members of their respective committees.

#### B. Working Rules

The Organizing Department Board, the Survey and Research Committee and the Organizing Training Committee will use the following Working Rules:

Each committee shall elect a chair from its membership.

The email lists of the ODB, the SRC and the OTC shall serve as ongoing meetings of those committees. Formal business shall be conducted through motions sent via email over the committee's email list, with an exception given in Working Rule #10.

All motions will have a voting life of 30 days, unless a majority has passed or defeated the motion before the end of this period. Vote changes will be allowed within the life of a motion. All motions shall be moved as their own email thread. A motion need not be seconded to be considered by the committee.

Each motion shall be initialed and numbered by its sponsor. The sponsor of a motion may withdraw the motion during its voting life. Amendments to motions are not allowed. Members wishing to change provisions of motions may vote "NO" and offer an alternative. A majority of a committee's membership must vote in the affirmative to pass a motion.

Even when a decision may have been reached during a conference call, all formal business shall be conducted through motions sent via email over the committee's email list, with the given exception: For the Organizer Training Department, the OTC may continue to expedite its business of funding trainings and trainers as has been past and current practice, provided that each year, in time for the Winter Meeting of the GEB that this practice is made clear to the GEB.

The chairperson of the OTC shall make a monthly report for the General Organization Bulletin of all travel expenses for each training approved since the prior report, but may omit naming the trainers who traveled to conduct the training. No new program will be adopted or funds disbursed without a majority vote of the committee.

The chair of each committee shall keep a record of all motions and how members voted on motions. Committee chairs are to make a report on their committee's activities, which is to include all motions moved and their status since the previous report, and email the report to the General Executive Board and the

General Secretary-Treasurer for inclusion in the General Organization Bulletin.

### **III) Organizing Department Board and Sub-Committees**

#### **A. Duties of the Board and Sub-Committee**

The role of the Organizing Department Board is to give overall oversight to the operations, finances and activity of the Organizing Department. As part of these responsibilities, the Board directly facilitates the tasks and projects it has adopted except those under the purview of the Organizer Training Committee and the Survey and Research Committee. These committees function as sub work groups as outlined below, select a chair and report to the Organizing Department Board.

The Chair provides to the GEB a general report monthly and a report on the activities of all campaigns quarterly. Additionally the Chair will submit a proposed annual budget in time for the Winter GEB meeting.

#### **B. Qualifications for Board Members**

All candidates, whether standing for election in the annual referendum or for appointment by the GEB, must meet the following criteria:

- \* They must have organizing experience and submit a statement of their organizing experience for publication in the General Organizing Bulletin.
- \* They must remain in continuous good standing.
- \* They understand that members who fail to fulfill their obligations are subject to the same recall procedures as any other IWW officer or may be removed by a two-thirds vote of the Organizing Department.

### **IV) Organizing Campaign Funding**

#### **A. Scope of Funding**

The Organizing Department creates a clear process to facilitate campaigns in seeking funding from the administration. Within the OD budget, the OD Board can approve funds towards organizing campaigns up to 25% of the OD total budget set for organizing. For all requests above this amount the OD Board will make a recommendation to the GEB for final approval. For each proposal submitted the board will assign a member to work with the campaign, help develop their proposal and/or campaign, if needed and provide regular oversight following approval.

#### **B. Criteria for Funding**

In order to receive funding a campaign must meet the following criteria:

- \* It is an organizing committee that meets regularly.
- \* It is focused on a large shop, geographic region or industry of 200 plus workers.
- \* It has an outlined organizing strategy and analysis of the industry or group of workers being organized.
- \* There is a detailed understanding how funds/organizer will benefit campaign.
- \* There are a clear set of expected outcomes.
- \* There is a plan for campaign growth and self-sustainability after the funding period.
- \* There is an understanding that funding is contingent upon monthly campaign reporting and if reporting is not followed funding may be discontinued.

The Organizing Department will offer financial support to smaller campaigns who do not meet the size requirement with grants up to \$500 provided all other requirements are met.

### C. Accountability

The Organizing Department Board will evaluate and hold accountable all campaigns that receive funding. It is expected that the Board will ask the following questions of the campaigns it is funding:

- \* Is it reporting monthly?
- \* Are the funds being effectively used?
- \* Is the campaign meeting its stated goals?
- \* Does the campaign need additional support?
- \* Are there similar campaigns elsewhere in the union?

## V) Organizing Department Projects

### A. Worker-Organizer Exchange Program

The Organizing Department will run a worker-organizer exchange program. The goals of this program will be to offer support to organizing campaigns, develop greater lines of communication between branches and facilitate worker-organizers in improving their skill sets. The Organizing Department will both solicit branches, individuals and campaigns to the program and welcome applications. The criteria for funding and facilitating an exchange will be those in Section IV.B. Additionally the following criteria will apply:

- \* The worker-organizer involved has received formal sponsorship from both their home branch and the host branch. If the worker-organizer is not a member of a branch this requirement may be waived with the approval of the Organizing Department Board.
- \* There is a clear understanding of what the person/campaign/sponsoring branch will gain from the exchange.
- \* There are clear expectations of what the hosting branch will provide such as housing, stipend, mentorship, and level of expected activity.
- \* There is a division of matching funds between Organizing Department, host branch and sponsoring branch.

### B. Mentorship Program

The Organizing Department Board will work with members of the Organizer Training Committee and Organizer Training Program to identify potential or existing workplace organizers and branch leaders who could use the support of a more experienced organizer. The Board will contact these individuals to see if they would benefit from mentorship. If they would the Board will pair the less experienced organizer with a more experienced mentor. The mentor will be expected to be in contact with the mentee at least twice a month. In order to facilitate this program the Organizing Department will maintain a list of all members of the union who are currently involved in organizing campaigns.

### C. Campaign Mentorship:

The Organizing Department Board will provide advice and support to campaigns as requested. Additionally, the Board will assign one of its members to work with all campaigns of more than 200 workers. The Board member assigned to such a campaign will be expected to be in contact with the campaign at least twice a month.

### D. Organizing Summit/Regional Assembly

Every other year the Organizing Department will sponsor, with the assistance of a local branch, a union-wide organizing summit. In the off years it will support branches in setting up regional assemblies.

### E. Sister Branch Program

The Organizing Department will identify branches working on similar campaigns or facing similar organizational issues and work to foster a relationship between them.

## F. Future Programs

The Organizing Department will adopt additional programs as it sees fit to fulfill its purpose. Possible future projects include: Wobbly Summer and expanded training programs.

## VI) Sub-Committees

### A. Organizer Training Committee Policies and Procedures

#### **I Purpose of the OTC**

**1)** The Organizer Training Committee (OTC) is a five-member committee which administers the organizer training program of the IWW. The training program includes:

- the Organizer Training 101: Building the Committee (OT 101),
- the Organizer Training 102: The Committee in Action (OT 102), and
- a Training for Trainers (T4T) for each of these programs.

**2)** The OT 101 and OT 102 help participants develop the skills they need to run organizing campaigns in their own workplaces, based on the principles and strategies of solidarity unionism. The T4T develops trainers, that is, IWW members who can facilitate an OT 101 or OT 102 training.

**3)** The OTC helps branches and workplace committees host trainings by connecting them with active IWW trainers. In addition, the OTC oversees and develops the curriculum of the IWW's organizer training program.

**4)** The broad goals of the OTC are simultaneously to develop the organizing capacity of the IWW, and to train workplace organizers in solidarity unionism. The OTC strives in particular to recruit and develop women, people of color, those who are gender non-conforming, and immigrants.

#### **II Composition of the OTC**

The OTC is composed of five members, among whom one serves as Chair. The Chair is responsible for calling monthly meetings, liaising with the GEB and GST, tracking spending, and filing reports. The OTC also has a seat on the ODB. OTC members decide amongst themselves who serves as Chair and OTC member of the ODB. If the OTC sees fit, it may create the position of Treasurer in addition to the Chair, in which case overseeing spending shall be handled by the Treasurer instead of the Chair.

#### **III OTC Budget and Finances**

**1)** The OTC will submit a proposed budget to the GEB in January in time for the Winter GEB meeting.

**2)** Funds will come from the General Fund of the IWW. The GST will work with the OTC Chair (or Treasurer, if there is one) to maintain a record of all funds spent.

**3)** The OTC's budget is divided among multiple lines. At the very least, it shall include lines for OT 101s, OT 102s, and T4Ts. In addition, budget lines may be added for translating the OT manuals into languages other than English, and for trainings outside of North America.

**4)** The OTC will strive to remain within budget. If it becomes necessary towards the end of the fiscal year, the OTC shall work with the GEB to reallocate funds between budget lines so that OTC spending remains within budget. Towards the end of the fiscal year, the Chair (or Treasurer, if there is one) will communicate with the GST to ensure their respective financial records for OTC spending match.

**5)** The OTC shares the costs of trainings with the IWW branches or groups that host them. The OTC's main financial responsibility is to cover up to 50% of trainers' travel costs. (Each training is run by two trainers.) Effort will be made to keep travel costs low by selecting trainers who are nearby. Branches are expected to contribute as much as they can to the cost of training, including providing food and photocopies of handouts. As these happen less frequently, the OTC will make a greater financial contribution towards T4Ts, including paying 100% of trainer travels costs, and contributing towards other costs, such as providing manuals to participants. Because it has to balance multiple considerations, including striving for gender parity among trainers, the OTC is empowered to use its judgement and discretion in allocating funds.

#### **IV OTC Elections**

Members of the OTC serve two-year terms. The GEB is responsible for appointing the members of the OTC. Towards the end of an OTC's two-year term, the OTC will solicit nominations and hold an election among trainers, over the OTC listserv ([otc@lists.iww.org](mailto:otc@lists.iww.org)). The 5 members who receive the greatest number of votes will be submitted to the GEB for nomination. In the event of a vacancy, the OTC Chair shall send a call for nominations over the OTC email list asking for trainers to self-nominate to fill the vacancy. At least seven (7) days shall be given for trainers to respond to the call for nominations with the materials indicated in the call. The OTC shall, at its earliest convenience but no later than thirty (30) days after the call for nominations closes, select a nominee to recommend to the GEB for appointment to the OTC. In the case that the OTC is unable to find a suitable nominee, the OTC will work with their GEB contact to find an appropriate replacement.

#### **V OTC Responsibilities and Practices**

- 1) Handling all requests for trainings. The OTC will field requests, coordinate trainers, assist in planning trainings as needed (e.g. by distributing the checklist for planning a training), and do follow-up, including tracking trainer reports (these should be submitted via webform to [tinyurl.com/iwwtrainerreport](http://tinyurl.com/iwwtrainerreport)).
- 2) Organizing T4Ts for both the 101 and 102 curriculums, in order to expand the number of trainers.
- 3) Responding to the [otc@iww.org](mailto:otc@iww.org) email account.
- 4) Maintaining a database of all active trainers in the union, including their up-to-date contact information. This database will also include ratings that indicate trainer strength, so that stronger trainers can be paired with, and help develop, weaker trainers. Periodically, trainers will be asked whether they are still active, and inactive trainers will be removed from the list.
- 5) Facilitating communication among trainers by moderating the [otc@lists.iww.org](mailto:otc@lists.iww.org) listserv. The OTC listserv includes all committee members and trainers. All business and voting should be done over the listserv.
- 6) Maintaining training materials, and making them available as appropriate. The OTC distributes the OT 101 and OT 102 training manuals only to trainers (note that a trainer who has undergone a 101 T4T does not automatically have access to an OT 102 manual). Periodically, the OTC shall solicit and collect trainer input or feedback for updating training manuals.
- 7) Communicating with the union at large by submitting monthly reports to the GOB, which will include notices of past and upcoming trainings.
- 8) Submitting an annual report to General Convention
- 9) Preparing a budget proposal for the GEB in time for the Winter Meeting.
- 10) Transferring all materials (manuals, passwords, databases) to subsequent OTC members.

### B. Survey and Research Committee

#### 1. Purpose

The Survey and Research Committee will consist of five members appointed by the General Executive Board. The purpose of the research committee will be to develop analysis of organizing strategies and tactics and support local campaigns in their research needs.

#### 2. Projects

##### a) Organizing Writing Project

Every two years the Survey and Research Committee will publish the results of a union wide survey on a topic related to organizing. The report will both analyze the results of the survey and make recommendations based on its findings. Future topics of the survey might include: corridor campaigns, contract shops, solidarity unionism, understanding of what it means to be a member of the union, branch structure and operations.

##### b) Campaign Research

The Survey and Research Committee will assist in campaign research as appropriate. However, committee members will not be expected to perform campaign research themselves. Rather they will facilitate it by identifying and maintaining a list of members of the union willing to do campaign research for the ODB. Organizers are encouraged to utilize the SRC for assistance in meeting the criteria for campaign funding.

### **Organizer Training Committee: Checklist for Trainers (pre-training)**

#### **Purpose:**

The checklist aims to keep trainers on task, prevent disorganized trainings (and trainers), improve turnout, and clarify the roles and responsibilities of trainers and local IWW groups.

#### **Suggestions:**

- \* Follow through
- \* Stay in regular contact with branch and the Organizer Training Committee.
- \* On finances, put it in writing or email
- \* Plan- failing to plan is planning to fail!

#### **Communicate how the training should work and make sure everyone understands expectations of the branch:**

- \* That it be well organized
- \* That the branch is committed to publicizing and preparing for the training
- \* That the branch is expected to contribute towards costs
- \* That the branch provide the names of individuals who will be attending so vague promises of “20 people said they would be there” don’t turn into lousy turn outs.
- \* Who is the training for? Is it only for Wobs or an industrial union campaign? Is it for a hotshop and local branch? Is it for activists? In other words, as much as possible, the audience should be a known quantity.
- \* For the training, organizers should plan on a two day training. Planners should allocate time for breakfast and settling in, a 45 minute lunch on schedule, and a short break in the afternoon.
- \* Discuss with the branch special needs of any participants (such as food, daycare, translations, etc.).

#### **Location, food, and supplies:**

- \* Refreshments should be provided for morning. Be sure there are napkins, cups, plates, knives for the bagels, etc. These should be in hand before the morning of the training.
- \* Discuss with branch where it is and why this location was chosen. Ask if there might be problems with the location. For example, would a training for education workers at a college make it uncomfortable for that college's workers to attend (fear of retaliation from union or boss)?
- \* Supplies usually amount to: notepads or books for attendees, something to write on (board or butcher paper) and with, photocopies of handouts.
- \* Make sure the copies are done in advance.

#### **Housing (trainers and attendees):**

- \* For each person from out of town, the branch should ask: arrival date, departure date, method of travel (flight numbers included), and any special requests (no cats, no-smoking, whatever). Childcare should also be discussed with attendees.

#### **Finances:**

- \* Travel of trainers: The OTC will cover up to 50% of the trainers travel costs. This will be negotiated between OTC, branch/group, and if needed IWW General Headquarters.
- \* Meeting space, food, copies, place for trainer to stay and transportation for the trainer from bus, plane or train to training. Branches are expected to pay/provide/arrange for these.

\* Fundraising can be done prior to training. Events, grant writing, or passing the hat are some ideas for this.

### **Generic Timeline:**

Two months before the training:

\* Cost arrangements are agreed upon and email is sent to OTC and local IWW contact or Branch Secretary detailing such.

\* Days and times are set.

One month or more before the training:

\* Space has been reserved.

\* Trainer is prepared to go and the branch has communicated any special needs they have (such as an industry or campaign focus).

\* Trainer(s) should book flights no later than 28 days before the training

Three weeks:

\* Branch has completed publicity for training

\* Trainer and branch contact have discussion on what the needs of the branch are.

One week:

\* Trainer should check-in with branch and make sure that all is set up or prepped. Trainer should also get a sense of what kind of workers will be there.

\* Trainer has notes ready and has reviewed them, keeping in mind the audience.

Day of training:

\* Coffee, tea, light snack available at start of training.

\* Writing space is available such as chalkboard, white board, butcher paper, or large meeting pad.

\* Handouts or writing paper and pens for participants

\* Have evaluations AND have folks fill them out.

*The OTC should follow up with branch 3 months after the training and one year after the training . . .*

### **Guidelines for ROC Formation Year and Criteria for Chartering a Regional Organizing Committee (ROC)**

A Regional Organizing Committee (ROC) is a subordinate regional section of the IWW, as described in the IWW Constitution Article I, Section 8(a). Regional Organizing Committees are chartered by the General Executive Board (GEB). Whenever there are 10 or more members in a region they may petition the GEB to form a ROC.

The following guidelines and criteria will be the standard for the General Executive Board regarding the formation and Chartering of a Regional Organizing Committee.

In establishing a ROC the GEB will consider a region as any geographical, linguistic, or economic zone that shares similarities internally and differences externally i.e. a nation with specific labour laws, or an area with specific languages.

Upon the recommendation of regional members and/or the GST, the GEB shall pass a motion to grant ROC Formation Status for a period of one year, as defined in Article I, 8f) of the constitution. If an application for a ROC Charter has not been submitted within one year with all supporting documents the GEB may pass a motion to rescind the ROC Formation Status. If the motion to rescind is passed all delegates and members in the region will become at large members and will submit dues to GHQ. ROC formation groups nearing the end of their year may apply for an extension. Any applications will be negotiated with the GEB on a case by case basis, and require a new motion to extend ROC Formation Status for a period of one year.

Fellow Workers in a region may request the GST to delegate one or more IWW members to be ROC Organizing Delegates. The GST will inform the GEB of those so designated. The GEB will assign a GEB contact for the ROC.

Designated ROC Organizing Delegate(s) will report quarterly all financial activity (income and expenses with receipts), all group activity, and submit all meeting minutes. Written reports depicting the health and activity of the ROC will be sent to GHQ and the ROC GEB contact.

Credentialed Delegate(s) will remit all dues collected to the ROC Organizing Delegate(s) and submit monthly reports using the Delegate Report form to GHQ.

IWW members in a region may not open a bank account in the Union's name, or otherwise register as a formal entity with any business or public organization, until an official Regional Organizing Committee has been chartered by the GEB.

In consultation with members within the region the GEB will pass a motion to set the local membership dues rates. These rates shall be set in local currency, either at 1% of take home pay, or within the categories sub-minimum, minimum, regular and maximum at amounts appropriate for income levels in the region.

During the year of ROC Formation Status, members will work with their GEB contact to draft ROC By-laws and a ROC/General Administration (GA) Agreement. ROC Bylaws should be applicable to the group applying for a ROC Charter at the time of the application. The ROC/GA Agreement can be amended as the ROC expands and requirements change.

During the year of ROC Formation Status IWW members may choose to apply for a Charter as a General Membership Branch or Industrial Union Branch. Charters for a GMB or IUB are issued by the GEB, and these IWW entities would report directly to the GA prior to a ROC being chartered.

A ROC Charter Application must include the name, membership number, and signature of no fewer than 10 members in good standing from the region. Additionally, the application must include a copy of the minutes of the meeting at which the By-laws of the ROC were adopted, a listing of the elected officers of the proposed ROC, and a Letter of Intent describing the need for and purpose of the ROC.

Prior to issuing a Charter all required Organizing and Credentialed Delegate Reports and membership information are to be submitted to GHQ, and any outstanding accounts with the Union be paid in full.

The GEB shall be satisfied that all of the above application criteria have been met before making a motion to grant an ROC Charter.

Once chartered, ROCs may set their own dues structure, local branch sizes, and elect officers. ROCs may elect to print membership cards and dues stamps in local language(s), and/or in a format that is appropriate for the region. Membership numbers for such materials must be supplied by GHQ.

Services provided to a ROC are negotiated as needed between the ROC and the General Administration. A per capita dues share remittance shall be provided by the ROC to the General Administration in compensation for these services.

Chartered ROCs are required to set up Organizing Bulletins or other methods of internal discussion accessible to all members within the ROC. ROC Organizing Bulletins shall contain an international report from the GST and GEB

Once chartered, an ROC is authorized to establish General Membership Branches, Industrial Union Branches, and recognize IWW Shops within the region, provided that such entities meet all requirements stipulated in the IWW Constitution. GHQ is advised of all new Branches and recognized Shops.

A charter for a Regional Organizing Committee may be revoked by the GEB under the conditions laid out in the IWW Constitution and the Manual of Policies and Procedures.

## **Administrative Agreement Between the General Administration and the European Regional Administration**

The formation of the Britain and Ireland Regional Administration (BIRA) took place following the passing of a worldwide referendum in December 2010. The General Executive Board (GEB) voted to officially recognize BIRA in June, 2011. At their annual conference in August 2012 BIRA passed a motion to rename their Regional Administration European Regional Administration (ERA). This administrative agreement will be reviewed every two years by ERA and its appointed GEB representative for fairness and effectiveness. Any changes to this agreement must be voted on by ERA's Annual Conference of branch delegates and elected officers, and the GEB of the Industrial Workers of the World.

### **Membership**

RA (Regional Administration) branches and Industrial Unions (IUs) shall report to the RA Secretary and remit funds to the RA Treasurer, or another officer of the RA appointed to this role by majority vote of delegates at an RA meeting, according to the provisions of the RA Rulebook. Membership information shall be promptly entered into the RA database. The RA database administrator shall give the General Secretary Treasurer (GST) access to the RA database that will allow the GST to verify the standing of ERA members.

The RA Secretary shall make available to the GST upon request all reports received from RA branches with sensitive membership information crossed out where necessary. If the RA Secretary position is vacant, another officer of the RA shall be appointed to this role by majority vote of delegates at an RA meeting, The RA Treasurer shall remit any per capita payments to GHQ quarterly. The year for purposes of per capita payments shall be July 1 to June 30. The July-September quarter shall be due on October 1. The October-December quarter shall be due on January 1. The January-March quarter shall be due on April 1. The April-June quarter shall be due on July 1. The RA shall remit £0.50 per every member that is 3 months or less in arrears, per quarter. The membership numbers for calculation of per capita payments shall be verified by the GST through access to the ERA database. The RA Treasurer shall remit payment by the due date as per above. It is recognized that payment may take up to 14 days to reach GHQ.

### **ERA Expenses**

- Membership cards (produce and issue)
- Other membership supplies and any dues collector credentials (see Article 11, Section 4, ERA Rulebook)
- New member packets, leaflets and other ERA publications
- ERA Rulebook
- Translations
- Printing and mailing ballots for the international referendum
- Any other expenses as may be necessary for the running of the RA and to support its activities

### **GA Services to ERA**

The GA will provide membership number ("X-numbers") to ERA. The GA carries out necessary activities for the good of the entire Union, including ERA. These include maintaining a central office and point of contact accessible to members and non-members across the globe; publishing literature, constitutions, and ballots for use by all IWW members; holding universal events for the Union such as Conventions and GEB meetings, and building the IWW internationally. While much of the Union's work is decentralized, the GA is accessible to and serves all members.

### **International Referendum**

As provided by the Constitution, the RA shall issue all RA branch charters and elect RA officers on an annual ballot (see Article 6, ERA Rulebook). Credentialed Dues Collectors of the RA (see Article 11, Section 4, ERA Rulebook) are required to clear their credentials with the RA Supply Depot. The RA Supply Depot Coordinator shall provide the GST with a copy of all such clearances and report to the GST when credentials are issued, so as to enable the GST to redirect any enquiries from at-large members of the RA, or members living in the RA jurisdiction, but paying dues to the GA, to the appropriate contact for dues payments.

RA branches are entitled to full participation in the General Convention (Constitution, Article 1, Sec 9h). Minimum branch size in ERA is five members, while it is a minimum of ten members in the GA. To enable

equal representation, any RA branches of less than ten members are therefore to combine with another RA branch for the purpose of sending delegates to the General Convention. The GST will email each year's General Referendum to the RA Secretary no later than October 15.

The GST will notify the GEB and the RA Secretary that the ballot has been emailed. The RA Secretary shall ensure that the ballot is conducted in accordance with Appendix 1 of the ERA Rulebook. If the RA Secretary position is vacant, another officer of the RA shall be appointed to this role by majority vote of delegates at an RA meeting.

#### GOB and Industrial Worker

All ERA members in good standing can subscribe to receive the electronic General Organisation Bulletin ("e- GOB"): <http://lists.iww.org/listinfo/gob-list>. RA members or branches that wish to receive Industrial Worker bundles or order individual copies shall order copies from GHQ, and pay for any such orders at cost and in advance. Any distribution of individual IW copies within the RA will be undertaken by those branches and members ordering bundles.

#### Communication

The RA Secretary, or, at the discretion of ERA, a liaison officer appointed or elected by ERA delegates, and GST shall be in monthly contact to share information and coordinate activity. The RA Organizing Department Liaison and the Organizing Department Board (ODB) shall be in monthly contact to share information on organizing activities. A liaison from each IU shall be appointed in ERA and the GA and shall be in monthly contact to share information on organizing activities. The RA Organizing Department Liaison and the ODB shall put new IU contacts in touch where no such contact has been established yet. Other officers and committees working on related issues and areas shall endeavor to be in regular contact to coordinate and share information as appropriate (e.g. Gender Equity Committee - ERA Women's Officer; Bread and Roses editor - IW editor). The RA Organizing Department Liaison, RA Secretary or liaison is responsible for compiling quarterly reports to the GA, and monthly reports for submission to the GOB.

At the GEB Winter Meeting a GEB member will be assigned the responsibility for liaising with ERA. The GEB contact for the RA shall have access to the internal discussion list(s) and internal bulletin of the RA. The ERA liaison will be required to be in monthly contact and share information on the overall situation of ERA, ERA branches and ERA activities. Copies (electronic as default, but if required by members in print) of the current RA Bylaws shall be provided in all the languages in the jurisdiction of the RA to the RA members, as well as to the GST and the GEB liaison for the RA.

The RA shall communicate basic information on their communication media (website/s, publications, etc.) to the GEB contact. The RA website team and the iww.org committee of the GA shall work together as necessary to ensure the consistency of the IWW's online communication.

#### Jurisdiction

The jurisdiction of the RA shall be negotiated with the GEB (see Constitution, Article 1, Section 9 d). The ERA jurisdiction shall comprise all members-at-large, groups and branches in the UK and Ireland, the membership of GLAMROC and the Norway GMB. At-large members and new branches and any ROCs in Europe are encouraged to join the RA. Affiliation to the RA shall be decided voluntarily, by democratic vote (see Constitution, Article 1, Section 9 b). Current at large-members in Europe paying dues to the General Administration shall be invited to join the RA, but are not required to do so. The GA and RA will share new contacts and coordinate to create new groups in Europe.

#### Translations

As the language needs of workers in the RA jurisdiction and of workers across the GA overlap, and as there are fellow workers who can provide translation support across the IWW, translation work shall remain an overarching area of work. The RA and the GA commit to develop, improve and coordinate mechanisms for union-wide translation needs. The details of how to develop this are to be worked out by the RA liaison, their GEB contact, and any other officers and members as may be appropriate.

**Policies and Procedures for the German Language Area Members Regional Organizing Committee**

Regional Organizing Committees are part of the IWW's world-wide organization. The world-wide organization - the General Administration - elects a General Secretary-Treasurer (GST), maintains General Headquarters (GHQ), and distributes the General Organization Bulletin (GOB) to all members.

1.1 The General Secretary-Treasurer (GST) sends the General Organization Bulletin (GOB) per Email directly to all members in good standing as well as to the ROC Secretariat. The GST regularly sends a short report about the development of the IWW internationally for publication in the ROC Bulletin. The ROC in turn publishes at least twice per year a short report on its activities in the GOB.

1.2. The "Industrial Worker" (IW), the IWW's English-language newspaper is sent as a bundle to the ROC Secretariat, or to a member elected by a ROC meeting. They distribute it to all ROC members in good standing upon request. Copies for members in good standing are free of charge, all further copies cost 30 cent each. Payments for the IW are made together with dues share payments to GHQ.

1.3 The GST sends a blank electronic copy and any other documents for the annual referendum to the ROC, with sufficient time for the ROC to translate into German Secretariat. The ROC Secretariat will print and mail ballots with a voucher envelope to all ROC members in good standing no later than 20 October. The ROC ballot committee receives and counts all ballots and reports the result to the GST no later than midnight, December first, Central Time (Chicago).

1.4. The GST will send membership supplies to the ROC. Those include: membership cards, stamps, and buttons.

1.5. All branch and at-large delegates send a monthly report to the ROC secretaries, including all collected dues, donations and initiations, as well as the current standing of all members, together with all payments to the ROC. The GST receives copies of all delegate reports. The ROC secretaries and the GST record the standing of all members in their membership database as soon as they receive a report, to ensure members' good standing is documented.

1.6. Membership dues are split as follows: ROC branch - keeps 50% of dues; ROC: receives 30%, GHQ: receives 20 %. Dues of at large members in the ROC are split as follows: ROC: 80% GHQ: 20%. 50% of all initiations are also sent to GHQ. Dues share payments to GHQ are made by the ROC Treasurer every 3 months. The ROC secretariat also reports on the ROC's current membership and finances every 3 months to GHQ.

1.7. The ROC secretariat send copies of every membership application, including the member's number and the level of dues they pay, to the GST, so that they can enter the new member in the database.

**Administrative Agreement Between the Canadian Regional Organizing Committee (CanROC) and the General Administration**

Ratified by members of CanROC May 26, 2016  
Passed by the General Executive Board March 24, 2016

1. This is the administrative agreement between the Canadian Regional Organizing Committee (CanROC) and the General Administration (GA). No part of this agreement may overrule the CanROC or international IWW Constitutions. It shall be appended to the CanROC constitution as Appendix 2 and included in the Manual of Policies and Procedures (MPP), Section 6-5. CanROC was chartered by the General Executive Board (GEB) in April 2011. CanROC has its own constitution approved by Canada-wide referendum in August 2009.

2. This agreement will be reviewed on the request of the General Executive Board, General Convention, or the majority of the CanROC branch representatives for fairness and effectiveness. Any changes to the CanROC constitution shall be voted on by the CanROC membership in its annual referendum. RST shall report any amendments to the constitution to the GEB and the GST.

**3. Membership:**

CanROC membership consists of the IWW branches affiliated with CanROC. At-large members in Canada are presumed to be CanROC members, but they also have the right to opt-out and ask to be at-large members. Affiliation of new branches is voluntary and must be decided by members at a regular business meeting. GMBs in Canada, who are not affiliated with CanROC, are responsible for their members and their relationship with the General Administration.

**4. Communication:**

The ROC Secretary-Treasurer (RST) and General Secretary-Treasurer (GST) shall be in monthly contact to share information and coordinate activity. The RST will provide the latest copy of the CanROC Internal Bulletin (COB), the annual CanROC financial audit, and share all new documents that have been translated into French with the GST and the GEB.

**5. Organizing Department Liaison:**

The ROC Organizing Department Liaison and the Organizing Department Board shall be in monthly contact to share information on organizing activities.

**6. GOB:**

The GST will send an electronic copy of the GOB to the CanROC RST who will transfer it to all CanROC members, unless the member has no email or elects to receive it by mail. CanROC will be in charge of printing these electronic copies and distribute them to members who ask for paper versions. The RST shall maintain the list of members who chose to receive the GOB by mail. This GOB e-mail and print-list will be verified and updated quarterly by the RST and GST together.

**7. CanROC internal bulletin:**

CanROC will publish a quarterly internal bulletin for its members. The GST and GEB Chair may submit brief international reports.

**8. International referendum:**

The GST will email a blank electronic copy of each year's General Referendum to the RST, as soon as the referendum text is finalized, and in no case later than 15 October. The RST will promptly print, uniquely number each ballot, and mail one for each CanROC member in good standing no later than October 20th with a voucher envelope. These ballots will be mailed to either the General

Membership Branch which members are affiliated with or to the home addresses of at-large individual members without a GMB. The CanROC ballot committee shall count the international ballots received by CanROC by 11:59 PM CST on November 30th and report the results the evening of DEC 1 to GHQ so the GHQ ballot committee can report their results by 11:59 PM CST on December 1st.. CanROC shall be responsible for the translation of the referendum ballot.

**9. Delegate credentials, rigging and supplies:**

The CanROC RST will be in charge of the production of membership supplies and delegate rigging, with the exception of dues stamps and 5 years dues cards. New CanROC delegates will receive numbers in the 4000 block; current or former delegates who return to service will continue to use their delegate numbers. The CanROC will issue delegate clearance forms in February of each year and delegates shall clear their credentials with the ROC. The RST will provide to GHQ a list of any newly credentialed or any newly cleared delegates on a quarterly basis.

**10. Dues:**

The CanROC will have the same dues structure as in the international constitution, in Canadian dollars. CanROC will remit dues money to General Headquarters on a quarterly basis. Dues remittance shall be sent with enough time to be received by GHQ the end of each January, April, July, and October. The ROC, chartered branch, and General Administration (GA) shall share dues as follows:

- a. 90 % to the ROC, and 10% to the GA. Dues shares between the ROC and its chartered branches are a decision internal to CANROC and shall be defined in the CANROC constitution.
- b. Disparate CANROC members shall pay dues to the CANROC, and the CANROC will remit 10% to GHQ and retain 90%.
- c. The GA shall retain 100% of initiation fees.
- d. Sub-minimum dues collected by the CanROC and its chartered branches shall be shared as follows: \$1 to the General Administration and \$5 to CanROC.
- e. CANROC shall submit their dues remittance using a ROC report form from GHQ.

**11. Database:**

Chartered branch secretaries and delegates at large shall send a copy of their report to the RST who will update the GA database on a regular basis and at least quarterly every March, June, September, and December. The RST will have administrative access.

**12. Charters and Shop Cards:**

The CanROC shall issue charters and shop cards within its jurisdiction. Chartering process will be a CanROC duty. The branch charters for new branches in CanROC will be provided by CanROC and signed by the RST. The RST shall report any new charters and shop cards to the GEB and the GST. An annual clearance report of IWW shops shall be reported by the RST to GHQ by January 31 each year.

**13. Organizer Training:**

CanROC shall be responsible for all costs of trainings within CanROC's jurisdiction. How much of these costs are covered by Branches is an internal matter between CanROC and the Branches within CanROC.

**Administrative agreement between the Icelandic Regional Organizing Committee (IceROC) and the General Administration of the IWW.**

1. This is the administrative agreement between the Icelandic Regional Organizing Committee (IceROC) and the General Administration (GA). No part of this agreement may contradict the IceROC or international IWW Constitutions. It shall be appended to the IceROC constitution as Appendix 2.
2. This agreement will be reviewed every September by the IceROC and its GEB representative for fairness and effectiveness. Changes to the IceROC constitution are voted on by the IceROC membership in its annual referendum. Any changes must be reported to the GA.
3. The Icelandic Regional Organizing Committee was chartered by the GEB on June 2, 2015. It has its own constitution approved by Iceland-wide referendum on 24/01/2015.
4. Membership: Its jurisdiction extends to all IWW members in Iceland who are not affiliated with any branch; members may choose to disaffiliate and will then pay 100% of dues to General Headquarters (GHQ). Affiliation of new branches is voluntary and must be decided by members at a regular business meeting.
5. Communication: The ROC Secretary-Treasurer (RST), General Secretary-Treasurer (GST), and the ROC contact on the GEB shall be in monthly contact to share information and coordinate activity. This shall include monthly reporting of all membership information in order to keep the database at GHQ current as well as any organizing or other news that the GEB contact can report to the rest of the General Administration and membership. Monthly reporting will include the ROC reporting form provided by GHQ.
6. Organizing Department Liaison: The ROC Organizing Department Liaison and the Organizing Department Board shall be in monthly contact to share information on organizing activities.
7. GOB: The General Secretary-Treasurer (GST) will send an electronic copy of the GOB to the IceROC mailing list. The RST will distribute it to all members without email addresses that wish to receive it.
8. Industrial Worker: GHQ will send electronic copies of the Industrial Worker to the IceROC RST who will send it to all members of the IceROC. Members or Branches that want physical copies of the Industrial Worker must purchase subscriptions.
9. IceROC mailing list: IceROC will maintain a mailing list for its members that will serve as the main internal communications channel. The GST and GEB Chair may submit international reports to be distributed on this list.
10. International referendum: The GST will email a blank electronic copy of each year's General Referendum to the RST, with sufficient time for the IceROC to translate it into Icelandic. The RST will print and uniquely number each ballot, and ensure each IceROC member in good standing receives one no later than October 20th. The IceROC ballot and audit committee shall count the international ballots and report the results to the GST by midnight UTC on December 1st.
11. Delegate credentials, rigging and supplies: The IceROC RST will be responsible for printing all materials. The GST will make available electronic versions of documents to print. New IceROC delegates will receive numbers in the 3376-3385 block; current or former delegates who return to service will continue to use their delegate numbers. The IceROC RST will issue delegate clearance forms in February of each year.
12. Dues: The IceROC will have the following dues structure (after-tax earnings in ISK): Sub-minimum: 0 – 50 000kr = 200kr/m Minimum: 50 001-180 000kr = 500kr/m Regular: 180 001-300 000kr = 1000kr/m Maximum:

>300 000kr = 2500kr/m The ROC, chartered branch, and General Administration (GA) shall share dues and initiation fees as follows: 50% to the branch, 45% to the ROC, and 5% to the GA. Disparate IceROC members shall pay dues to IceROC, and IceROC will remit 5% to GHQ and retain 95%.

13. Database: Once the appropriate database interface is ready, the IceROC RST will be allowed to enter membership information directly into the GHQ database and simplify the monthly reporting appropriately.

14. Charters: IceROC shall issue branch charters and shop cards within its jurisdiction. IceROC should inform GHQ of all branches chartered and shops recognised. IceROC will conduct an annual clearance of IWW branches and shops and pass on the information to GHQ.

15. Dues remittance to GHQ will happen annually every September by September 30th.

**Administrative agreement between the GreROC and the International Administration of the IWW**

Ratified by the members of GreROC May 30, 2015

Passed by the General Executive Board on June 11, 2015

- a This agreement between the GreROC and GHQ will be included as part of the GreROC constitution. It will be reviewed every January by the GreROC and its GEB representative for fairness and effectiveness. Any changes to the GreROC constitution shall be voted on by the membership in the annual referendum.
- b The responsibility of the GreROC will be to negotiate the dues per capita arrangement with GEB: 100% of all Initiation fees would be remitted to GHQ quarterly. GreROC will remit 5% of the dues collected to the IWW GHQ quarterly. In addition requested membership supplies and delegate rigging would be supplied by GHQ however all postage charges will be at 100% to the GreROC.
- c The GreROC Secretary-Treasurer and General Secretary-Treasurer shall be in monthly contact to share information and coordinate activity.
- d GOB: The General Secretary-Treasurer (GST) will send an electronic copy of the GOB to the GreROC Secretary-Treasurer for distribution to the GreROC members. The same applies also for the Industrial Worker.
- e GreROC internal bulletin: The GST and GEB Chair may submit brief international reports to the GreROC internal bulletin.
- f The GreROC Organizing Officer and the Organizing Department Board shall be in monthly contact to share information on organizing activities.
- g International Referendum: The GST will email a blank electronic copy of each year's General Referendum to the GreROC Secretary-Treasurer, with sufficient time for the GreROC to translate it into Greek. The GreROC Secretary-Treasurer will print and uniquely number each ballot, and ensure each GreROC member in good standing receives one no later than October 20th. The GreROC ballot and audit committee shall count the international ballots and report the results to the GST by midnight UTC on December 1st.
- h Rigging and supplies: The GST will send membership supplies and delegate rigging to the GreROC. Membership supplies will include only dues cards and membership buttons. The GreROC shall endeavour to produce its own supplies whenever possible.
- i Branch secretaries and delegates-at-large shall send a copy of their reports to the GreROC Secretary -Treasurer who will update the General Administration database with member information monthly. The GreROC Secretary Treasurer will have Regional Secretary Access
- j Branch charters: GreROC will approve and issue branch charters and shops within its jurisdiction. GreROC will inform GHQ of all branches chartered and IWW shops recognised. The GST will issue the new branch or shop with the charter card. GreROC will conduct an annual clearance as required and inform GHQ to send the yearly stamp.

### **Credentialed Delegate Duties and Policies**

1. All delegates are credentialed by the General Secretary-Treasurer (GST) and are empowered to initiate new members and collect dues. In addition, delegates orient new members to our union and assist them in determining which Industrial Union they belong to. (Article IV Sec 1(b))
2. In addition to collecting dues, delegates are also responsible for encouraging members from whom they collect dues to stay in good standing. Delegates must be familiar with current dues and initiation rates. Delegates are responsible for placing the dues stamps in members' cards. (Article IV Sec 1(d))
3. Delegates are elected annually either by other Wobblies at their workplace, by members of an IWW group in formation, or by members of a chartered General Membership Branch (GMB) or Industrial Union Branch (IUB) according to branch by-laws. Elected delegates are required to have been members in good standing for a minimum of six months with the exception that newly organized groups may elect one of their members to serve in that capacity (Article IV Sec 1(b))
4. If no IWW group exists in an area, a member can apply directly to the GST to be credentialed as an at-large delegate. Monthly at-large delegates remit all dues collected to General Headquarters (GHQ). Once a group has been established in an area they will elect their own delegate. The GST will not credential at-large delegates in a geographical area under the jurisdiction of a GMB.
5. Branch sponsored group delegate: (see MPP Sec 8-1, 4(c))  
c) While a group's initial delegate may have been elected by the sponsoring branch the group can elect their own delegate at any time.
6. All members seeking delegate credentials are required to fill out and submit an IWW Application for Delegate Credentials to the GST. Any delegate elected by a branch that has been issued blank delegate credentials by the GST will have their delegate application co-signed by a currently credentialed delegate. (Article IV Sec. 1 (c))
7. Delegates need to stay in good standing (Article VI Delinquency Sec 2)
8. All delegates, whether elected or at-large, shall record all fees, dues, assessments, etc. collected on the monthly Delegate Report form provided by the GST and shall identify receipt both on the page of the dues book and on top of the stamps with the date and their credential number. Delegates must submit Delegate Reports at least monthly (whether or not they have collected any funds), remit all collected funds, and send all signed applications for membership to GHQ. Delegates elected by GMB's and IUB's submit reports to their Branch Secretaries while all others report directly to General Headquarters. (Article IV Sec. 1 (d))
9. Delegates have no discretion over taking dues from IWW members who have not been suspended or expelled (Selected Resolutions, Resolution on Delegates)
10. Delegates should keep in their possession a copy of the Delegates Manual to refer to whenever necessary.
11. Delegates will give each new member a membership card, an IWW button, a current IWW Constitution, and the One Big Union pamphlet. In addition new members should also be given a copy of their branch's by-laws and any other new member orientation material that the branch has approved. (Article VIII Sec. 2 h))
12. Delegates are responsible for maintaining records of all initiations and dues collected as well as all union materials in their possession.
13. Delegates are required to fill out an annual inventory clearance form by March 31<sup>st</sup> and return it to GHQ.

Failure to submit the clearance form by the deadline will cause the delegate to become delinquent. Delinquent delegates will lose their right to vote in union referendum and will not be issued new delegate credentials for the year. When a delegate's account is cleared, the Clearing House shall issue a clearance stamp to be affixed to the delegate's membership card. (General Bylaws Article VI Sec 3)

14. If delegates decide they no longer wish to serve in this office, they are responsible for returning all union supplies to GHQ or to their local branch.

Reference:

Constitution – Article IV Clearing House, Article V Duties of Branch Secretaries and Delegates, Article VIII Initiation Fees and Dues, Article X Transfers, Craft Cards, etc., Article XIII Unemployed Members

General Bylaws - Article VI Delinquency

Selected Resolutions – Resolutions on Delegates

Current Delegate Manual

### **Branch Secretary-Treasurer Job Duties**

1. Branch Secretary-Treasurers (BSTs) are elected by their local chartered IWW branch according to branch bylaws.
2. Where branch bylaws allow for the Branch Secretary-Treasurer position to be two discrete officers, the bylaws will dictate the particular duties of each office to meet the needs of the branch.
3. Branch Secretary-Treasurers are the main contact between the branch and their assigned member of the General Executive Board (GEB). Any issues that affect the union as a whole or need the larger support of the union (such as a major organizing campaign, a lawsuit, etc.) should be reported to the GEB through the branch's assigned board representative.
4. Branch Secretary-Treasurers shall be responsible custodians of all branch records, funds, and supplies. They are charged with keeping the financial records for their branch, including the recording of all income and expenses and securing the branch treasury. Records are kept of all transactions with delegates.
5. Branch Secretary-Treasurers are often responsible for maintaining the branch membership list, securing a consistent location for monthly branch meetings, notifying all members of the time and place of the meetings, and distributing a draft meeting agenda.
6. Branch Secretary-Treasurers shall endeavour to keep all members in good standing and aware of all referenda.
7. Branch Secretary-Treasurers are responsible for ensuring that minutes of monthly branch meetings are distributed to all branch members.
8. The Branch Secretary shall fill out blank convention delegate credentials and return one copy to General Headquarters at least 15 days prior to the start of convention.
9. Branch Secretary-Treasurers in the United States need to file the branch tax report annually with the Internal Revenue Service (IRS). If the branch is registered with the Department of Labor (DoL) the Branch Secretary-Treasurer must file the necessary Labor Organization Information Reports.
10. If the branch charter is revoked the Branch Secretary-Treasurer should work with an authorized union representative to surrender the charter and union supplies, property, and funds to the General Administration.
11. The **IWW Branch Secretary's Monthly Financial Report**, along with remittance of all dues and other union funds collected during the month, shall be sent to the General Secretary-Treasurer (GST) no later than the 10<sup>th</sup> day of the following month. Should any branch fail to do so, further supplies will be withheld until those reports are received. Failure to report monthly will cause headquarters' records to become out of date and list members in bad standing. These members will then not receive the General Organization Bulletin (GOB), referendum ballots, or the Industrial Worker (IW).
12. **IWW Branch Secretary's Monthly Financial Report** includes:
  - The consolidation of all delegate reports
  - Copy of all delegate reports submitted for the month
  - Remittance of all General Administration funds
  - Membership applications
  - Branch meeting minutes
  - Updated branch bylaws
  - Updated branch contact information

- Changes in elected branch officers
- Name of the branch member authorized to request Literature Department credit
- A report on the activities and prospects of the branch

Reference -

Article IV Clearing House Sec 1 f) & i)  
Article V Duties of Branch Secretaries and Delegates  
Article VI Conventions, Credentials Sec 4 a)  
Article XI Charters Sec. 5

### **Criteria for Reviewing and Issuing Charters**

The following guidelines and criteria will be the standard for the General Executive Board (GEB) regarding the reviewing of petitions, and the issuing of charters, for General Membership Branches (GMB), Industrial Union Branches (IUB), Industrial Unions (IU), Regional Organizing Committees (ROC), Industrial District Councils, and other subordinate entities of the IWW.

Additional information on Regional Organizing Committees are found in MPP Sec 6-1 Guidelines for ROC Formation Year and Criteria for Chartering a Regional Organizing Committee (ROC)

IWW recognition of Shops, Cooperatives, and Sole Proprietors is addressed in Sec 8-3, Sec 8-4, and Sec 8-5 respectively.

1. General Membership Branches are established to organize and administer local bodies of workers in any industry until they apply for, and are granted, Industrial Union Branch charters. All members of an Industrial Union Branch must be in the same Industrial Union.
2. IWW Groups seeking charter are encouraged to work with their appointed GEB contact in the development of bylaws. Prior to submitting a Charter Application draft bylaws should be sent to their GEB contact and the GEB Charters Review member for review in order to ensure that they are in compliance with the Constitution, General Bylaws, and standard practices of the IWW.
3. All GMB, IUB, ROC, and Industrial District Council bylaws will define the geographical area that the charter will cover (e.g. city limits, county(ies), country)
4. Branch sponsored groups
  - a) Members of IWW Groups that are sponsored by a chartered branch will be members of the sponsoring branch until the group is chartered.
  - b) A branch sponsored group will be within a reasonable distance of the chartered branch (i.e. close enough that group members can take an active part in branch meetings and activities). (Article IV Clearing House Sec. 1 (c))
  - c) While a group's initial delegate may have been elected by the sponsoring branch the group can elect their own delegate at any time.
5. Charters will be issued to GMBs or IUBs only if the GEB finds it feasible for their members to hold regular meetings. More than one GMB in the same city or area shall be chartered only when the GEB finds it necessary due to language barriers, transportation issues, or other practical reasons.
6. The GEB reserves the right, upon issuance of a charter, to regulate the name of the body, and shall hold exclusive jurisdiction on issuance of local numbers
7. For filing purposes U.S. branches should have the same tax year as General Headquarters (GHQ) - July 1 to June 30.
8. A grouping of IWW members may not open a checking or savings account in the union's name until they have been chartered by the GEB. After receiving a charter the name of the bank, credit union, or other financial institution, along with any corresponding checking or saving account identification, shall be transmitted to GHQ within 60 days after such accounts have been opened.
9. Within the U.S. all bank accounts opened in the name of a new GMB or IUB must be established as designated non-profit bank accounts, in which multiple signers can have administrative access, to accommodate

the annual election of branch officers. For this purpose a copy of the IWW's 501 (c) 5 non-profit tax designation letter may be required. Branch Secretary-Treasurers should contact GHQ for more information.

10. Prior to putting forward a Motion to Charter the GEB member doing so will ensure that all necessary criteria have been met, confirm with GHQ that there are no monies owing, and that the required ten (10) members signing the Charter Application are in good standing.
11. Upon the Motion to Charter passing the General Secretary-Treasurer (GST) will be directed by the GEB to issue the new branch a charter and seal
12. Once the Motion to Charter has passed the GEB member putting it forward will send the new branch contact information to the Industrial Worker Editor(s) for inclusion in the Industrial Worker IWW Directory

The following criteria must be met before the General Executive Board will issue Charters:

- a) Each application for charter shall include the printed name, card number, signature, and date signed of a minimum of ten members
- b) All petitioning members must be in good standing at the time that the Motion to Charter is put forward.
- c) The Body applying for a charter shall have convened a meeting, adopted bylaws, and elected the minimum number of officers to fulfill the obligations under the IWW Constitution. A copy of the bylaws and meeting minutes showing officer elections and adoption of the bylaws shall be submitted with the Charter Application.
- d) The petitioning members shall issue a letter to the GEB explaining the intent of the proposed organization
- e) All dues and monies owed to GHQ must be settled before any charter is granted, unless exempted by the GEB in accordance with the IWW Constitution.

### **Criteria for Dissolving Branches & Other Bodies**

**The Constitution provides as follows . . .**

#### **ARTICLE XI Charters**

Sec. 1. The number of signers required on an application for a Charter shall not be less than 10.

Sec.4. The charter of a union or branch shall be surrendered when membership falls below 5.

Sec. 5. Upon a union surrendering its charter, the Regional Organizing Committee (or GEB where no ROC Exists) shall appoint a representative of the Industrial Workers of the World to take charge of the charter, supplies and property and funds of said union. Members or officers of said union refusing to deliver charter, supplies, property or funds of the union surrendering its charter to the authorized representatives of the Industrial Workers of the World shall be expelled from the organization.

**The General Executive Board adopts the following rules as criterion for dissolving branches and other bodies of the union:**

1. All property, tangible or intangible, real or personal, which is held by branches and other constituent bodies of the IWW is the property of the whole organization, and is held in trust by those constituent bodies for the benefit of the whole organization. Under no circumstances shall the members of a defunct or disaffiliated body retain or divide among themselves the property held by that body, or transfer the same to any other organization.

2. The General Administration may declare a branch or other constituent body defunct if

a. Its membership in good standing falls below the minimum number required by the Constitution for three consecutive months;

b. **No meeting has been held or quorum met for more than six consecutive months;**

c. **It fails to have the minimum number of officers for more than 6 consecutive months;**

d. **It fails to submit monthly reports and remit dues for more than 6 consecutive months**

or

e. A majority of its members vote to surrender its charter, or to affiliate with any trade or business union, and there are not at least five members, willing to abide by the Constitution and By-Laws of the IWW, who object thereto.

3. Upon the happening of any of the events enumerated in Paragraph 2, the General-Secretary Treasurer shall promptly notify the General Executive Board, supplying any additional relevant information in his or her possession. If such information includes personal or other matter which ought not to be made public, the GST shall provide it by private communication to all members of the GEB. Any such matter may be made public by vote of the GEB.

4. If the body in question is subject to the jurisdiction of an Industrial Union or Regional Organizing Committee, the Secretary of that organization shall receive the same notice and information, and that organization shall take such action as may be called for in its charter or by-laws. If the IU or ROC having jurisdiction fails to take prompt action, the GST or GEB may take any reasonable steps necessary to safeguard the interests and property

of the Organization, but shall take no such action without first informing the Secretary of the IU or ROC.

5. If the body in question is subject to the direct jurisdiction of the General Executive Board, or if the body having direct jurisdiction fails to take prompt action, the member of the GEB who is responsible for communication with that body (or if there is no such member, a member appointed by the chair) shall then investigate the matter and report within fourteen days to the full Board. If the report contains personal, scandalous, embarrassing, or other matter which ought not to be made public, the member shall provide it by private communication to all members of the GEB and the GST. Any such matter may be made public by vote of the GEB.

6. If the member concludes that the body is not defunct, she or he shall recommend to the GEB such steps as may be advisable to bring the body into compliance with the Constitution and By-Laws and restore it to proper operation.

7. If the member concludes that the body is defunct, she or he shall then move that its charter be revoked. He or she may also recommend to the GEB such steps as may be advisable to promote the reorganization of the defunct body.

8. Upon the revocation of the body's charter, the GST shall immediately appoint an honest and reliable representative, who need not be a member of the IWW, to secure the body's charter, seal, minutes, records, uncancelled dues and assessment stamps, blank membership cards, furniture, equipment, and any other property held by it, including money and accounts. **No supplies, property, or union funds may be transferred to a third party.** The GST shall have authority to retain legal counsel if necessary to secure the union's property, and to provide the representative with such credentials as may be required; but no legal proceeding shall be instituted without the consent of the GEB, except where necessary to prevent the imminent theft, destruction, damage, or other loss of the union's property. No person who has been expelled from the IWW or removed from office in the IWW for misconduct shall be appointed representative under this paragraph.

9. All property formerly held by the defunct body, other than dues stamps and other membership materials, shall be held for one year at General Headquarters or other convenient, secure place, pending the reorganization of the defunct body. Accounts formerly held by the defunct body shall be liquidated, and all money placed on deposit with some secure bank, as the GST may direct, in the name of the Industrial Workers of the World. At the end of that year, if the body has not reorganized, the property shall be disposed of as the GEB shall direct.

### **Union Shop Policy**

The following criteria will be the standard for the General Executive Board (GEB) regarding applications for the issuing, reviewing, and maintaining of an I.W.W. Recognized Union Shop. All of the following criteria must be included by each petitioning Shop with their application for I.W.W. recognition or the GEB will delay recognition until completed.

1. Each application for recognition will include the names and x-numbers of I.W.W. members working at the Shop and will be accompanied by meeting minutes showing that a majority decision was reached in favor of applying for recognition.
2. All recognized I.W.W Union Shops will have elected a minimum of one shop delegate for the purposes of signing up new members, collecting dues, and reporting to General Headquarters.
3. IWW Union Shops may exist as a committee at-large, of a branch, or (when fulfilling the requirements) may petition to become an Industrial Union Branch.
4. As a means test, any workplace seeking I.W.W. Union Shop recognition must be able to answer yes to all of the following questions:

Are more than fifty percent of all eligible workers in the workplace members of the I.W.W.?

Are all members recognized as equals?

Does the workplace committee meet regularly?

Has the workplace committee elected a delegate for the Shop?

Does the workplace committee actively seek to organize for more power in the workplace?

Are any and all positions within the workplace committee open to all members and limited by set term lengths?

5. GEB members shall have satisfied all of the above criteria before making a motion to approve the recognition of any I.W.W. Union Shop.

6. Upon recognizing any I.W.W. Union Shop, the Chair of the GEB will instruct the GST to issue the applicants with a Shop Card.

7. To maintain their I.W.W. recognition, Union Shops must clear in the last quarter of every calendar year. Any recognized Shop that fails to send in its clearance will be deemed operating without valid recognition. The clearance will be submitted to General Headquarters and will contain an updated list of members, the most current contact information, any updates to its directory listing, any changes to its by-laws, governing documents and, if applicable, any contract. The shop must answer yes to each of the question in the means test. The GST will communicate a summary of all clearances to the GEB Chair and pending no concerns will issue a yearly clearance stamp. In the case that any Union Shop may no longer be eligible for recognition, the GEB will be asked to make a determination. Under no circumstances will a cost be required for a Union Shop to clear its credentials.

## **Co-operative Policies**

The following criteria will be the standard for the General Executive Board (GEB) regarding petitions for the issuing, reviewing, and maintaining of an I.W.W. Recognized Co-operative. All of the following criteria must be included by each petitioning Co-operative with their application for I.W.W. recognition or the GEB will delay recognition until completed.

1. Each Worker Co-operative application for I.W.W. recognition shall include the name, card number, signature, and date signed by each member signing the application.
2. Prior to submitting an application the Co-operative shall **been in operation for a minimum of one year**, have convened a meeting and adopted by-laws, elected the minimum required number of officers to fulfil the obligation under the I.W.W. Constitution, and copies of the minutes shall be submitted with the charter application.
3. All recognized I.W.W. Co-operatives will have at least one Delegate elected from the shop floor for the purposes of signing up new members in the I.W.W., collecting dues, and reporting monthly to General Headquarters.
4. The GEB will make a determination that Co-operatives seeking recognition have put no excessive financial barriers in place to prevent workers from joining.
5. As a means test each applicant Co-operative must be able to answer yes to each of the following questions:  
Do the Co-operative's bylaws have an anti-discrimination clause(s) – no racial, religious, gender, sexual orientation, disability or ethnic discrimination bars anyone from membership.

Are all members recognized as equals?

Do all members have democratic control of the Co-operative?

Is the Co-operative member-owned and member-managed?

Is the Co-operative net income (income over and above expenses) redistributed back to the members based on an equitable system?

Is the Co-operative run for the benefit of the members?

Do all members have the opportunity for education and training opportunities?

6. GEB members shall have satisfied all of the above criteria before making a motion to approve I.W.W Co-operative Applications

7. To maintain their I.W.W. Recognition, Co-operatives must clear in the last quarter of every calendar year. Any recognized Co-operative that fails to send in its clearance will be deemed operating without valid recognition. The clearance will be submitted to General Headquarters and will contain an updated list of members, the most current contact information, any updates to its directory listing, any changes to its by-laws or governing documents, and answer yes to each of the questions in the means test. The GST will communicate a summary of all clearances to the GEB Chair and pending no concerns will issue a yearly clearance stamp. In the case that any Co-operative may no longer be eligible for recognition, the GEB will be asked to make a determination. Under no circumstances will a cost be required for a Co-op to clear its credentials.

### **Sole Proprietor Business Criteria and Policies**

The following criteria will be the standard for the General Executive Board (GEB) regarding petitions for the issuing, reviewing, and maintaining of I.W.W. Self-employed Business recognition.

Qualified self-employed members should be encouraged to apply for I.W.W. Self-employed Business recognition.

All of the following criteria must be included by each petitioning individual with their application for I.W.W. Self-employed Business recognition or the GEB will delay recognition until completed.

1. Each applicant must **be a member of the IWW for a minimum of six months, operated the business for a minimum of one year**, affirm that they are not a boss, have no employees, and pass a means test.

2. As a means test, in order to meet the criteria for I.W.W. Self-employed Business recognition, an applicant must affirm that they have no employees and be able to answer yes to all of the following questions:

Do you:

Have no guaranteed wage?

Take all the profit?

Risk your own money?

Do you decide:

What work to do?

When and where to work?

How to run your business?

What sequence to follow when doing work?

Where to purchase supplies and services?

What tools and equipment to use?

Are you:

Free to seek out work?

Responsible for meeting any losses?

Responsible for correcting unsatisfactory work at your own expense?

3. Each application for I.W.W. Self-employed Business recognition shall include the applicant's name, card number, description of business, confirmation of the means test, and signature

4. GEB members shall have satisfied all of the above criteria before making a motion to approve I.W.W. Self-employed Business recognition.

5. To maintain their I.W.W. Self-employed Business recognition self-employed members must clear in the last quarter of every calendar year. Any recognized Self-employed Business that fails to send in their clearance will be deemed to be operating without valid recognition. Sole Proprietors must remain in good standing, annually reaffirm that they are not a boss, have no employees and can answer yes to all questions on the means test. This clearance will be submitted to General Headquarters and will include current contact information and any necessary changes to the directory listing. The GST will communicate a summary of all clearances to the GEB Chair and pending no concerns will issue an annual clearance stamp. Under no circumstances will a cost be required for a sole proprietor to clear their annual credentials.

6. Under certain conditions a recognized self-employed worker may enter into a training or apprenticeship agreement with another worker. This agreement must be non-exploitive, with no boss-employee relationship, have a set time limit, and be submitted to the GEB for approval in order for the self-employed member to maintain I.W.W. Self-employed Business recognition.

### **Process for Hearing Appeals of Complaints Between Members**

1. The General Executive Board (GEB) Chair is designated to receive appeals by member(s) who dispute a branch's final decision on complaints made by branches that are outside of the jurisdiction of a chartered Industrial Union or Regional Organizing Committee, in accordance to IWW Bylaws Article III, Sec. 8(a).
2. Appeals must be received in writing detailing the decision being appealed and the reason(s) for why it ought to be reversed within 30 days of the plaintiff being notified of the branch's decision. The GEB chair shall dismiss any appeal received after 30 days from when the plaintiff was notified of the decision being appealed. The GEB chair shall promptly notify the GEB of receipt of an appeal and steps taken to locate a branch willing to hear the appeal.
3. The GEB Chair must promptly provide copies of the appeal to all parties to the complaint being appealed, including the plaintiff(s), defendant(s), and secretary or alternate of the branch whose decision is being appealed.
4. It is in the best interest of the parties and of the union to have rank-and-file members hear appeals and the parties to be tried by their peers. Recruiting an appeal body should take no longer than two weeks, barring exceptional circumstances.
5. The GEB Chair will contact the plaintiff and defendant and identify a list of branches with no conflict of interest that could elect an appeals committee. The plaintiff or defendant must tell the GEB Chair a factual reason why a branch is in a conflict of interest in order to remove it from the list. If either party refuses or neglects to participate in the selection of an appeal body, that party has voluntarily waived this right.
6. The GEB Chair will contact the selected branches' secretary and ask for the appeal to be placed on the agenda of the next meeting. If the branch agrees to hear the appeal, it shall elect an appeals committee at the same meeting and conduct the appeal as detailed in Bylaws Article III, Sec. 3, Sec. 5, and Sec. 6.
7. In the exceptional situation that no branch outside of a Regional Organizing Committee or chartered Industrial Union is found to be without a factual conflict of interest or willing to hear the appeal, the GEB Chair shall put forward a motion for the GEB to form an appeals committee of no more than five members. No GEB member with a conflict of interest shall be a part of this committee. A GEB charges committee shall proceed in accordance with the procedures outlined in Bylaws Article III.
8. If conflict of interest prevents the GEB from forming an appeal committee, the appeal shall be deferred to the next General Convention and all parties will be notified of this decision.
9. If either party seeks to appeal the decision of the appeal body, that party may appeal to the General Convention by filing a final appeal with the GEB Chair within 30 days of the decision. All parties to the appeal, including the appeal committee and the secretary of its host branch, shall promptly receive copies of this final appeal.

## APPENDIX

### Chronology of MPP Authors and Subsequent Amendments

#### **0-0 Forward and Introduction MD-17 (2004)**

- 1-1 Job Duties and Requirements of the Chair of the GEB; MD-30 (2005)**
- 1-2 Working Rules of the General Executive Board; EW-06 (2008); IS-03 (2011); RG-16 (2011); JDD-01 (2017)**
- 1-3 Rules for the GEB Email List; PB-06 (2007); KJ-02 (2013); BS-01 (2017)**
- 1-4 Establishment of Branch Contacts for the General Executive Board; AW-05 (2004)**
- 1-5 Confidentiality – Pending**
- 1-6 Guidelines for The General Administration Extending Loans to IWW Chartered Bodies; DA-05 (2016)**

#### **2-1 Job Duties and Requirements of the General Secretary Treasurer; HH-02 (2005); DP-03 (2013); AKJ-03 (2017)**

- 2-2 Membership Coordinator Job Description – Pending**
- 2-3 Membership Information Privacy Policy; SM-15 (2016)**
- 2-4 Literature Department Coordinator Job Description - Pending**
- 2-5 Policies and Procedures for the Literature Department; AW-01 (2012); DA-06 (2014); DA - 07(2015); GEB -5 (2016) Referendum**
- 2-6 General Headquarters Safer Space Policy; DA-11 (2014)**
- 2-7 General Headquarters Intern Policy - Pending**
- 2-8 Job Duties and Requirements for the Administrator(s) of IWW.ORG; HG-04 (2008); BS-08 (2016)**
- 2-9 General Administration Information Technology - Pending**
- 2-10 Preservation and Disposal of IWW Records and Materials; DA-04 (2014)**

#### **3-1 General Convention Policies and Procedures RG-12 (2010); DP-07 (2013); Amendment 4 2015**

Referendum; GEB - 02 (2016) Referendum

#### **3-2 Rules Governing Committees at the General Convention; RG-12 (2010); Amendment 4 2015 Referendum**

#### **4-1 Job Duties and Requirements of the Editor of the Industrial Worker; MD-28 (2004); JDD-003 (2015)**

#### **4-2 Solidaridad Editor Job Description; SM-01 (2015)**

#### **5-1 Establishment and Procedures for Committees; MD-20 (2005)**

#### **5-2 Policies and Procedures for the Audit Committee; KJ-03 (2013)**

#### **5-3 Ballot Committee – Pending**

#### **5-4 Policies and Procedures for the Finance Committee; JK-08 (2008); MG-12 (2017)**

#### **5-5 Gender Equity Committee Working Rules; KJ-01 (2013); ML-07 (2017)**

#### **5-6 IWW Incarcerated Workers Organizing Committee Bylaws & Procedures; JDD - 004 (2015)**

#### **5-7 Policies and Procedures for the International Solidarity Commission; MB-01 (2007)**

#### **5-8 Junior Wobblies Union (JRWU) Policies; MG-12 (2015); SM-17 (2016); MG-21 (2017)**

#### **5-9 Literature Committee Working Rules; MW-001 (2015)**

#### **5-10 Policies and Procedures for the Organizing Department; RFS-08 (2007); JK-11 (2012); MG-34 (2015); MG-46 (2016)**

#### **5-11 Policies and Procedures for the Organizer Training Committee; MD-26 (2005)**

#### **6-1 Guidelines for ROC Formation Year and Criteria for Chartering a Regional Organizing Committee; DA-24 (2014)**

#### **6-2 Administrative Agreement Between the General Administration and the European Regional Administration; MV-28 (2012)**

#### **6-3 Policies and Procedures for the German Language Area Regional Organizing Committee; BL-03 (2014)**

#### **6-4 Administrative Agreement between the Canadian Regional Organizing Committee and the General Administration; GG-08 (2011); SM - 02 (2016)**

**6-5** Administrative agreement between the IceROC and the International Administration of the IWW; DA-15 (2015); SM-11 (2016)

**6-6** Administrative agreement between the GreROC and the International Administration of the IWW; DA-16 (2015)

**7-1** Credentialed Delegate Duties and Policies; SP-02 (2004); DA-09 (2015)

**7-2** Branch Secretary-Treasurer Job Duties; SP-02 (2004); DA-19 (2015)

**8-1** Criteria for Reviewing and Issuing Charters; MD-05 (2005); DA-10 (2015) GEB - 03 (2016) Referendum

**8-2** Criteria for Dissolving Branches & Other Bodies; JC-02 (2005); GEB - 04 (2016) Referendum

**8-3** Union Shop; DJ-04 (2013)

**8-4** Co-operatives; DJ-04 (2013); GEB – 04 (2016) Referendum

**8-5** Sole Proprietor; DJ-04 (2013); GEB – 04 (2016) Referendum

**9-1** Process for Hearing Appeals of Complaints Between Members; JK-15 (2009)

MPP Sections Removed and Motions to Renumber

**9-2 Sato Fund;** KJ-01(2013)

DA-24 (2014) re-numbered all Section 6 Administrative Agreement between the General Administration and various union bodies

MW-001 (2015) re-numbered part of Section 5 after 1/8/2015

**5-3 Official IWW Literature;** RG-12 (2010); DP-02 (2013); DA-28 (2015)

► Removed from MPP per 2015 Referendum Resolution B, DA-28 (2015) Remove and renumber

**6-3 Administrative Agreement Between the General Administration and the Australian Regional Organizing Committee;** SM-04 (2016) *de-chartered AusROC and renames Sec 6*

DA-12 (2016) Rearrange and Renumber the Manual of Policies and Procedures



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