

The Industrial Workers of the World

Manual of Policies & 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
February 25, 2012**

Forward

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

The goal of this Manual 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 30th 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.

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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 60 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. The membership has the right to know who is subscribed to the GEB email list.
- 3) Posting to the GEB email list shall be unrestricted for a) members of the General Administration (Board members and the GST); and b) those who have legitimate ongoing business with or reporting responsibilities to the Board (e.g., committee chairs, IW editor(s), Literature Department Coordinator(s), branch officials, etc.). 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.

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.

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 mass 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 6 months 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. Individual members in good standing may attend and have voice but no vote. These members shall be seated separately from the delegates.
6. 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 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.

5. 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 Committee on Rules, and a Credentials Committee. After the Temporary Chair takes over, the GST steps down.
- ? Committee on Rules sets the working rules for the Convention. Please see MPP section 3-2.
- ? Credentials Committee draws up a final list of eligible delegates to be seated in Permanent Session. Please see MPP section 3-2.
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 Chair will have the Committee on Rules report. The Convention will discuss, amend the report, and vote to adopt working rules of the Convention.
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.

Committee on Rules:

1. Robert's Rules of Order will be the standard for conducting Convention. Other meeting rule systems may be utilized at the discretion of the Delegates.

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:

- 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.

Committee on Rules:

Will make recommendations to the Convention for what rules to conduct business by.

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.

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 the 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 3 days a week, or 30 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 headquarter's 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 5 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 2 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.

A GST who serves their full term from January 1 to December 31 will have his or her final paycheck 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 paycheck 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.

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 Staffpersons.

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.

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.

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 network shall be overseen by a committee consisting of 3 members in good standing and shall be appointed by the GEB to serve a two-year term with no term limits. 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 web-site, 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 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 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 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:

The General Executive Board appoints a moderator of the list 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 are to be advertised in the GOB, on the 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.

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 Organizer Training Committee will use the following Working Rules:

1. The committee shall elect a chair from its membership.
2. All committee business shall be conducted through either written correspondence, which will be sent by e-mail, or phone conference calls.
3. Phone conference calls shall constitute a meeting of the committee if all members of the committee have been notified one week in advance that the meeting will take place and a quorum of members can take part in the conference call.
4. A quorum shall consist of 50% plus one of the members of the committee.
5. The only business that require formal motions is the disbursement of funds or the recommendation that the Organizing Department initiate a new program. Motions need not be seconded to be considered.
6. No new program will be adopted or funds be disbursed without a majority vote of the committee.
7. An e-mail motion will have a voting life of 30 days, unless a majority has passed or defeated a motion before the end of this period.
8. The chair of the committee shall tabulate votes, make a report on all motions and decisions, their current status, and how each member voted. The Chair of the Organizing Department Board will issue a monthly report to the General Executive Board.

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. Organizing Training Program

Purpose Statement:

The Organizer Training Program (OTP) of the IWW will be administrated by a three member committee charged with overseeing the work of the body which will be called the Organizer Training Committee (OTC). Though the goals of the OTC remain fluid, since the needs of the union will grow and change, the present goals of the OTC is to offer trainings for branches, groups and workplace organizing committees to increase capacity and skills to do workplace and industrial organizing. The OTC will strive to communicate the methods and ideas of solidarity unionism in all trainings and aspects of its work. The OTC will prioritize the recruitment and leadership development of trainers who are leaders in workplace organizing campaigns and specifically of those who are women, people of color, and immigrants whose first language is not English.

OTP Budget and Finance Policy

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 to maintain a record of all funds spent. Cost overages, or expected ones, should be reported to the GEB as soon as possible.
3. Until greater funds allow, it will be the policy of the OTP when working with IWW branches or groups to do cost sharing. Branches are expected to contribute to the cost of the training as much as they can.
4. If the OTC allocates funds towards a training, the OTC will work with the branch to set a clear expectation of attendance.

OTC Annual Meeting or “Training for Trainers”

The OTC will hold an annual meeting to collectively evaluate its work and curriculum and train identified workplace and organizing leaders to become future trainers.

OTC Election

The GEB is responsible for appointing the members of the OTC annually. Each year at the Annual Meeting the OTC will sponsor an internal election by trainers and participants to recommend to the GEB future members of the OTC.

The Organizer Training Committee is charged with the following responsibilities:

1. Handling all requests for trainings. The chair will field the request, coordinate trainers, monitor planning of OT and do short and long term follow-up.
2. Keeping track of all available trainers in the union and facilitating communication among this group.
3. Assigning trainers to branches, shops, or regions in need.
4. Actively identifying areas that could benefit from trainings and making trainings available to these areas.
5. Functioning as a clearinghouse for all training materials and making materials available to branches in advance of trainings.
6. Working closely with trainers prior to trainings to ensure that they are prepared. This work should include, but is not limited to, reviewing the training agenda and the trainer's outline. It would also include notifying trainers and potential trainers for the OTC.
7. Organizing a conference call for trainers after each training to debrief, evaluate the training, and determine what follow-up needs to be done. The six month follow up with branch would be part of this follow up.
8. The OTC will hold an annual meeting to collectively evaluate its work and curriculum and train identified workplace and organizing leaders to become future trainers.
9. Moderating the OTC e-mail list, which includes all committee members and trainers. Also, run regular announcements in IWW publications to expand the number member trainers.
10. Reporting to the GEB and the general membership of the union on a quarterly basis.
11. Prepare a budget request for the GEB.
12. Transfer materials and contact information of trainers to future OTC members.

B. Survey and Research Committee

1. Purpose

The Survey and Research Committee will consist of three 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: Branches pay based on their ability. 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 . . .

Official IWW Literature

The following items were adopted, through motions of the General Executive Board, as the official literature of the Industrial Workers of the World. No pamphlet, booklet, or other literature not listed herein may be considered “official” literature of the union.

The list includes the date each item was officially adopted as official literature, the title, and the author (when known).

5/1/00 One Big Union (2000 Edition J. Korber)

5/1/00 The Little Red Songbook

5/1/00 The IWW Organizing Manual

5/1/00 The IWW: What Everyone Should Know

5/1/00 Solidarity: The IWW and Industrial Unionism in America

5/1/00 A New Union Vision by Arthur Miller

5/1/00 The IWW: Its History, Structure and Methods by Vincent St. John (2000ed)

5/15/00 The General Strike by Ralph Chaplin

5/15/00 You Are The Union by John Persak

6/1/00 The ABC's of Radical Unionism by Morgan Miller

4/1/04 Dual Carders and The IWW by Joshua Freeze

5/1/04 Think It Over by Tim Acott

4/4/06 What Is The IWW by Jim Crutchfield

6/4/10 The Union on Our Own Terms by Alexis Buss

The General Executive Board also recognizes the following re-occurring publications as “official”:

The Industrial Worker - North America

Bread and Roses - The United Kingdom

Solidaridad

This list supersedes all others, and no other publication may be called official literature of the IWW without first being added to this list by a motion of the General Executive Board, or a referendum vote of the membership.

Any works that were previously deemed “official” literature of the IWW are no longer so, unless they appear on this list. Any works that are adopted in the future by motion of the General Executive Board shall be added to this list.

Further the General Secretary Treasurer of the union is charged with making sure that copies of these booklets are available through GHQ, and to put into production new editions where no current edition is readily available.

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)

The term of the members elected by General Convention shall begin on the date of election and end when the next General Convention elects a new Finance Committee.

The Finance Committee will be responsible for:

- 1) Advising the General Executive Board on financial matters.
- 2) Prepare an operating budget.
- 3) Advise GHQ on bookkeeping and accounting procedures.
- 4) Make 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.

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 budget.

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

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.

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. Should the Literature Department be hosted at 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. Should the Literature Department be hosted by a branch it shall assume the duties of the Literature Department Coordinator and function under the requirements of Article XVI Section 4 of the General Bylaws. Additionally the chosen liaison and GST shall come to an agreement of a regular schedule of updates and check-in on financial and other issues which they will communicate to the GEB.
3. The Literature Department shall extend a reasonable amount of credit to branches, other official union bodies or at large delegates to encourage them to resell merchandise and promote the union, though shall reserve the right to limit future purchases should payments not be made towards past debts. While the Literature Department will make a reasonable effort to ensure orders are placed with proper authorization, union bodies are responsible for orders placed and to develop their own internal policies of accountability.

GEB Transfer of Literature Department:

1. When the Literature Department is hosted by a branch the GST shall make all effort to work cooperatively and to ensure expected financial reporting and accountability is made. Should any dispute arise, the GST or host committee is strongly recommended to seek mediation by another member of the union and involve the GEB member assigned to work with the Literature Department.
2. Should the GEB be made aware of strong evidence that the Literature Department “is unable or unfit to fulfill its duties” as stated in Article XVI Section 5 of the General Bylaws, the GEB shall approve by majority vote a letter outlining the issues of concern, the actions required to address such, and a reasonable deadline of between 14 and 60 days, depending on the nature of the issues. Should the response or actions not be satisfactory, the GEB shall move by majority vote to order the transfer of the Literature Department.

**Administrative Agreement
Between The General Administration And
The British Isles Regional Organizing Committee (BIROC)**

The following text shall be the agreement between the BIROC and the General Administration and shall be included in the Manual of Policies and Procedures.

This agreement may be varied by consent of both the General Executive Board (GEB) and the BIROC.

1. The General Secretary Treasurer (GST) will email each year's General Referendum to the ROC Secretary no later than October 15. The GST will notify the GEB and the ROC Secretary that the ballot has been emailed. The ROC Secretary shall ensure that the ballot is conducted in accordance with Appendix 1 of the BIROC Constitution.
2. The GST will, upon request, send membership supplies and delegate rigging to the ROC, branches, and members at cost. The GST will, upon request, ensure that the Industrial Worker is airmailed to ROC members or branches at cost. ROC members or branches that wish to have the Industrial Worker airmailed directly shall pay in advance for such copies as may be ordered through GHQ.
3. ROC branch delegates, and delegates at large, shall report monthly to the ROC Secretary, and remit funds to the ROC Treasurer as provided for in Sec. 3.6 of the BIROC Constitution. Membership information shall be promptly entered on the ROC database. The ROC Secretary shall remit all reports received to GHQ quarterly and the ROC Treasurer shall remit all per capita payments to GHQ quarterly. Membership information shall be promptly entered on the GHQ database. The per capita shall be as provided in (4). below. 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 GST shall then issue credentials for ROC branches on July 1 as provided for in Article VI Sec. 4 (a) of the Constitution.
4. The ROC shall remit £0.50 per every member that is 3 months or less in arrears, per quarter. Such membership list for calculation of per capita payments shall be provided electronically to the GST. The ROC Treasurer shall remit payment by the due date as per 3. above. It is recognised that payment may take up to 14 days to reach GHQ.
5. As provided by the Constitution, the ROC shall issue all ROC branch charters and elect ROC officers on an annual ballot.
6. As provided by the Constitution, delegate credential blanks shall be issued by the GST. ROC delegates are required to clear their credentials with the ROC Secretary in March of each year. The ROC shall provide the GST with a copy of all such clearances and report to the GST when credentials are issued.
7. New members shall submit a Membership Application to the ROC, branch, or delegate for approval.

**Administrative Agreement
Between the General Administration and
the Australian Regional Organizing Committee**

1. The General Secretary Treasurer (GST) will email each "General Organization Bulletin" (GOB) as a pdf file to the ROC Secretary, who will confirm receipt of the pdf file.
2. The *Industrial Worker* Editor will mail 20 copies of each issue, at a cost of A\$0.50 per copy, to the ROC's postal address. The ROC will be responsible for local distribution to ROC members who wish to receive a copy. The per copy cost is subject to review once every 12 months.
3. The GST will email a copy of each year's General Referendum as a pdf file to the ROC Secretary no later than October 15. The GST will notify the General Executive Board (GEB) that the ballot has been sent, and the ROC Secretary will confirm receipt of the pdf file to both the GST and the GEB. The GST will not be required to produce a separate version of the ballot pdf file with the ROC return address.
4. The GST will supply the ROC with membership supplies at cost, plus shipping.
5. The ROC Secretary will send a monthly Delegate Report to GHQ by email or postal mail. The report will be in a format mutually acceptable to both parties. The dues information on the Delegate Report will be promptly entered into the Membership Database, and the ROC invoiced at A\$1.00 per member per month.
6. The ROC Secretary will remit payment for the per capita fees, membership supplies, and Industrial worker at least once every three months.
7. The ROC Secretary will print and mail each GOB to all qualifying members in the ROC.
8. The ROC Secretary will print and mail each year's General Referendum to all qualifying members in the ROC. ROC members will return their ballots to the ROC, which will form a ballot committee as provided for in the constitution.
9. As provided by the constitution, the ROC will issue branch charters, delegate credentials, and an annual ballot to elect ROC officers. Each delegate will be issued a unique number in the range 1500 - 1599 inclusive.
ROC delegates will clear their credentials with the ROC Secretary once per year.
10. As provided by the constitution, the GST and GEB Chair will each email international reports to the ROC Secretary for inclusion in the Australia Members Bulletin, which is published in February, April, June, August, October, and December of each year. The GST, GEB Chair, and ROC Secretary will negotiate mutually acceptable deadlines for these reports.

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

1. This is the administrative agreement between the Canadian Regional Organizing Committee (CANROC) and the General Administration. No part of this agreement may overrule the CANROC or international IWW Constitutions. It shall be appended to the CANROC constitution as Appendix 2.

2. This agreement will be reviewed every June by the CANROC and its GEB representative for fairness and effectiveness. Any changes to the CANROC constitution shall be voted on by the CANROC membership in its annual referendum.

3. The Canadian Regional Organizing Committee was chartered by the GEB in April 2011. It has its own constitution approved by Canada-wide referendum in August 2009.

4. Membership:

Its membership consists of the following General Membership Branches: Vancouver Island, Edmonton, Winnipeg, Toronto, Ottawa-Outaouais and Montreal. Its jurisdiction extends to all IWW members in Canada who are not affiliated with any branch. Affiliation of new branches is voluntary and must be decided by members at a regular business meeting. The Vancouver GMB is not affiliated and is responsible for its members and its relationship with the General Administration.

5. Communication:

The ROC Secretary-Treasurer (RST) and General Secretary-Treasurer (GST) shall be in monthly contact to share information and coordinate activity.

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 all members of the CANROC unless the member has no email or elects to receive it by mail. The GST shall maintain the list of members who chose to receive the GOB by mail.

8. Industrial Worker:

GHQ will send print copies of the Industrial Worker to all members of the CANROC. Chartered branches shall be responsible for ordering and paying for bundles at the regular rate of \$0.20 per copy.

9. CANROC internal bulletin:

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

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 CANROC to translate it into French. The RST will promptly print, uniquely number each ballot, and mail one to each CANROC member in good standing no later than October 20th with a voucher envelope. The CANROC ballot committee shall count the international ballots and report the results to the GST by December 1.

11. Delegate credentials, rigging and supplies:

The GST will send membership supplies and delegate rigging to the CANROC RST at no charge. Membership supplies will include dues cards, membership buttons, IWW constitutions, and "One Big Union" pamphlets. 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.

12. Dues:

The CANROC will have the same dues structure as in the international constitution, in Canadian dollars. The ROC, chartered branch, and General Administration (GA) shall share dues as follows:

- a. 45% to the branch, 15% to the ROC, and 40% to the GA.
- b. Disparate CANROC members shall pay dues to the CANROC, and the CANROC will remit 50% to GHQ and retain 50%.
- c. The CANROC and its chartered branches shall remit 100% of initiation fees to GHQ.
- d. Sub-minimum dues collected by the CANROC and its chartered branches shall be shared as follows: \$3 to the General Administration, \$2 to the chartered branch or, if a disparate member, to the CANROC.

13. Translation fund:

The General Administration shall budget \$1,500 for French translation of IWW materials and this fund shall be listed on GHQ's balance sheet as 2270 – French Translations. The CANROC branch representatives shall receive requests for translations and communicate their decisions to the GST. The GST will send the funds for approved requests to the CANROC for disbursement.

14. Database:

Chartered branch secretaries and delegates at large shall send a copy of their report to the RST who will update the General Administration database. The RST will have administrative access.

15. Charters:

The CANROC shall issue charters and shop cards within its jurisdiction.

Job Duties for Delegates

Delegates are elected annually by their local IWW group, either by other Wobblies at their workplace, by members of an IWW group in formation, or by members of a chartered branch according to Branch by-laws or at a regular business meeting. If no other IWW members are in the area, members can apply directly to General Headquarters for delegate credentials.

Delegates should keep in their possession a copy of the Delegates Manual to refer to whenever necessary.

Delegates are responsible for signing up new members. They should assist the new members in determining which Industrial Union they belong to and orient the new members to the union. They should be sure to give the new members a membership card, an IWW button, a current IWW constitution, and the One Big Union pamphlet. They should also give new members a copy of their branch's by-laws and any other new member orientation materials the branch makes use of.

Delegates are responsible for collecting dues and ensuring that the members they collect dues from stay in good standing. Delegates must be familiar with current dues rates and initiation rates. Delegates are responsible for placing the dues stamps in members' cards.

Delegates are responsible for submitting monthly dues collection and activity reports to General Headquarters. Delegates elected by chartered branches report to their Branch Secretary instead of directly to General Headquarters. The IWW Constitution requires delegates to report at least once a month to GHQ or Branch Secretary whether or not they have collected any money.

Delegates are responsible for maintaining records of union materials in their possession. If delegates decide they no longer wish to serve in this office, they are responsible for returning their supplies to General Headquarters or to their local branch. Delegates are responsible for filling out the inventory clearance forms sent to them yearly from General Headquarters. Failure to fill out the 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.

Job Duties for Branch Secretaries

Branch Secretaries are elected by their local chartered IWW branch according to their Branch by-laws.

Branch Secretaries are responsible for collecting reports from all branch delegates on a monthly basis. They consolidate these reports in the Branch Secretary's Monthly Financial Report and forward this report, along with the delegate reports and the General Administration funds, to headquarters or to the Branch Treasurer (in those branches where these offices are discrete) who will then forward reports to headquarters. 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, referendum ballots, or the *Industrial Worker*.

Branch Secretaries are responsible for keeping the financial records for their branch, including logging income and expenses and securing the branch treasury, except in those branches where the Branch Treasurer is a separate, elected position, in which case, the Branch Treasurer will be responsible for these tasks.

Branch Secretaries are also often responsible for securing a consistent location and time for monthly branch meetings. Branch Secretaries are often responsible for notifying all members of the time and place of monthly meetings, and maintaining a branch membership list. The particular duties of each Branch Secretary will vary to some degree.

Branch Secretaries are responsible for ensuring that minutes of monthly branch meetings are distributed to all branch members.

Branch Secretaries are responsible for acting as the main contact from their branch to their assigned member of the General Executive Board. 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.

Criteria for Reviewing and Issuing Charters

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

It is recommended that all of the following criteria are included by each petitioning group with their charter application for charter or the General Executive Board may delay or withhold a charter pending full investigation to make sure that the proposed branch is structured and managed in such a way as to be in full compliance with the Constitution, By-laws and standard practices of the IWW.

1. Each application for charter shall include the name, card number, signature, and date signed by each member signing the application.
2. The body that is applying for a charter shall have convened a meeting and adopted by-laws, and elected the minimum required number of officers to fulfill the obligations under the IWW Constitution, and copies of the minutes shall be submitted with the charter application.
3. The bank name and account number, if any, shall be transmitted to GHQ within 60 days of opening any account when using the IWW Employer Identification Number (US only) that is used by GHQ.
4. 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.
5. The GEB reserves the right, upon issuance of a charter, to regulate the name of the body, and shall hold exclusive jurisdiction on the issuance of local numbers.
6. The petitioning members shall issue a letter to the GEB explaining the intent of the proposed organization.
7. GEB members shall have satisfied all above criteria before making a motion to approve a charter.

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

Sec. 3. 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. It fails to hold meetings for three consecutive months;

c. It fails to have any officers for three consecutive months;

d. It fails to file a report with General Headquarters or to remit dues for three 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, uncanceled dues and assessment stamps, blank membership cards, furniture, equipment, and any other property held by it, including money and accounts. 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.

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.