

Coalition of Labor
UW
=

Union Women

NATIONAL CONSTITUTION

**As amended at the 12th Biennial Convention
Seattle, WA
October 9-12, 2003**

CLUW National Officers Council

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ARTICLE I

STATEMENT OF PURPOSE

It is imperative that within the framework of the union movement the Coalition of Labor Union Women take aggressive steps to more effectively address the critical needs of millions of unorganized sisters and make our unions more responsive to the needs of all women, especially the needs of minority women who have traditionally been singled out for particularly blatant oppression.

Union women work in almost every industry, in almost every part of the country. Despite their geographical, industrial and occupational separations, union women share common concerns and goals.

Full equality of opportunities and rights in the labor force require the full attention of the labor movement and especially, the full attention of women who are part of the labor movement.

The primary purpose of this National Coalition is to unify all union women in a viable organization to determine our common problems and concerns and to develop action programs within the framework of our unions to deal effectively with our objectives. This struggle goes beyond the borders of this Nation and we urge our working sisters throughout the world to join us in accomplishing these objectives through their labor organizations.

PARTICIPATION OF WOMEN WITHIN THEIR UNIONS

The Coalition seeks to inspire and educate union women to insure and strengthen our participation, to encourage our leadership and our movement in all areas. The Coalition supports the formation of women's committees and women's caucuses within labor unions at all levels, wherever necessary. Additionally, the Coalition will encourage democratic procedures in all unions.

AFFIRMATIVE ACTION IN THE WORK PLACE

Employers continue to profit by dividing workers on sexual, racial, and age lines. This encourages the segregation of job classifications and results in wage and benefit losses to women. The power of unions must increasingly be brought to bear, through the process of collective bargaining, to correct these inequities. The Coalition of Labor Union Women will develop programs that will encourage women to learn what their rights are under the law and become more knowledgeable of the specifics of collective bargaining and of the contract clauses and work place practices which discriminate against them. We will seek to encourage women, through their unions, to recognize and take positive action against job discrimination in hiring, promotion, classification, and other aspects of work. Women must learn what their rights are under the law. We must be informed about what is and can be done within the labor movement to correct these situations. We seek to educate and inspire our union brothers to help achieve affirmative action in the work place.

ORGANIZING UNORGANIZED WOMEN

Since less than twelve (12) percent of the women in today's labor force are enrolled in labor unions, it is obvious that most working women are suffering economically. Statistics clearly demonstrate that the union member enjoys higher wages, better fringe benefits and working conditions and greater job security than the unorganized worker. The Coalition of Labor Union Women seeks to promote unionism and to encourage unions to be more aggressive in their efforts to bring unorganized women under collective bargaining agreements, particularly in those areas where there are large numbers of unorganized and/or minority women. The Coalition will seek to create a

greater awareness of the benefits of union membership.

POLITICAL ACTION AND LEGISLATION

It is imperative that union women, through action programs of the Coalition, become more active participants in the political and legislative processes of our unions with special emphasis on those areas which particularly affect women. We support full employment and job opportunities and shorter work weeks without loss of pay, child care legislation, a livable minimum wage for all workers, improved maternity and pension benefits, improved health and safety coverage, expanded educational opportunities, mass action for State and Federal legislation for equal rights for women, guaranteed collective bargaining rights for all workers, the right to strike, and an extension of truly protective legislation for all workers, and other relevant issues. Until final ratification of the Equal Rights Amendment is won, the Coalition will make the fight for the ERA a priority through a mass action and educational campaign. The Coalition urges women to seek election to public office or selection for governmental appointive office at local, county, state and national levels.

ARTICLE II

NAME

Section 1.

The name of the organization shall be the Coalition of Labor Union Women, hereinafter referred to as CLUW.

Section 2.

All chartered chapters shall be known as CLUW and will be identified by their respective geographic locations and states.

ARTICLE III

HEADQUARTERS

The National Executive Board shall determine the location of the National Headquarters. Membership records and official papers of CLUW shall be located in this Headquarters.

ARTICLE IV

MEMBERSHIP

Section 1. Regular Membership

- a. Regular membership in CLUW shall be open to any person who is a member in good standing or a retiree of a union or other bona fide collective bargaining organization. No person shall be denied membership on the basis of race, creed, color, national origin, age, sex, political beliefs, religion, handicap or sexual orientation.
- b. Voting rights and participation in CLUW policy decisions shall be restricted to regular members who meet the requirements of Section 1a and are in good standing.
- c. Applicants for regular CLUW membership must show proof of current union

membership or retiree status in order to be eligible.

- d. Regular membership in National CLUW is a prerequisite for joining a Local Chapter. Chapter membership is open only to persons living or working in the area specified on the Chapter Charter, or whose local union address is within the area specified on the Chapter Charter.
- e. No person may simultaneously be a regular member of more than one chapter.
- f. Where no Chapter exists, regular membership shall be at large.
- g. When a CLUW regular member belongs to more than one union, a single union must be designated for basic membership.
- h. Any regular member two months or more delinquent in dues shall no longer be a regular member in good standing.
- i. Any regular member who is found to have misappropriated CLUW funds shall no longer be a member in good standing.

Section 2. Associate Membership

- a. Persons in support of CLUW who are not represented by a bona fide collective bargaining organization may join as associate members as prescribed in Article XVI, Section 1a.
- b. Associate membership in National CLUW is a prerequisite for joining a Local Chapter as an associate member.
- c. Union members on long-term lay-off who are no longer considered members of their Unions may remain in CLUW as associate members.
- d. Persons who do not indicate their Union membership on their CLUW membership application will be considered associate members.

ARTICLE V

CONVENTION

Section 1. Highest Governing Body

The Convention shall be the highest governing body of CLUW.

Section 2. Representation

- a. Each **Union** shall be entitled to be represented by one (1) delegate for each five (5) regular CLUW members of the union or major fraction thereof.
- b. Each **Chapter** shall be entitled to be represented by one (1) delegate for each five (5) regular Chapter members or major fraction thereof.
- c. Unions and Chapters may elect alternate delegates, not to exceed the number of

delegates to which it is entitled.

- d. Delegates and alternates shall be elected by secret ballot no later than two months preceding the scheduled Convention.
- e. Only regular members in good standing of National CLUW may be elected delegates or alternates.
- f. In the event that any delegate is disqualified or unable to participate in the Convention, the delegate's place shall be taken by the elected alternate who has received the highest number of votes in the chapter's or union's election.
- g. On all roll call votes in the Convention, each Chapter or union represented shall be entitled to the number of votes equal to the membership as defined in Section 2 of this Article.
- h. The votes of a chapter or union shall be distributed as evenly as possible among the delegates present at the time of voting, but votes shall not be fractioned.
- i. All members of the National Executive Board including alternates shall automatically be delegates to the Convention and shall each have one vote at the Convention.

Section 3. Time, Date, and Place

Conventions shall be held in odd numbered years at such time, date and place as shall be determined by the National Executive Board, preferably in October, but no earlier than September 1 and no later than November 30.

Section 4. Convention Call

The Corresponding Secretary shall issue a Convention Call no later than 120 days prior to the opening of the Convention to all regular members of CLUW.

Section 5. Convention Committees

The President shall appoint and outline the responsibilities of a Credentials Committee, an Elections Committee, a Resolutions Committee, a Sergeant-At-Arms Committee, a Constitution Committee, a Rules Committee, and such other committees as shall be necessary for the orderly conduct of the Convention business, and shall designate at least one member of each Committee as the Committee Chair. The appointments shall be approved by the National Executive Board at its second meeting prior to the Convention. Each Committee Chair shall present the committee's proposed plans and procedures to the National Executive Board for approval at its last meeting prior to the Convention.

Appeals to the final reports of the Credentials Committee and the Elections Committee may be made to the Convention body. The Convention rules, once approved by the delegates assembled, shall run from Convention to Convention.

Section 6. Resolutions

Resolutions to be considered at the Convention must be postmarked to the President sixty (60) days in advance of the Convention's opening date. Resolutions postmarked after that date may be considered by the body upon a majority vote. Copies of the Resolutions Committee report shall be provided to all delegates. Original copies of resolutions shall be available for review at the CLUW Office and to each union and chapter delegation at the

convention.

ARTICLE VI

NATIONAL OFFICERS

Section 1. National Officers

The officers shall be the President, Executive Vice-President, twelve (12) Vice Presidents, Treasurer, Corresponding Secretary, and Recording Secretary and shall serve a term of four years beginning with Convention in 2001.

Section 2. Vacancies

Vacancies shall be filled for the remainder of the unexpired term by vote of the National Executive Board at the Board meeting immediately following the vacancy.

Section 3. President

- a. The President shall be the chief executive and administrative officer of CLUW and shall conduct the affairs of CLUW in accordance with this Constitution and the policies established by the Convention, the National Executive Board, and the National Officers Council.
- b. Within the guidelines of general policies adopted by the National Officers Council, the President shall hire, fix the salary and assign staff.
- c. Subject to the approval of the National Executive Board, the President shall appoint the members and designate the Chair of such standing and special committees as shall be needed to carry out the work of CLUW. The President shall serve as an Ex-Officio member of all committees, except the Election Committee and Credentials Committee established for the Convention.
- d. The President shall submit a yearly budget, prepared by the Treasurer, to the National Officers Council for approval. The President and the Treasurer shall co-sign all checks and authorizations for expenditures. The President shall be covered by a surety bond in an amount to be determined by the National Officers Council.
- e. The President shall chair all meetings of the National Officers Council, the National Executive Board, and the convention, but may designate an Officer or a regular member in good standing to preside.

Section 4. Executive Vice-President

- a. The Executive Vice-President shall assist the President in the work of that office. In the absence of the President, the Executive Vice-President shall preside at all meetings and perform all duties otherwise performed by the President. The Executive Vice-President may, with the approval of the National Officers Council, be authorized to act as co-signer of checks in place of either the President or the Treasurer. The Executive Vice-President shall be covered by a surety bond in an amount to be determined by the National Officers Council.
- b. The Executive Vice-President shall serve as chair of the National Review Panel, as

- outlined in Article XII of this Constitution.
- c. In the case of a vacancy in the office of the President, the Executive Vice–President shall conduct all business of the organization until the time of the election.

Section 5. Vice Presidents

The Vice Presidents shall assist the President and perform any duties assigned by the President.

Section 6. Treasurer

- a. The Treasurer shall be the Chief Financial Officer and shall chair the Finance Committee.
- b. The Treasurer shall receive and receipt all monies, keep an accurate record of receipts and disbursements, and submit an operating statement at each National Executive Board meeting.
- c. The Treasurer shall have the power either in person or by designee, to examine and audit the books and accounts of State Vice–Presidents and Chapters. The Treasurer shall provide a surety bond for all State Vice–Presidents and Chapters.
- d. Along with the President, the Treasurer shall co–sign all checks and authorizations for expenditures, within the general guidelines of the National Budget.
- e. The Treasurer shall be covered by a surety bond in an amount to be determined by the National Officers Council.

Section 7. Corresponding Secretary

- a. The Corresponding Secretary shall issue the Convention Call, the announcements of all meetings of the National Officers Council, the National Executive Board, and other official correspondence of CLUW, except as otherwise directed by the Officers Council.
- b. The Corresponding Secretary shall perform such other duties as may be directed by the National Executive Board or the National Officers Council.

Section 8. Recording Secretary

- a. The Recording Secretary, or designee, shall keep an accurate record of the proceedings of all meetings of the National Officers Council, the National Executive Board and the Convention. The Recording Secretary shall send a copy of the minutes of each National Executive Board meeting to all National Executive Board Members and Chapter Presidents no later than three (3) weeks following each meeting. The Recording Secretary shall prepare a summary of the meetings of the National Officers Council for presentation at each meeting of the National Executive Board.
- b. The Recording Secretary shall perform such other duties as may be directed by the National Executive Board or the National Officers Council.

Section 9. President Emerita

- a. The President Emerita shall be the first President of the Coalition of Labor Union Women.
- b. She shall serve as an advisor to the President and the National Officers Council.
- c. She shall serve as a member of the National Executive Board.

Section 10. Executive Vice–President Emerita

- a. The Executive Vice–President Emerita shall be the first Executive Vice–President of the Coalition of Labor Union Women.
- b. She shall serve as an advisor to the National Officers Council.
- c. She shall serve as a member of the National Executive Board.

Section 11. National Officers Council

The National Officers Council shall:

- a. Be composed of the President, Executive Vice–President, twelve (12) Vice Presidents, Treasurer, Corresponding Secretary, Recording Secretary, President Emerita and Executive Vice–President Emerita.
- b. Meet upon call of the President or by petition of a majority of its members.
- c. Have the power between sessions of the National Executive Board to act on all matters on which the Board is empowered to act, including immediate interpretations of the Constitution and the interim filling of vacancies, subject to binding confirmation by the Board.
- d. Convene, as necessary, meetings of State Vice–Presidents and Chapter Presidents.

ARTICLE VII

NATIONAL EXECUTIVE BOARD

Section 1. Composition

- a. The National Executive Board shall be composed of the National Officers Council, State Vice–Presidents, Alternate State Vice–Presidents, Union Delegates, Chapter Presidents and Chapter Delegates in compliance with Article XI.
- b. In the event that a merger of two or more unions represented on the National Executive Board occurs within the last six months of a current term of office each individual union will continue to be recognized for Board representation for one additional term of office to facilitate the merger transition process. At the end of that term only the merged union shall be eligible for representation on the National Executive Board.

Section 2. Functions and Duties

The Board shall be the highest policy-making body of CLUW except when the Convention is in session. It shall have all powers vested in the Convention, except the power to amend this Constitution and the power to contravene policies adopted by the Convention. It shall have the authority to charter Chapters, and to make binding interpretations of this Constitution, and the rulings and decisions of the Board shall remain in full force and effect unless reversed by the Convention.

Section 3. Meetings

The Board shall meet three (3) times a year, except during the year in which Conventions are held it shall meet twice a year. Meetings will be held on the call of the President or upon written petition by a majority of the Board members to the President.

Section 4. Rules for Meetings

The Corresponding Secretary shall give thirty (30) days' notice of the time, date and place of National Executive Board meetings to all Board members and alternates and Chartered Chapters. Meetings of the Board shall be open to all members of CLUW as observers, provided, however, that the Board may meet in executive session necessary for the interest of CLUW.

Section 5. Positions

A CLUW member may only hold one National Executive Board position.

ARTICLE VIII

STATE VICE-PRESIDENTS

Section 1. Composition

There shall be a Vice-President and an Alternate Vice-President in each State, the District of Columbia, Puerto Rico and all U.S. Territories with fifty (50) or more regular CLUW members. For those locations having less than fifty (50) regular members, the National Officers Council will appoint an interim Coordinator where deemed necessary. In the event a vacancy occurs in the office of State Vice-President and there is no Alternate State Vice-President to fill the position, the National Officers Council shall appoint a candidate to serve as State Vice-President until the next regularly scheduled election, subject to the approval by the National Executive Board as provided in Article VI, Section 11.c.

Section 2. Duties

Each State Vice-President:

- a. Shall be a member of the National Executive Board.
- b. Shall report in writing at each meeting of the National Executive Board on the progress and programs of the Chapters in the State.
- c. Shall coordinate the activities of CLUW in the State.
- d. Shall call and preside over at least one State meeting between each National Convention.

- e. Shall be responsible for the recruitment of new members of CLUW in the State and shall assist in the formation of new Chapters, in cooperation with the National Officers Council.
- f. Must give a monthly accounting of funds to the National CLUW Treasurer. Also prepare a yearly accounting of funds which shall be given to the National CLUW Treasurer and a copy of that report to each Chapter President in that state.

Shall be responsible for all CLUW funds and for accurate and periodic accounting for such CLUW funds, as set forth more particularly in Section 3 below. Shall obtain reports from all State and CLUW Chapters and give a monthly accounting of all State and Chapter CLUW funds to the National CLUW Treasurer and shall prepare an annual report for accounting for all State and Chapter CLUW funds which shall be given to the National CLUW Treasurer and Alternate State Vice-President with copies to each Chapter President in the State.
- g. Shall be bonded by a recognized bonding company. The amount of the surety bond shall be determined annually by the CLUW National Treasurer.
- h. The Alternate State Vice-President shall assist with the duties of the State Vice-President and serve in that position in the absence of the State Vice-President. In the event that the Alternate State Vice-President is required to serve in the State Vice-President's absence and/or is responsible for State and/or Chapter CLUW funds, the Alternate State Vice-President shall be bonded by a recognized bonding company.
- i. In the event that a State Vice-President or Alternate State Vice-President fails to comply with any of the above requirements and duties of office, the National Officers Council shall review such non-compliance and may institute disciplinary action as defined in Article XVII, Section 2. In addition, in the event of non-compliance, the National Officers Council may take or recommend such further action as may be necessary to protect the interests of CLUW and enforce the obligations imposed by the CLUW Constitution.

Section 3. Finances

- a. The State Vice-President shall receive and receipt all monies, keep an accurate record of receipts and disbursements, and shall retain all copies of bank statements or other records from financial institutions holding CLUW funds. An annual financial report shall be submitted to Chapter Presidents within the state and to the CLUW National office containing the information specified in Article VIII, Section 2. The account number and name and address of each such bank or financial institution shall be provided annually to the National CLUW Treasurer and, upon request, copies of all statements and records and/or to the National CLUW Treasurer and the National Officers Council within no more than 30 days of such request.
- b. The State Vice-President shall provide, no later than January 31st of each year, an annual financial report to the CLUW National Treasurer and Alternate State Vice-President documenting and accounting for all CLUW State and Chapter funds received and disbursed during the preceding year. This report shall contain, at a minimum, the name and address of the banking or financial institution holding CLUW funds, the account number, the signatories on the account, the current balance in the account and copies of monthly bank statements for the prior year. A copy of that

annual financial report shall be sent to each Chapter President in that state.

- c. The State Vice-President shall prepare a financial report at the end of the term of office containing the information specified above. This report shall be submitted to the CLUW National Office, CLUW National Treasurer and to the successor State Vice-President. The State Vice-President shall turn over to the successor all monies and financial records.
- d. The State Vice-President shall make all financial records and books available for an audit at the request of the National CLUW Treasurer and/or the CLUW National Officers Council.
- e. In the event that the State Vice-President fails to comply with any of the requirements or duties of office specified above or elsewhere in the CLUW Constitution, the National Officers Council may suspend the payment of the dues rebate, as defined in Article XVI, Section 1.c, and/or take any other appropriate action as authorized by Section 2.i. above.

ARTICLE IX

UNION DELEGATES TO NATIONAL EXECUTIVE BOARD

Section 1. Composition

Each Union represented in CLUW shall elect delegates and alternates to the National Executive Board in accordance with the formula outlined in Article XI. As membership is increased, National Executive Board delegates will increase accordingly thirty (30) days prior to the convening of each National Executive Board meeting.

Section 2. Duties

- a. Union delegates shall be members of the National Executive Board.
- b. Union delegates shall participate in their Local Chapter and/or shall assist the State Vice-President in the development of local Chapters in their area.
- c. Union delegates shall assist in recruitment of members of CLUW from their Union.

ARTICLE X

CHAPTER DELEGATES TO THE NATIONAL EXECUTIVE BOARD

Section 1. Chapter Eligibility

In order for a Chapter to qualify for a Chapter delegate to the National Executive Board, the following standards must be met:

- a. Chapter is in good standing pursuant to Article XIII.
- b. Chapter has a membership of fifty (50) or more regular members meeting the criteria of Article XIII as of thirty (30) days prior to the convening of each National Executive

Board meeting shall be entitled to elect one (1) delegate. A Chapter with a membership of 100–149 regular members meeting the criteria of Article XIII as of thirty (30) days prior to convening of each National Executive Board meeting shall be entitled to two (2) delegates. A Chapter with a membership of 150 or more regular members meeting the criteria of Article XIII as of thirty (30) days prior to the convening of each National Executive Board meeting shall be entitled to three (3) delegates. A Chapter may elect alternates equal in number to its elected National Executive Board delegates. In addition, Chapter Presidents are automatic delegates to the NEB.

- c. Chapter has bylaws in accordance with Article XIII.
- d. The National Officers Council shall certify the above and notify Chapters that qualify.

Section 2. Duties

- a. Chapter delegates shall be members of the National Executive Board.
- b. Chapter delegates shall participate in their Local Chapter.

ARTICLE XI

ELECTIONS

Section 1. Eligibility

Election for any office in CLUW or its subordinate bodies shall be open to regular members in good standing. All elected officers shall be regular members of chapters, where possible. All regular members must be afforded a reasonable opportunity to vote. Candidates shall have been regular members of CLUW for at least 2 months prior to the date of nomination, except those who are candidates for office of convention delegate or alternate. Candidates for the office of Convention delegate or alternate must be members one-month prior to the date of nomination.

Section 2. Secret Ballot

Election of officers and delegates shall be by secret ballot, unless there is only one nominee for an office.

Section 3. Elections Procedures

- a. If no candidate receives a majority, a run-off election will be conducted between the two (2) candidates with the highest number of votes.
- b. If more than one person is to be elected to office, the persons receiving the highest number of votes shall be declared elected.
- c. Elections shall be conducted by a duly appointed Elections Committee. No candidate for office may serve on the Elections Committee. The Elections Committee shall have the general responsibility for the conduct of the election in accordance with both the Constitution and Chapter Bylaws of CLUW.

Section 4. Restriction

No funds or official publications of CLUW or its subordinate bodies may be used to support or advocate a candidate for CLUW office.

Section 5. Election of National Officers

The National Officers shall be elected at large by the Convention.

Section 6. Election of State Vice–Presidents

- a.** State Vice–Presidents shall be elected by a secret ballot referendum within ninety (90) days of the close of the Convention in which elections are held. The person receiving the majority vote of those regular CLUW members voting in each state shall be elected. In addition, each State shall elect an Alternate State Vice–President. In the event of a vacancy, the Alternate State Vice–President shall become the State Vice–President.
- b.** When a vacancy for State Vice–President has been filled by the Alternate State Vice–President, the President with the approval of the National Officers Council shall appoint an alternate State Vice–President for the remainder of the term. A vacancy in the office of Alternate State Vice–President shall be filled in the same manner.
- c.** Elections for State Vice–President and Alternate State Vice–President shall be conducted by the National Elections Committee in accordance with Sections 1–3 of this Article and with the following provisions:
 - 1.** CLUW shall notify each regular member within each State eligible for a Vice–President within thirty (30) days of the close of the Convention in which elections are held. The term of office shall be four (4) years.
 - 2.** All nominations shall be on a form provided by CLUW. Completed forms shall be returned to CLUW according to provisions established by the National Elections Committee.
- d.** The term of office shall be from the date of election until ninety (90) days after the Convention.

Section 7. Election of Union Delegates to the National Executive Board

- a.** Union delegates and alternates to the National Executive Board are elected in proportion to regular membership as follows: One (1) delegate from each union having between 50 and 100 regular CLUW members; two (2) delegates from each union having between 101 and 200 regular CLUW members; three (3) delegates from each union having between 201 and 300 regular CLUW members; four (4) delegates from each union having between 301 and 400 regular CLUW members; five (5) delegates from each union having between 401 and 500 regular CLUW members, six (6) delegates from each union having 501 or more regular CLUW members. Representation shall be based upon CLUW membership 30 days prior to the Convention. Delegates must be regular members in good standing of the union they wish to represent. Alternates for each delegate shall be elected.

Alternates shall be designated 1st alternate, 2nd alternate, etc., in order of votes received for the purpose of replacing delegates in the event of a vacancy and to attend the National Executive Board meeting in the absence of union delegates. The term of office shall be four (4) years beginning with the elections in 2001. A union may elect up to two (2) additional alternates, who will not be members of the N.E.B. until such time as a vacancy occurs for an alternate delegate before the next Convention.

- b.** Unions having more than fifty (50) regular CLUW members shall caucus at the time and place noted in the Convention agenda for the purpose of electing union

delegates and alternates to the National Executive Board.

to Executive Board. This includes officers, delegates, alternates and observers of CLUW who were regular members sixty (60) days prior to the start of Convention.

- c. Members from unions with fewer than fifty (50) CLUW members shall hold an amalgamated caucus at the time and place noted in the Convention agenda for the purpose of electing four (4) amalgamated union delegates and alternates to the National Executive Board. The caucus will elect delegates and alternates based upon membership at outlined in paragraph (a.) above.

Section 8. Election of Chapter Delegates to the National Executive Board

Chapter delegates and alternates shall be elected by the Chapter in a general membership meeting with at least thirty (30) days notice to all regular members. In the event of a vacancy, the alternate shall become the delegate. The alternate shall sit on the National Executive Board in the absence of the chapter delegate. The term of office shall be determined by the chapter, provided that the term shall not be longer than four (4) years.

ARTICLE XII

NATIONAL REVIEW PANEL

Section 1. Appeals Process

Protests which have not been resolved at the Chapter level or the State Vice-President level may be appealed to the National Review Panel. The protest must be postmarked within fifteen (15) days of receipt of notice of final State Vice-Presidential Election. The protests are to be filed at the Chapter level. Protests not resolved at the Chapter level may be appealed to the State Vice-President within fifteen (15) days of receipt of notice of final Chapter action. Protests not resolved at the State Vice-President level may be appealed to the National Review Panel within fifteen (15) days of receipt of notice of final State Vice-President action.

- a. In chapter elections, appeals from the decisions of a chapter elections committee shall first be made to a Chapter membership meeting. Appeals from the decision of the Chapter membership shall be appealed to the State Vice-President except those regarding the election of chapter delegates and alternates to the Convention. Appeals from the decision of the State Vice-President may be made to the National Review Panel according to procedures set forth in Article XII of this Constitution.
- b. Appeals of elections of Convention delegates and alternates shall be made to the National Elections Committee and, if not resolved, an appeal may be made to the Convention.
- c. Appeals of elections of National Executive Board delegates and alternates shall be made to the National Elections Committee, and if not resolved, an appeal may be made to the National Executive Board.

Section 2. Election Protests-State Vice Presidents/Alternates

Protests concerning the election of State Vice–Presidents and alternates may be appealed to the National Review Panel.

Section 3. Election Protests–Union Delegates/Alternates

Protests concerning the election of Union delegates and alternates to the National Executive Board may be appealed to the National Review Panel.

Section 4. Basis for Decisions

The National Review Panel shall base its decision on the relevant provisions of this Constitution and the Chapter bylaws, but shall liberally interpret such provisions in a manner designed to fully protect the fundamental rights of members.

Section 5. Composition of Panel

The Executive Vice–President shall be the chair of the National Review Panel. Other members of the panel shall be appointed by the President subject to the concurrence of the National Executive Board. In matters involving finances, the National Treasurer or her/his designee shall serve as a member of the National Review Panel. Any member of the Panel who has been involved with the case prior to an appeal shall be excused from the Panel.

Section 6. Final Determination

In the event of the Executive Vice President's absence, the President may appoint a replacement with the approval of the National Officers Council. Decisions of the National Review Panel may be appealed to the National Executive Board. Decisions of the National Executive Board under this Article may be appealed to the Convention.

ARTICLE XIII

CHAPTERS

Section 1. Charter Authority

The National Executive Board shall be empowered to grant Charters to Local Chapters that have met the criteria described in this Constitution.

Section 2. Criteria for Existing and Future Charter

Local groups applying for CLUW Charters must fulfill and maintain the following requirements:

- a.** A minimum of twenty–five (25) regular National CLUW members in good standing (in their unions) who live or work within the geographical area described in the application and who represent no less than five (5) National or International Unions or whose local union address is within the area specified on the Chapter Charter.
- b.** The National Executive Board shall be empowered to make exceptions to Section 2a and 2d of this Article.

- c. In order to promote the widest participation of union members, all unions in the area must be notified by mail prior to each of the first three (3) meetings of the proposed Chapter before a Charter can be granted and Chapter Officers elected.
- d. The Charter application must be signed by at least twenty-five (25) persons forming the Chapter and include addresses and verified union affiliation of each person signatory thereto.
- e. The Charter application, obtained from National CLUW, shall be co-signed by the State Vice-President and one other member of the National Executive Board. If the state does not have a State Vice-President, the application shall be signed by two National Executive Board members.
- f. Interim Chapter Officers or committees shall conduct the business of convening the organizing meetings.

Section 3. Bylaws

- a. Local Chapters shall adopt bylaws. Such bylaws and all activities must be in conformity with the Constitution and policies of CLUW.
- b. Elections of Chapter officers and/or Governing Body shall be conducted during the month of March. A thirty (30) day notice shall be given for elections. The term of office shall be governed by Chapter bylaws.
- c. Chapter bylaws shall provide when dues are due and payable.

Section 4. Chapter Functioning

- a. Chapter decisions may be made only by local CLUW Chapter regular members in good standing.
- b. Each Chapter shall promote the goals of CLUW. It must reflect on its Executive Board structure the different union affiliations of its members. Chapter meetings must be conducted democratically, by parliamentary procedure, generally as described in Robert's Rules of Order. All Chapter records are to be open to regular Chapter members.

Section 5. Reporting Responsibilities

- a. Annual reports shall be submitted by each Chapter President to the State Vice-President and to the National CLUW office. Reports shall provide information from April 1 of the previous year to March 31 of the year in which they are submitted. Reports shall be submitted by May 15 of each year.
- b. Reports shall include:
 - 1. A summary of the Chapter's activities during the previous 12 months.
 - 2. An accurate Chapter financial report.
 - 3. An accurate and current Chapter membership list.

4. Current bylaws.
5. An accurate and current list of Officers' names, addresses and telephone numbers.

Section 6. Finances

- a. The Chapter Treasurer shall receive and receipt all monies, keep an accurate record of receipts and disbursements, and submit a quarterly financial report to the Chapter and the National Office in accordance with Article XIII, Section 5.
- b. The Chapter Treasurer shall prepare a written financial report and present it at each regular Chapter meeting.
- c. The Chapter Treasurer shall prepare a financial report at the end of each term of office and turn over to the successor all monies and financial records of the Chapter.
- d. The Chapter Treasurer shall make the books available for an audit at the request of the National Treasurer.
- e. The Chapter Treasurer shall be covered by a surety bond in an amount to be determined by the National Treasurer.

Section 7. Abeyance

- a. Chapters not in compliance with all sections of Article XIII may be subject to having their charters placed in abeyance by the National Officers Council. They shall not be permitted to vote at the NEB or Convention.
- b. To be removed from abeyance, a Chapter must formally notify the State Vice-President and National CLUW office of its wish to reactivate. Upon full compliance with all sections of Article XIII, particularly with Section 5, the Chapter will be removed from abeyance and reactivated by the National Officers Council.
- c. A Chapter placed in abeyance shall function regularly until it brings itself into compliance with Article XIII. The State Vice-President shall act as trustee over Chapters placed in abeyance.
- d. If a Chapter has been in abeyance for more than one year, it will be treated as a Chapter in formation and must abide by Article XIII, Section 2.

Section 8. Maintenance of Charter

To maintain a Charter, a local CLUW Chapter must abide by the National Constitution of CLUW including all sections of Article XIII. Complaints regarding this matter may be brought by any member. Complaints must be filed in accordance with Article XII.

ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION

Section 1. By Convention

This Constitution may be amended only by the Convention.

Section 2. Submission

In order to be considered, proposed amendments to the Constitution must be postmarked to the President no less than sixty (60) days prior to the opening date of the convention. Copies of all proposed amendments will be provided to all Convention delegates.

Section 3. Convention Vote

Proposed amendments may be adopted by a majority vote of the Convention.

Section 4. Effective Date

Amendments to the Constitution shall take effect immediately upon adoption by the Convention, unless otherwise specified in the amendment.

ARTICLE XV

STANDING COMMITTEES

Section 1. Committees and Terms

The following are Standing Committees of CLUW and their terms shall be from Convention to Convention.

a. Committees of the Four Goals:

1. Participation of women within their union;
2. Affirmative action in the work place;
3. Organizing the unorganized;
4. Legislative and political action.

b. Other Committees:

1. Finance
2. Minority Issues
3. Recruitment
4. Elections
5. Publications and Public Relations
6. Family Issues
7. Mature Workers
8. Women in the Global Community
9. Sergeant-at-Arms

10. Women's Health
11. Young Women Workers

Section 2. Appointment of Chairs

The Chair or Co-Chairs of each Committee shall be appointed by the President with approval of the National Executive Board. In the event that a Chair or Co-Chair is not an elected member of the National Executive Board, the Chair or Co-Chair shall attend all meetings of the National Executive Board at each meeting with voice, but not vote. The Chair or Co-Chair shall report to the National Executive Board at each meeting.

Section 3. Election of Secretary

Each Committee shall elect a Committee Secretary who shall be responsible for taking minutes of all meetings which must be sent to Committee members and the National Executive Board within thirty (30) days of the meeting. The Committee Secretary must maintain a roll call of Committee members.

Section 4. Membership on Committees

Members of the Committee are appointed by the president subject to the approval of the National Executive Board from volunteers and/or recommendations.

Section 5. Procedures

Committee Chairs and the President shall jointly determine procedures to assure functioning of the Committees in a democratic manner. Copies of such procedures shall be entered into the Committee minutes at the first meeting.

Section 6. Special Committees or Task Force

Special Task Forces of the National Executive Board may be formed from its members. Additional CLUW members may be requested to serve by the National Executive Board. Such Task Forces shall have a specific charge and shall remain in existence only until the next regular Convention.

Section 7. Duties and Responsibilities

Standing Committees and Task Forces shall meet to make recommendations to the National Executive Board in order to implement the Statement of Purpose of this Constitution.

Committees shall implement Convention policy as delegates by the National Executive Board. Duties of the Committees include, but are not limited to:

a. Committees of the Four Goals:

Develop policies and programs to implement and further the statement of purpose, including:

1. *Participation of women within their union*– Develop programs for education and training of union women to further their participation.

2. ***Affirmative action in the work place***– Develop concrete suggestions for the implementation of federal, state and voluntary affirmative action programs by unions, both at the worksite and within unions themselves.
3. ***Organizing the unorganized***– Develop recommendations on the effective involvement of CLUW in the support of union organizational drives; and programs for dissemination of information about unions to working women.
4. ***Legislative and political action***– Develop programs and recommendations to actively include CLUW members in the effective advocacy of a legislative and political program. This would include recommendations regarding federal and state legislation and testimony as requested by the National Executive Board or officers to implement legislative goals of CLUW.

b. Other Committees:

1. ***Finance***–Recommendations for fund–raising activities, review of the National budget and audit procedures.
2. ***Minority Issues***–Recommendations of programs, activities and policies of particular concern to minorities.
3. ***Recruitment***–To develop policies and programs for the recruitment of members of CLUW; to assist the National Executive Board, National Officers, and National Office recruitment.
4. ***Elections***–To conduct all constitutionally mandated National or statewide elections except those assigned to the Convention Elections Committee in accordance with Article XI.
5. ***Publications and Public Relations***–The official publications of CLUW cannot conflict with this Constitution or the goals and policies adopted by the Convention and the National Executive Board. The official publication shall be issued at least quarterly and shall be mailed to each member of CLUW.
6. ***Family Issues***–To develop programs and recommendations on issues of concern to working women and their families.
7. ***Mature Workers***–To develop programs and recommendations on issues of concern to older and retired workers.
8. ***Women in the Global Community***– to provide for international solidarity, more support and understanding amongst women throughout the world.
9. ***Sergeant-at-Arms*** – shall carry out responsibilities necessary for the orderly conduct of National Executive Board business.
10. ***Women’s Health*** – to inform and to make recommendations to the National Executive Board on issues related to women’s health; to make a national voice for women’s health in order to obtain access to the health care we need and solutions to the health problems we face.

11. *Young Women Workers* – To develop programs and make recommendations on issues of concern to young women.

Publications issued by CLUW and any related public relations activities (news releases, etc.) shall be designed to promote the goals and principles of CLUW.

ARTICLE XVI

REVENUE AND PROPERTY

Section 1. Membership Fee

- a. The annual membership fee of National CLUW shall be the amount that is established by the Convention.
- b. Chapter dues shall be collected with National dues. Dues may be collected by National CLUW or chapters, and appropriate rebates made to National CLUW or the Chapter. If no Chapter exists in the member's area, only National dues shall be collected, and the member shall be considered at-large until a Chapter is formed.
- c. One dollar from each National membership fee shall be sent to the appropriate State Vice-President or State Coordinator for use for CLUW activities in that state.
- d. Any union retiree shall be entitled to regular CLUW membership for a fee established by the Convention.

Section 2. Special Assessment

\$1.00 of each membership fee must be deposited into a special travel expense account. Travel expenses on a cents/mile basis shall be disbursed by the Treasurer for meetings of the National Executive Board. Such disbursements shall be made on the basis of procedures developed by the National Officers Council subject to approval of the National Executive Board. When this special travel fund is exhausted there shall be no additional funds for this purpose transferred from general funds.

Section 3. National Budget

The National Budget shall be prepared by the Treasurer and the President. It shall be reviewed by the Finance Committee which shall make recommendations to the National Officers Council. Approval by the National Officers Council shall constitute authority to spend according to the budget.

Section 4. Expenditures

All CLUW expenditures must be handled by check. All checks are required to have two (2) signatures.

Section 5. Audits

An annual audit shall be performed by a recognized accountant selected by the National Officers Council. Results of this audit must be presented to the Convention. All CLUW members are entitled to an accurate accounting of funds. Requests for an audit on the State or Chapter level shall be made to the National Treasurer.

- a. An annual audit of the National Office Books shall be performed by a recognized accountant selected by the National Officers Council. Results of this audit must be presented at the Convention.
- b. The National Treasurer may examine and audit the books of State Vice–Presidents and Chapters.

Section 6. Ban on Endorsements

CLUW shall not endorse or contribute funds to the campaign of a candidate for political office; except, CLUW may, for informational and educational purposes, report to the members the endorsement actions of their unions and encourage CLUW members to become involved in those political action decisions.

Section 7. Dissolving a Chapter

A Chapter may be dissolved by:

- a. Action of the National Officers Council.
- b. By petition of twenty (20) percent of the regular Chapter membership to the National Executive Board for the taking of dissolution votes. Such votes shall be taken by the State Vice–President after thirty (30) days' notice to all regular Chapter members.
- c. If the Chapter is dissolved, all assets, properties, records, books, minutes of the Chapter shall be turned over to the State Vice–President. All Chapter members shall be notified of dissolution of the Chapter.

Section 8. Dissolving CLUW

CLUW can be dissolved by a vote of the Convention. The motion of dissolution must be treated as a constitutional amendment as in Article XIV and must be included in the Convention Call as in Article V, Section 4.

- a. If a motion of dissolution is passed:
 1. All Chapters and members shall be notified immediately. Chapters shall turn over all assets properties, records, books, and minutes to the National Office within thirty (30) days.
 2. After the payment of debts and obligations, CLUW shall distribute the remaining funds to a non–profit fund, foundation or corporation, which has established tax–exempt status under the Internal Revenue Code. Such distribution must be voted by the Convention following the passage of a motion of dissolution.

ARTICLE XVII

DISCIPLINE

Section 1. Grounds for Recall: National Executive Board

The only grounds on which a National Officer or member of the National Executive Board of CLUW shall be removed from Office shall be a proven breach of this Constitution or proof that with intent, the Officer has not carried out the policies adopted by the Convention and the National Executive Board.

Section 2. Recall Procedure: National Executive Board

- a. Any Officer or Member of the National Executive Board may be recalled by petition of a majority of the membership or a two-thirds (2/3) vote of the National Executive Board. Upon such a vote or petition, the Officer shall be suspended. The Officer shall have the right of appeal to the next Convention.
- b. State Vice-Presidents may be recalled by a majority vote of the State CLUW members or a petition of two-thirds (2/3) of the Chapters in the State. Upon such a vote or petition, the State Vice-President shall be suspended. The State Vice-President shall have the right of appeal to the National Review panel in accordance with Article XVII, Section 6.

Section 3. Notice of Charges

Before a recall petition or vote can take place, the body initiating the recall must present to the National Executive Board, in writing, the reasons for recall. A copy must be given to the charged National Officer or member of the National Executive Board within seven (7) days.

Section 4. Grounds for Recall: Chapters

The only grounds upon which a Chapter Officer may be removed from office are those contained in Article XVII, Section 1, or the Chapter bylaws in accordance with procedures outlined in this Article.

Section 5. Recall Procedure: Chapters

Chapter Officers may be recalled by the petition of a majority of the membership of the Chapter. A charged Chapter Officer shall have the right of appeal to the National Executive Board, which shall have final and binding authority.

Section 6. Hearing

A recall may not take place until there has been a hearing by the State Vice-President (in the case of Chapter Officers) or by the National Review Panel (in the case of all other officers). The State Vice-President or National Review Panel determinations must be made available to all members eligible to vote or petition.

Section 7. Membership Forfeiture

- a. A member must forfeit CLUW membership if no longer a Union member in good

standing. This Section specifically does not apply to Union retirees. Such forfeiture may be initiated by the member, officers, or members of the Chapter or by the President or Treasurer of CLUW.

- b. Every member of CLUW responsible for CLUW funds must comply with all of the requirements of this Constitution. Any regular member who is found guilty after due process of misappropriating CLUW funds shall no longer be a member in good standing. Such forfeiture may be initiated by the Officers or members.
- c. Charges shall be filed in writing with the State Vice-Presidents (in the case of a Chapter Officer or member) or the National Review Panel (in the case of all other officers or members). The party receiving the charges shall hold a hearing and render a decision.
- d. The member shall have the right of appeal in accordance with Article XII.

ARTICLE XVIII

MISCELLANEOUS

Section 1. Ban on Proxy Voting

There shall be no proxy voting at any level of the CLUW structure.

Section 2. Quorum Requirements

A quorum of 40 percent shall be required for official meetings of the National Officers Council and the National Executive Board.

Section 3. Availability of Constitution

A copy of this Constitution shall be made available to all CLUW members upon request sent to the National Office.

Section 4. Parliamentary Authority

Parliamentary authority is the National Constitution. When the Constitution is silent, authority is the Robert's Rules of Order (most recent revised edition).

Section 5. Savings Clause

If any part of this Constitution is found to be illegal or invalid for any reason whatsoever, this shall not affect the validity of the remaining portions of this Constitution.

Section 6. Oath of Office

Officers at every level shall take the following Oath of Office:

"I swear/affirm that I will uphold the Constitution of the Coalition of Labor Union Women and work to further the goals of the Statement of Purpose. Upon vacating the Office to which I have been elected, I shall turn over to my successor all documents, records, and monies which are the property of CLUW."

Section 7. Name Protection

The use of the name, Coalition of Labor Union Women, or its abbreviation, CLUW, shall be confined to the entities of the Organization.