



www.cluw.org

**NATIONAL
CONSTITUTION
of the
COALITION OF
LABOR UNION WOMEN**

ADOPTED AT
16TH BIENNIAL CONVENTION
Orlando Florida
September 8-10, 2011



www.cluw.org

**NATIONAL
CONSTITUTION
of the
COALITION OF
LABOR UNION WOMEN**

ADOPTED AT
15TH BIENNIAL CONVENTION
Los Angeles CA
October 14-18, 2009

CLUW NATIONAL OFFICERS COUNCIL

PRESIDENT

Karen J. See (APWU)

EXECUTIVE VICE-PRESIDENT

Dolores Gorczyca (IFPTE)

TREASURER

Judy Beard (APWU)

RECORDING SECRETARY

Kerry Newkirk (SEIU)

CORRESPONDING SECRETARY

Bennie R. Bridges (AFGE)

VICE PRESIDENTS

Shelvy Young Abrams (AFT)

Shyla La'Sha (AFTRA)

Diane Babineaux (IAM)

Michele Newby (IAFF)

Georgi-Ann Bargamian (UAW)

Sarah Reynolds (ATU)

Sandra Burleson (TWU)

Elisa Riordan (CWA)

Carol R. Censki (AFSCME)

Joanne M. Sanders (IATSE)

Janet Hill (USW)

Brenda Savoy (CWA)

Angela W. Johnson (UFCW)

Victoria Sawicki (NALC)

Theresa Kandt (OPEIU)

Carolyn Williams (IBEW)

PRESIDENTS EMERITAE

Joyce D. Miller (WORKERS UNITED)

Gloria T. Johnson (CWA)

EXECUTIVE VICE PRESIDENT EMERITA

Addie Wyatt (UFCW)

***FOUNDING PRESIDENT EMERITA**

Olga M. Madar (UAW)

*Deceased

TABLE OF CONTENTS

Article	Section	Page
I.	Statement of Purpose	1
II.	Name	3
	Section 1. National CLUW	3
	Section 2. CLUW Chapters	3
III.	Headquarters	3
IV.	Membership	3
	Section 1. Regular Membership	3
	Section 2. Associate Membership	4
V.	Convention	4
	Section 1. Highest Governing Body	4
	Section 2. Representation	4
	Section 3. Time, Date and Place	5
	Section 4. Convention Call	5
	Section 5. Convention Committees	5
	Section 6. Resolutions	5
VI.	National Officers	6
	Section 1. National Officers	6
	Section 2. Vacancies	6
	Section 3. President	6
	Section 4. Executive Vice-President	7
	Section 5. Vice Presidents	7
	Section 6. Treasurer	7
	Section 7. Corresponding Secretary	8
	Section 8. Recording Secretary	8
	Section 9. Founding President Emerita	8
	Section 10. Presidents Emeritae	8
	Section 11. Executive Vice-President Emerita	8
	Section 12. National Officers Council	8
VII.	National Executive Board (NEB)	9
	Section 1. Composition	9
	Section 2. Functions and Duties	9
	Section 3. Meetings	10
	Section 4. Rules for Meetings	10
	Section 5. Positions	10

Article	Section	Page
VIII.	State Presidents	10
	Section 1. Composition	10
	Section 2. Duties	10
	Section 3. Finances	11
IX.	Union Delegates to National Executive Board	12
	Section 1. Composition	12
	Section 2. Duties	12
X.	Chapter Delegates to National Executive Board	12
	Section 1. Chapter Eligibility	12
	Section 2. Duties	13
XI.	Elections	13
	Section 1. Eligibility	13
	Section 2. Secret Ballot	14
	Section 3. Election Procedures	14
	Section 4. Restriction	14
	Section 5. Election of National Officers	14
	Section 6. Election of State Presidents	14
	Section 7. Election of Union Delegates to NEB	15
	Section 8. Election of Chapter Delegates to NEB	16
XII.	National Review Panel	16
	Section 1. Appeals Process	16
	Section 2. Election Protests-State Presidents/Vice Pres.	17
	Section 3. Election Protests-Union Delegates/Alternates	17
	Section 4. Basis of Decisions	17
	Section 5. Composition of Panel	17
	Section 6. Final Determination	18
XIII.	Chapters	18
	Section 1. Charter Authority	18
	Section 2. Criteria for Existing and Future Charter	18
	Section 3. Bylaws	19
	Section 4. Chapter Functioning	19
	Section 5. Reporting Responsibilities	19
	Section 6. Finances	20
	Section 7. Abeyance	20
	Section 8. Maintenance of Charter	20

Article	Section	Page
XIV.	Standing Committees	21
	Section 1. Committees and Terms	21
	Section 2. Appointment of Chairs	21
	Section 3. Election of Secretary	22
	Section 4. Membership on Committees	22
	Section 5. Procedures	22
	Section 6. Special Committees or Task Forces	22
	Section 7. Duties and Responsibilities	22
XV.	Revenue and Property	24
	Section 1. Membership Fee	24
	Section 2. Special Assessment	24
	Section 3. National Budget	25
	Section 4. Expenditures	25
	Section 5. Audits	25
	Section 6. Ban on Endorsements	25
	Section 7. Dissolving a Chapter	25
	Section 8. Dissolving CLUW	26
XVI.	Discipline	26
	Section 1. Grounds for Recall: NEB	26
	Section 2. Recall Procedure: NEB	26
	Section 3. Notice of Charges	27
	Section 4. Grounds for Recall: Chapters	27
	Section 5. Recall Procedure: Chapters	27
	Section 6. Hearing	27
	Section 7. Membership Forfeiture	27
XVII.	Amendments to the Constitution	28
	Section 1. By Convention	28
	Section 2. Submission	28
	Section 3. Convention Vote	28
	Section 4. Effective Date	28
XVIII.	Miscellaneous	28
	Section 1. Ban on Proxy Voting	28
	Section 2. Quorum Requirements	28
	Section 3. Availability of Constitution	28
	Section 4. Parliamentary Authority	28
	Section 5. Savings Clause	29
	Section 6. Oath of Office	29
	Section 7. Name Protection	29

ARTICLE I

Statement of Purpose

The primary purpose of the Coalition of Labor Union Women (GLUW) is to unify all union women in a strong organization to determine and seek remedies to our common problems and concerns and to develop action programs within the framework of the labor movement to effectively promote our objectives.

Our core objectives are:

- **Empowering women for greater participation at all levels in the labor movement.**
- **Organizing the unorganized.**
- **Promoting affirmative action, social and economic justice in the workplace.**
- **Increasing the participation of women in the political and legislative processes.**

Union women share common concerns and goals despite ethnic, generational, geographic, industrial, and other occupational differences. Gaining full equality within the labor force requires the full attention and participation of the labor movement, especially from the women within it.

CLUW takes aggressive steps to effectively address the critical needs of millions of organized and unorganized sisters and make our unions more responsive to the needs of women.

This struggle goes beyond North America, 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

CLUW inspires and educates union women to claim a voice of authority and leadership in their unions, their communities, and the labor movement. **CLUW supports the formation of women's committees and women's caucuses** within unions at all levels, and encourages democratic procedures in all unions. Additionally, CLUW ensures that young women have a voice in the labor movement. They must have a seat at the table. CLUW seeks out, mentors, and encourages young women workers to participate in CLUW as well as in the labor movement and their communities.

CLUW encourages women to get involved in national, regional, and local community issues that have a positive impact on the lives of working families.

AFFIRMATIVE ACTION IN THE WORKPLACE

Employers continue to profit by dividing workers based on their gender, ethnicity, gender identity, sexual orientation and age, resulting in wage and

benefit losses to women. Through collective bargaining and educating non-union workers, unions work to correct these inequities.

CLUW develops programs to encourage women to learn what their rights are under the law and become knowledgeable of the specifics of collective bargaining agreements and contract language, and to identify discriminatory workplace practices. CLUW encourages women to recognize and take positive action against job discrimination in hiring, promotion, job classification, and other aspects of work. Women must learn their rights under the law and be informed about what is and can be done within the labor movement to correct these inequities. CLUW urges union leaderships to achieve and preserve affirmative action in the workplace.

ORGANIZING UNORGANIZED WOMEN

Statistics demonstrate that union members enjoy higher wages, better benefits and working conditions, and greater job security than unorganized workers. However, a majority of women in today's labor force are not members of unions.

Therefore, CLUW promotes unionism and encourages 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. CLUW works 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 CLUW, become more active in the political and legislative processes of our unions, especially in those areas particularly affecting women. CLUW supports full employment and job opportunities, including training programs for women in nontraditional jobs, shorter workweeks without loss of pay, childcare legislation, a living wage for all workers, improved family medical leave and pension benefits, reproductive rights, equal pay, improved health and safety coverage, expanded educational opportunities, and mass action for state and federal legislation to ensure equal rights for women and all workers.

CLUW urges women to seek election to both union and public office as well as appointment to office at local, county, state, and national levels. CLUW supports the right for all workers to join or form unions without fear, intimidation, or the loss of employment. CLUW supports guaranteed collective bargaining rights for all workers and the right to strike. CLUW works with all labor organizations and constituency groups to achieve social and economic justice for all workers.

CLUW IS THE VOICE OF ALL WORKING WOMEN

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, disability, sexual orientation or gender identity or expression.
- b. Voting rights and participation in CLUW policy decisions shall be restricted to regular members in good standing.
- c. Applicants for regular CLUW membership may be required to 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 members of a bona fide collective bargaining organization may join as associate members.
- b. Associate membership in national CLUW is a prerequisite for joining a local chapter as an associate member
- c. Union members on long-term layoff 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 is the highest governing body of CLUW.

Section 2. - Representation

- a. Each Union shall be entitled to be represented by any regular member who is in good standing as of 45 days prior to the opening of the convention.
- b. Each Chapter shall be entitled to be represented by any regular member who is in good standing as of 45 days prior to the opening of the convention.
- c. Only regular members in good standing of National CLUW may serve as delegates or alternates.
- d. 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 Sec.2 of this Article.
- e. 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.

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 CLIJW.

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 Convention body. The Convention rules, once approved by the delegates assembled, shall run from Convention to Convention.

Section 6. - Resolutions

Resolutions to be considered by the Convention must be postmarked to the President at least **sixty (60) days in advance of the Convention's** opening date. Resolutions postmarked or submitted after that date may be considered by the Convention upon a two-thirds vote of the delegates present.

Copies of the Resolutions Committee report shall be provided to all delegates. Original copies of resolutions shall be provided to any delegate upon request to the CLUW Office.

ARTICLE VI

National Officers

Section 1. - National Officers

The officers shall be the President, Executive Vice-President, sixteen (16) Vice Presidents, Treasurer, Corresponding Secretary, and Recording Secretary and shall serve a term of four years beginning with Convention in 2001. Commencing with the 17th Biennial Convention, National Vice Presidents shall represent National Unions, without duplication. National Executive Board has the power and authority to expand the number of National Vice Presidents whenever it finds such expansion consistent with or necessary for the advancements of the goals and objectives of CLUW.

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. The President shall implement the personnel policies established by the National Officers Council.
- c. Subject to the approval of the National Executive Board, the President shall appoint the members and designate the chairs of such standing and special committees as are needed to carry out the work of CLUW. The President shall serve as an ex-officio member of all committees, except the Elections Committee and the Credentials Committee established for the Convention.
- d. The President shall submit a yearly budget, pursuant to Article XV, Section 3, 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 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 Presidents and Chapters. The Treasurer shall provide a surety bond for all State 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 NEB Members no later than two (2) weeks prior to the next NEB meeting. The Recording Secretary shall prepare a summary of the meetings of the National Officers Council for presentation at each meeting of the NEB.
- b. The Recording Secretary shall perform such other duties as may be directed by the NEB or the National Officers Council.

Section 9. - Founding President Emerita

The Founding President Emerita shall be the first president of the Coalition of Labor Union Women.

Section 10. - Presidents Emeritae

- a. The Presidents Emeritae shall be the past retired presidents of the Coalition of Labor Union Women elected at large by the Convention.
- b. They shall serve as advisors to the National Offices Council.
- c. They shall serve as members of the National Executive Board.

Section 11. - 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 12. - National Officers Council

The National Officers Council shall:

- a. Be composed of the President, the Executive-Vice President, sixteen (16) Vice-Presidents, the Treasurer, the Corresponding Secretary, and the Recording Secretary.
- b. Meet upon call of the President or by petition of a majority of its members.
- c. Have the power between meetings 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. Establish personnel and hiring policies, including but not limited to the fixing of salaries and benefits.
- e. Convene, as necessary, meetings of State Presidents and Chapter Presidents.

ARTICLE VII

National Executive Board

Section 1. - Composition

- a. The National Executive Board (NEB) shall be composed of the National Officers Council, State Presidents, State Vice-Presidents, Union Delegates, Chapter Presidents, and Chapter Delegates.
- 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

In the two-year period between conventions, the Board will meet in person at least (3) times and CLUW will sponsor at least one (1) educational conference. Board Meetings, including those done via conference call or online, will be held on the call of the President or upon written notice 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 Presidents

Section 1. - Composition

There shall be a President and a 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.

Section 2. - Duties

Each State 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. 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.
- 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 State Vice-President shall assist with the duties of the State President and serve in that position in the absence of the State President. In the event that the State Vice-President is required to **serve in the State President's absence and/or is responsible for State** and/or Chapter CLUW funds, the State Vice-President shall be bonded by a recognized bonding company.
- i. In the event that a State President or 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 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.
- b. The State President shall provide, no later than March 31st of each year, an annual financial report to the CLUW National Treasurer and State Vice-President documenting and accounting for all CLUW State 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 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 President. The State President shall turn over to the successor all monies and financial records.

- d. The State 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 within no more than 30 days of such request.
- e. In the event that the State 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 The 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 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 twenty-five (25) or more regular members meeting the criteria of Art. 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 26-50 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 51-100 or more regular members meeting the criteria 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 with a membership of 101-200 or more regular members meeting the criteria Article XIII as of thirty (30) days prior to the convening of each National Executive Board meeting shall be entitled to four (4) delegates. A Chapter with a membership of 201-300 or more regular members meeting the criteria in Article XIII as of thirty (30) days prior to the convening of each National Executive Board meeting shall be entitled to five (5) 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 Art. 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 a member 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 Presidents

- a. State 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 a State Vice-President. In the event of a vacancy, the State Vice-President shall become the State President. In the event a vacancy occurs in the office of State President and there is no State Vice-President to fill the position, the President with the approval of the National Officers Council shall appoint a State President for the remainder of the term subject to approval by the National Executive Board.

- b. When a vacancy for State President has been filled by the State Vice-President, the President with the approval of the National Officers Council shall appoint a State Vice-President for the remainder of the term. A vacancy in the office of State Vice-President shall be filled in the same manner.
- b. Elections for State President and 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 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 25 and 50 regular CLUW members; two (2) delegates from each union having between 51 and 100 regular CLUW members; three (3) delegates from each union having between 101 and 200 regular CLUW members; four (4) delegates from each union having between 201 and 300 regular CLUW members; five (5) delegates from each union having between 301 and 400 regular CLUW members; six (6) delegates from each union having 401 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 twenty-five (25) 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.

Only those CLUW members who have registered for the Convention will be eligible to vote in the election of their union delegates and alternates to the National Executive Board. This includes officers, delegates, alternates and observers of CLUW who were regular members forty-five (45) days prior to the start of Convention.

- c. Members from unions with fewer than twenty-five (25) 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 as 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 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 President within fifteen (15) days of receipt of notice of final Chapter action. Protests not resolved at the State

President level may be appealed to the National Review Panel within fifteen (15) days of receipt of notice of final State 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 President except those regarding the election of chapter delegates and alternates to the Convention. Appeals from the decision of the State President may be made to the National Review Panel according to procedures set forth in Article XII of this Constitution.
- a. 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 Presidents/Vice Presidents

Protests concerning the election of State Presidents and Vice-Presidents 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 is empowered to grant Charters to Local chapters that have met the criteria described in Section 2 of this article.

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 who live or work within the geographical area described in the application and who represent no fewer than five (5) National or International Unions or whose local union address is within the area specified on the Chapter Charter.
- b. The Charter application must be signed by at least twenty-five (25) regular CLUW members forming the Chapter and include the address and verified union affiliation of each person signing the application.
- c. The National Executive Board is empowered to make exceptions to subsections a. and b. of this section.
- d. 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.
- e. The Charter application, obtained from national CLUW, must be cosigned by the State President and one other member of the National Executive Board. If the state does not have a

State President, the application must 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 active-ties 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 President and to the National CLUW office. Reports shall provide information from January 1 to December 31. Reports shall be submitted by March 31 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.**
 - 6. Verification of the Form 990 sent to the IRS.

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 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.
- b. A chapter placed in abeyance shall function regularly until it brings itself into compliance with Article XIII. The State 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

Standing Committees

Section 1. - Committees and Terms

The Coalition of Labor Union Women (CLUW) shall have standing committees and their terms shall be from Convention to Convention. These committees shall examine a range of issues pertinent to labor and social justice organized around the four goals of CLUW:

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

a. Standing Committees shall include but not be limited to:

1. Leadership Development
2. Minority Issues/Affirmative Action
3. Organizing the Unorganized
4. Legislative/Political Action
5. Finance
6. Young Women Workers/Recruitment
7. Elections
8. Media and New Technologies
9. Work and Family Issues
10. Mature Women Workers
11. Women in the Global Community
12. Sergeant-at-Arms
13. **Women's Health** and Wellness
14. Archives and History
15. Women in Non-Traditional Jobs

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

Membership on the Committees shall be open to all regular and associate members of CLUW.

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 Forces

Special Task Forces of the National Executive Board may be formed from its members who volunteer for such duties. Additional CLUW members may be requested to serve by the National Executive Board. Such Task Forces shall have 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 develop **policies and programs to implement and further CLUW's statement of purpose** as recorded in Article I.

Duties of the Committees include, but are not limited to:

- a. **Leadership Development** – To develop programs for education and training of union women to further their participation in their unions and prepare them to assume elected and appointed positions.
- b. **Minority Issues/Affirmative Action** - To develop concrete programs, activities and policies of particular concern to minorities as well as promote the implementation of federal, state and voluntary affirmative action programs by unions, both at the worksite and within unions themselves.
- c. **Organizing the Unorganized** – To develop programs for the effective involvement of CLUW in the support of union organizing campaigns; and programs for dissemination of information about unions to non-union working women.

- d. **Legislative and Political Action** – To develop programs and recommendations for CLUW’s effective advocacy of legislative and political programs. 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.
- e. **Finance** – To make recommendations for fund-raising activities, review of the National budget and audit procedures.
- f. **Young Women Workers/Recruitment** - To develop programs and make recommendations on issues of concern to young women and to develop policies and programs for the recruitment and retention of members of CLIJW; to assist the National Executive Board, National Officers, and National Office recruitment.
- g. **Elections** - To conduct all constitutionally mandated National or statewide elections except those assigned to the Convention Elections Committee in accordance with Article XI.
- h. **Media and New Technologies** - The official publication of CLUW shall be issued at least quarterly and shall be provided to each member of CLUW. Publications issued by CLUW and any related public relations activities (news releases, etc.) shall be designed to promote the goals and principles of CLUW. The official publications of CLUW cannot conflict with this Constitution or the goals and policies adopted by the Convention and the National Executive Board.
- i. **Work and Family Issues** - To develop programs and recommendations on issues of concern to working women and their families.
- j. **Mature Women Workers** - To develop programs and recommendations on issues of concern to older and retired workers.
- k. **Women in the Global Community** - To provide for international solidarity, more support and understanding amongst women throughout the world.
- l. **Sergeant-at-Arms** - To carry out actions and responsibilities necessary for the orderly conduct of National Executive Board and Convention business.
- m. **Women’s Health and Wellness** - To inform and to make recommendations to the National Executive Board on issues related to women’s health; to be a national voice for women’s health and

to protect access to the health care women need and solutions to the health problems women face.

- n. ***Archives and History*** – To collect and catalogue the history of CLUW’s work, leadership and its impact on the lives of working women.
- o. ***Women in Non-Traditional Jobs*** – To develop activities, programs, policies and recommendations on issues of concern to women in non-traditional jobs where women are 25 percent or less of the workforce.

ARTICLE XV

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 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.
- e. A member may select a level of regular membership that provides an increased level of financial support to CLUW from one of the following: Contributing, Supporting, Sustaining or Lifetime (which shall be a one-time payment). The fees for these levels shall be 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 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 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 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 XVI

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 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 President shall be suspended. The State 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 President (in the case of Chapter Officers) or by the National Review Panel (in the case of all other officers). The State 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 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 charge shall hold a hearing and render a decision.
- d. The member shall have the right of appeal in accordance with Article XII.

ARTICLE XVII

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 shall be provided to all Convention delegates twenty (20) days prior to the opening of the Convention.

Section 3. - Convention Vote

Proposed amendments may be adopted by a two-thirds 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 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 30 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 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.



www.cluw.org

Coalition of Labor Union Women

815 16th Street, NW- 2nd Floor South

Washington, DC 20006

Phone: (202) 508-6969 Fax: (202) 508-6968

Email: getinfo@cluw.org

www.cluw.org