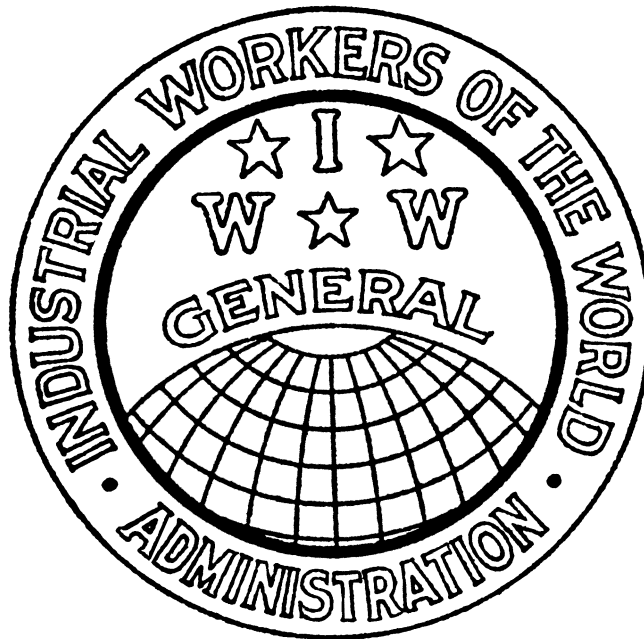


The Industrial Workers of the World



Manual of Policies & Procedures

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

January 1, 2010

Forward

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

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

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

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

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

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

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

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

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

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

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

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

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Working Rules of the General Executive Board

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

Name of Member	Branch Reports Received	Discussion on Votes
Date of Report	New Motions	Proposed Motions
Date of Last Report	Votes on New Motions	Discussion on Proposed Motions
GEB Reports Received	Votes on Pending Motions	General Activity
12. In the event that a member of the Board realizes due to travel or temporary emergency that they will not be able to fulfill their duties for a brief period of time, they may petition the Chair, in advance, for a 30-day extension or a temporary waiver. Should a member of the Board be temporarily unable to fulfill their duties for reasons beyond their control, the Chair should grant an emergency waiver or temporary extension.

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

14. It is strongly suggested that every motion be submitted to the Board for discussion at least 48 hours before it is formally proposed. Motions for discussion shall be initialed and numbered with an asterisk '*' by their sponsor.

15. All motions for messages of solidarity, support, or condemnation, must clearly state how these messages are to be disseminated (e.g., published in the GOB, in the IW, or through correspondence).

Motions requiring messages or correspondence on the part of the GEB Chair or the GST should include addresses for where these messages are to be sent.

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

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

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

19. Each motion shall be initialed and numbered by its sponsor.

20. Amendments to motions are not allowed. Members wishing to change provisions of motions may vote "no" and offer a substitute motion.

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

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

23. Any Board member may make an explanation of any vote, and any IWW member in good standing may request an explanation of any vote to be published in the GOB.

24. Whenever any official communication takes place between four or more members of the GEB outside the standard forum of General Administration list (geb@lists.iww.org), a full report of that meeting should be published on the GEB list and made available to the general membership upon request.

25. Proposals from the GEB to be sent to referendum must be printed in the GOB immediately preceding the GOB with which the ballot is to be enclosed.

26. Proposals from the GEB to the General Convention must be submitted 60 days before the Assembly, in accordance with Article VI of the Constitution.

27. The GEB working rules shall be published in the GOB every six months.

GEB Email List Rules

The GEB email list shall be governed by the following:

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

Branch Contacts and the General Executive Board

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

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

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

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

Standards for Committees of the IWW

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

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

General Rules Governing Committees:

1. All regular committees of the IWW shall be chartered by action of the General Assembly or General Executive Board, or by referendum initiative and vote of the Membership. Each committee is considered to be representing the interests of the union and is granted the necessary rights and privileges as such.
2. No Committee should be chartered without a formal motion outlining the plans and goals of that Committee, and stating whether the Committee shall be a Standing Committee of the union, or shall work within a prescribed timeline.
3. No Committee should be chartered without the naming of a formal *Facilitator* or *Chair* who is responsible for seeing that said Committee carries out its charter and that an informal quarterly report is filed with the GEB and the membership outlining said Committees activities. In the case of Standing Committees the facilitator or chair should be confirmed at each General Assembly, except in cases where the means for appointing or electing the Chair of said Committee is clearly outlined in the Constitution.
4. Committee membership can be opened to the union as a whole or be specified in the motion creating the Committee; but it is a responsibility of the Facilitator of the Committee to keep a current Directory of all members of the Committee, and supply the GEB and Assembly with said directory.
5. Each Committee should have a liaison on the GEB to better facilitate communications between the General Administration and the Committee.
6. Each Committee should establish an e-mail list and consider said list as an ongoing meeting of said Committee; the Facilitator of the Committee to act as moderator of said list.
7. Each Standing Committee should submit basic guidelines for inclusion in the Manual of Policies and Procedures of the Union.
8. Each Standing Committee is also responsible for preparing a formal report to be submitted each year to the membership at the General Assembly.
9. Each Committee shall expedite their business promptly and responsibly. Should a Committee fail to carry out its obligations or fail to report, the GEB may nominate members to replace current inactive members, or to suspend or revoke the charter of said Committee.
10. All Committees have the right to place items for discussion on the Agenda of the General Assembly, and to propose formal resolutions to the Assembly as a constituted body of the union.
11. No Committee may enact any binding rules, regulations, or standards, or in any way set policy for the union without a direct motion from the General Executive Board, a motion of the General Assembly, or approval of the membership through referenda.
12. No member of the union should serve as Chair of more than one regular committee.
13. Delegates may not use proxy votes while conducting business in committee.

Types of Committees of the IWW

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

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

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

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

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

The charter of each standing Committee should be confirmed or disbanded at each General Assembly. If confirmed, a facilitator must be named and new members should be appointed.

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

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

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

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

These committees may be turned into standing committees to continue their work by a vote of the Assembly. In this case, new members should be appointed from amongst the delegates attending the Assembly.

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

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

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

General Assembly Policies and Procedures

General Overview:

The Constitution of the IWW calls for the union to hold a General Assembly each year. The date of the Assembly has traditionally been over the US/Canadian Labor Day weekend at the first of September for the last several years, with a few exceptions. The location of Assembly sites is usually chosen through referenda ballot each fall. However, the Constitution does allow the Assembly itself to set the date and venue of the next Assembly to be set by the Assembly in session before its adjournment.

The General Assembly of the IWW is generally a two day affair, and may not remain in session over 10 days according to the Constitution. Prior to the General Assembly the General Executive Board is tasked with issuing an agenda to the delegates to the General Assembly specifying the time limit on each question.

Resolutions

Formal resolutions for the General Assembly may be submitted by any branch or body of the union, or by the General Executive Board. Each resolution shall be on a separate sheet of paper and duplicated. No resolution sent in by an individual shall be considered by the General Assembly.

All formal resolutions, wherever possible, shall be in the hands of the General Headquarters at least 60 days before the opening of the General Assembly and headquarters shall publish these resolutions in the GOB as well as furnish copies of these resolutions, along with the proposed agenda to all chartered branches, ROCs and delegates. This should allow time for branch discussions and the gathering of proxy votes on said measures.

The Assembly's enactments are of legal force, provided they are approved by general referendum. Referenda to approve assembly motions shall be issued according to the provisions of Article IX, sec. 2 of the Constitution.

Representation and Delegates

Representation at the General Assembly of the IWW shall be mass membership and delegate on the basis of one member one vote.

Although the Constitution does make allowances for delegates representing various branches and bodies of the union, there is currently no Constitutional language allowing for true delegate representation at Assembly. Individual delegates may carry proxy votes to the Assembly from individual members or bodies of the union, but these proxies must be in writing and clearly indicate the proposal and the vote that is intended.

Delegates to the General Assembly from the Industrial Unions must be members of the IWW for 1 year and in continuous good standing for 60 days immediately prior to nomination. A Credentials Committee will be established at the start of each Assembly to go over the records of each delegate in attendance, and determine their eligibility to vote, as well as the eligibility of any proxies that are being carried by individual delegates.

Auditing Committee

The General Assembly of the IWW shall elect an auditing committee to audit headquarters books and supplies. Its expenses shall be borne by the General Organization. It shall issue a report within 90 days of its election, and cause this report to be published in the General Organization Bulletin.

Standards for the General Assembly

These Standards are based upon those approved by the General Executive Board for the General Assembly in 2000.

 1. A preliminary working Agenda for the General Assembly will be issued by the General Executive Board by June 15th of each year, and published in the June or July GOB.

2. All issues for discussion at the General Assembly should be prepared in advance, and published in a GOB before the beginning of the assembly.

All Delegates to the Assembly are encouraged to pre-register, and the GEB should do everything in its power to aid the hosting GMB with assembling pre-registration packets which could be sent out before the Assembly and give attendants a chance to prepare for the Assembly before arrival. The cost for this service may be defrayed by a nominal (\$5 to \$10) registration fee.

All points, petitions and motions for the Referenda Ballot must be submitted in writing 60 days before the start of the General Assembly in order that all Branches will have an opportunity to preview and discuss said motions and make recommendations to the Assembly via their delegates, and have their votes recorded via proxies. These items must be sponsored by an Industrial Union Branch, General Membership Branch, or other subordinate body of the union. The Assembly must consider all issues for the ballot, or appoint a committee to do so, and make its recommendations before the end of the final session.

Should the GA vote against placing any given issue on the ballot, the sponsors of said measure may apply that measure by petition as is specified in the Constitution of the IWW, however any directed decision or recommendation of the GA regarding referenda must be printed in the GOB accompanying the ballot.

All other points, petitions and motions for the Assembly must be submitted in writing 10 days before the start of the General Assembly, and must be sponsored by an Industrial Union Branch, General Membership Branch, or other subordinate body of the union. The Assembly must consider all issues for the ballot, or appoint a committee to do so, and make its recommendations before the end of the final session.

3. A final preliminary agenda, including all issues, petitions and motions to be considered during the Assembly will be issued by the General Executive Board and will be available before the start of the first preliminary session.

4. The GEB encourages the hosts of the Assembly, GMB's and IUB's, and other interested individuals, to prepare workshops, lectures and caucus meetings for the membership of the union to take place on Friday and Monday surrounding the actual "business" sessions of the Assembly. The GEB further proposes to do everything in its power to facilitate such events.

5. Regular sessions of the assembly shall last no more than 8 hours on the Saturday and Sunday of Assembly, although the Assembly reserves the right to schedule additional evening sessions from 6:30 to 8:30, if necessary.

No business of the assembly en mass may be conducted after the hour of 9:00 PM.

Time should be reserved on the Monday following the Assembly for any last minute business, or Committee meetings. Time may likewise be reserved for the Friday preceding the Assembly for workshops or other events.

6. A Resolution passed in 1992 calls for some Direct Action to be associated with each and every General Assembly . . . Plans for some such action should be worked out in advance by the Branch hosting the Assembly.

7. Registration will be available one hour before the start of the first session, and should also be available for at least a half-hour before the start of any sessions, temporary and plenary, and for a minimum of one hour on Friday afternoon and one hour Friday evening. All delegates must be registered and credential before they may take part in the business of the assembly.

8. A Preliminary Session of the Assembly shall be called to order before the formal convening of the General Assembly.

a) This preliminary session shall elect a temporary chair and secretary, as well as a committee on rules, a planning committee, and a credentials committee.

b) The temporary officers and initial committees will lay the foundation for the active session of the assembly.

1. Committee on Rules will set working rules for all following sessions, working from the preliminary rules supplied in this motion, to be approved by the assembly en mass the following day.

2. The Planning Committee will consider all motions on the agenda, and consider the best means for forwarding the business of the Assembly.

This may include:

-Recommendations as to which committees should be created, and which issues and proposals they will discuss, aside from the standing committees.

-Allocating time restrictions to certain issues, and setting a particular order of business for each day's debate.

3. Committee on Credentials will immediately begin checking in all visiting delegates, validate their credentials, issue passes, and information packets.

-This committee will be responsible for the checking the voting eligibility of all delegates so that the business of the Assembly may begin promptly and in order.

-This committee will be responsible for the continued monitoring of late arrivals and making sure that all are properly credential.

-This committee will be responsible for validating all Proxy votes, and determining to which issues they may apply.

-A representative of this committee will act as a Sergeant of Arms at the door for all remaining sessions, directing delegates to the floor, and visitors without proper credentials to a "guests" area, and enforcing order at the direction of the chair.

9. The following rules shall be adopted for procedural purposes on the floor of the Assembly and submitted to the Committee on Rules for amendment and/or final approval.

#1. Robert's Rules of Order shall be the standard upon which all decisions shall be made.

A standard Primer on the Rules of Decision-Making will be available to every delegate.

#2. Members wishing the floor shall raise a hand and hold it up until recognized by the chair.

#3. All discussion shall be out of order when there is no motion before the floor, except when a motion has been carried to open the floor for discussion.

#4. Only registered and credential delegates may have the floor.

#5. No delegate shall speak twice on a motion unless all delegates have had a chance to speak. Speakers shall keep their comments to less than three minutes, and shall be told when their time is up by a timekeeper.

#6. Questions (points of information) are not in order when a speaker has the floor. All such points should be held until the end of each speaker's presentation.

#7. A point of order (procedural point) can always be made when another delegate has the floor. If the chair is in doubt regarding the point of order, it may be submitted to the floor.

#8. When a motion has been made and seconded, the chair must either rule it out of order or put it to the floor for discussion.

#9. The secretary shall record the maker of each motion, and may require a written copy of any motion placed on the floor from the motion's proposer.

#10 The maker of a motion reserves the right to a closing argument before the question is called on said motion.

#11 All resolutions shall be supplied to each delegate in writing before the body before being turned over to committees.

- #12 Voting shall be decided by a voice or hand count. Abstentions will only be counted when called for.
- #13 A majority vote shall decide all questions.
- #14 All nominees shall raise their hands when nominated, if present.
- #15 Members need not to be present to accept nominations of the Assembly, but shall notify the GST within 10 days of acceptance or declination.
- #16 No additional motions or issues may be placed on the floor of the GA until all of the business on the Agenda has been given proper consideration.
- #17 The minutes of the previous day’s session shall be read at the designated time(s) each day. The minutes may be amended by a floor vote.
- #18 No delegate shall be present at the Assembly while under the influence of intoxicating liquor or drugs of a stimulating or depressive nature which affect said delegate's ability to carry out obligations to the Assembly as defined in these rules.
- #19 That the Assembly minutes shall be assembled and a copy signed by the General Assembly Recording Secretary shall be sent to the GST within 30 days of the closing of the Assembly.
- #20 Each delegate will be responsible for familiarizing themselves with the Primer on the Rules of Decision Making, and utilizing it for conducting the business of the Assembly.

The Committee on Rules shall be responsible for making copies of the approved rules available to all delegates of the Assembly; and will also be responsible for seeing that The Primer on the Rules of Decision-Making, contained below, is distributed to all delegates.

- 1) It is advisable to appoint/elect at least two recording secretaries to handle the minutes of the meeting. By the rules of the assembly, as outlined above, these individuals would be responsible for correlating the minutes and getting them in the hands of the GST within 30 days of the close of the assembly.

In turn the GST shall make said minutes available to any Branch, ROC other body of the IWW within 10 days of the receipt of the minutes, and to any member of the IWW within 60 days of the close of the Assembly for the costs of printing and shipping.

- 2) The GEB requires that the following officers, committees, and subordinate bodies to supply written reports to supplement their oral reports to the Assembly:

- | | |
|---|---|
| General Secretary/Treasurer | The International Solidarity Committee |
| The Chair of the General Executive Board | Audit Committee |
| Editor(s) of the <i>Industrial Worker</i> | All Standing Committees |
| Central Secretary/Treasurer of the GDC | Representatives of Branches, IU’s and Shops |

A Primer on the Rules of Decision Making

- a. Chair: The person that is elected to maintain the order of business at the meeting.
- b. Agenda: The order of business, or list of things to be discussed.
- c. Main Motion: The proposed action or policy.
- d. Second: To support opening a motion to discussion; without a second, the original motion is deferred, or dropped.
- e. Discussion: All motions are up for questions and debate before a vote.
- f. Motion to Amend: During discussion, someone may move to amend the main motion. The proposed amendment is then discussed and voted on before returning to the main motion. However, if the amendment is offered as friendly, the amendment does not need to be voted on if it is accepted by the maker of the main motion.
- g. Suspending the Order of the Day: A vote can be taken at any time to suspend the order of business (i.e. the agenda) for free discussion and brainstorm.
- h. Calling the Question: Ends the debate; floor may vote on whether or not to call the question, or the chair may rule to put the question to vote.
- i. Appealing the ruling of the Chair: All decisions in regards to proceeding made by the chair are subject to override by majority. This rarely happens, but is necessary on occasion.
- j. Point of Order: Is always in order, used by anyone to point out that debate has wandered off of the subject at hand
- k. "Out of Order": Someone may be declared "out of order" when they are speaking out of turn, not speaking to the subject or question at hand, or is being disruptive.
- l. Good and Welfare: This is the time when announcements and other items that do not fit into the agenda can be brought up.
- m. Voting may be done with a show of hands or a voice vote.

Procedure Etiquette and Protocol:

- 3) Respect each other's opinions, and the process.
- 4) Raise hand to get on speaking list (chair or co-chair maintains list).
- 5) All should have a chance to speak before anyone speaks twice on a motion.
- 6) Allow for ample debate before calling the question. Allow for the group to determine a general agreement on a question before asking for a vote (sometimes general agreement is not possible).
- 7) Help the chair do his/her job by helping to move the agenda along.

General Rules Governing Committees at the General Assembly

1. Committees elected by the General Assembly are considered to be representing the will of the Assembly and are granted the necessary rights and privileges as such.
2. Committees elected by the Assembly shall expedite their business promptly and responsibly.
3. Committees must have a minimum of 5 delegates.
4. No delegate may serve on more than one regular committee.
5. Delegates may not use proxy votes while conducting business in committee
6. Committees should submit their work for discussion/ratification to the Planning Committee.

Additional Rules Governing the Actions of the Assembly and Committees

1. The Assembly must consider all issues for the ballot, or appoint a committee to do so, and make its recommendations before the end of the final session.
2. The Planning Committee will prepare an agenda before the start of the afternoon session.

The order of Business should follow this pattern:

- a) Committee work calling for change in the IWW Constitution.
 - b) Committee work dealing with issues for the November referendum.
 - c) Committee reports which touch upon issues of organization.
 - d) Committee and workshop reports of general interest.
3. The Assembly must consider all issues for the ballot, or appoint a committee to do so, and make its recommendations before the end of the final session.
 4. All resolutions shall be read before the body before being turned over to committees.

Regular Committees of the General Assembly

Regular Committees of the General Assembly are those that are elected or appointed at the beginning of the Assembly to perform the business of the Assembly.

Their powers are limited to very specific jobs pertaining to the running of the Assembly, and they do not carry over from year to year.

Committee on Rules

This Committee will set working rules for all following sessions, working from the preliminary rules supplied by the GEB, all rules will be approved by the assembly en mass at the start of Saturday's sessions.

The Planning Committee

This Committee will consider all motions on the agenda, and consider the best means for forwarding the business of the Assembly.

This includes:

- a) Management of the final draft of the Agenda.
- b) Organization of special committees, including recommendations as to which committees should be created, and which issues and proposals they will discuss
- c) Allocating time restrictions to certain issues, and setting a particular order of business for each day's debate.

Committee on Credentials

This Committee will immediately begin checking in all visiting delegates, validate their credentials, issue passes, and information packets.

This includes:

- a) The responsibility of checking in of all delegates on Friday night, and Saturday morning so that the business of the Assembly may begin promptly and in order.
- b) Continued monitoring of late arrivals and making sure that all are properly credentialed.
- c) Validating all Proxy votes, and determining to which issues they may apply.
- d) Appointing a Sergeant of Arms for all remaining sessions, directing delegates to the floor, and visitors without proper credentials to a "guests" area.

Committee on Charges

This Committee will make recommendations to the Assembly en masse as to how various charges filed with the Assembly should be handled. They will set an Agenda, and plan for the hearing of all charges and appeals that the Assembly agrees to hear, and will help coordinate with various litigants as to the best time and place for a hearing. They will also oversee the appointment of fair and impartial panels to hear the charges and deliver their opinions to the Assembly.

Good and Welfare

This Committee is responsible for the general social good and the welfare of the delegates.

Mandated and Standing Committees are either mandated by the Constitution or By-Laws of the Industrial Workers of the World to perform specific business for the Union, or have been established by the Assembly or the General Executive board to conduct ongoing business of the union.

The Following Mandated or Standing Committees are responsible for reporting to the Assembly:

Audit Committee	Immigrant Worker Committee
Committee on Finance and Budget	International Solidarity Commission
Conflict Mediation Committee	Literature Committee
General Defense Committee	Organizing Training Committee

Special Committees are elected/appointed by the General Assembly to consider issues, resolutions and/or proposals to be presented to the Assembly en masse, and make a report on said issues.

These committees have no power to act on their own, but may make recommendations to the Assembly for the delegates to vote on.

These committees may be turned into standing committees to continue their work by a vote of the Assembly.

General Secretary-Treasurer Job Description

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

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

Qualifications:

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

Employment Status:

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

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

Attendance:

The General Secretary-Treasurer is expected to be at the General Headquarters office from the hours of 9 AM to 5 PM, with 1 hour for lunch taken at the GST's leisure, no fewer than 3 days a week, or 30 hours a week, whichever better suits the GST. Excessive absences, including for Sick Leave, may result in disciplinary action.

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

Pay and Performance Issues:

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

The General Executive Board sets the monthly salary of the GST. There are 12 pay periods in a year and the monthly salary may be changed any time during the GST's employment by a majority vote of the General Executive Board, no to take effect until the following month. The GST shall not pay himself or herself without first getting written approval from the GEB Chairperson.

At least once a month, the GST will mail to the GEB Chairperson a package that contains a complete list of non-payroll expenses, along with receipts, bank and credit card statements. Upon receiving the package, the GEB Chairperson shall take no more than 3 days to review the expenses, make comments and authorize the GST to issue a check to himself or herself.

The GEB Chairperson shall raise the issue to the entire GEB of any illegitimate payments made by the GST.

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

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

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

Benefits:

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

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

Holidays and days off include New Year's Day, May Day, June 27, and Christmas Day, plus 2 floating holidays taken at the discretion of the GST. The GST is also entitled to 5 vacation days, taken at his or her leisure provided he or she give at least 5 days written notice to the GEB and provided that the days off do not conflict with the General Assembly. The GST is also entitled to 2 sick days. If a recognized holiday falls during the GST's leave of absence (vacation days or sick leave) or during the General Assembly, the GST may take an additional day off.

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

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

Standards of Conduct:

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

Grievance Procedure:

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

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

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

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

1. The Chair of the General Executive Board shall be elected by that body as provided for in the Working Rules of the General Executive Board. In the event there is no elected Board Chair, the duties of the Board chair shall temporarily be assumed by that member of the Board who received the highest number of votes in the last election. In the event of a declination, the duties of temporary chair shall pass to the recipient of the next highest votes. The majority of the Board may recall and select another Chair at any time.
2. The General Executive Board Chairperson shall be the alternate to the General Secretary-Treasurer.
3. The Chairperson of the General Executive Board shall countersign all checks issued by the General Secretary-Treasurer. As has been common practice, however, the Chairperson of the General Executive Board, and the General Secretary-Treasurer may have made a signature stamp which the Secretary-Treasurer may utilize for countersigning checks for day to day expenditures and bills which are due. The Chairperson should, however, receive a listing from the General Secretary-Treasurer of all checks so issued each month.
4. It is the responsibility of the Chair to act as the moderator of the GEB List, which serves as an ongoing meeting of the Board. The General Executive Board shall likewise meet on the call of the Chairperson.
5. As Chairperson of all Board Meetings, the Chair may rule certain topics and discussion out of order, or may call to have certain topics or discussions tabled. Such decisions may be overturned by a majority vote of the Board.
6. As Chairperson of all Board Meetings, the Chair may suspend Members of the GEB List from posting for periods of up to 30 days if said individual disrupts the on-line meeting of the Board with material not relevant to the business of the administration, refuses to drop a topic that has been tabled or ruled out of order, or makes continual inflammatory posts containing threats or personal attacks.

If a suspended subscriber, barred from posting, violates the bar, the Chair shall be unsubscribed said member from the list until their suspension has expired, at which time that member may request readmission to the GEB List.

Such decisions may be appealed to the Board, and may be overturned by a majority vote of the Board.
7. It will be the responsibility of the Chair to make a report of the business of the Board to the membership in each issues of the General Organizing Bulletin. This report shall include all motions made since the previous report, their current status and how each member voted. The Chair shall record motions exactly as submitted, and refrain from using the report to express his or her personal opinions.
8. It will be the responsibility of the Chair to prepare a report on the activities of the Board for the General Assembly.
9. It shall be the responsibility of the Chair to alert any Board member who is approaching non-compliance with the working rules, no less that five and no more than ten days before such non-compliance could lead to that member vacating their seat. This notification can take the form of a private e-mail.

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

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

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

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

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

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

Industrial Worker Editor Job Description

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

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

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

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

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

IWW.ORG Administration Committee

I. Role and Purpose

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

II. Structure

The IWW.ORG network shall be overseen by a committee consisting of 3 members in good standing and shall be appointed by the GEB to serve a two-year term with no term limits. Each committee member shall be recallable by the GEB at any time.

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

III. Working Rules of the IAC

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

IV. Duties of the IAC

1. The IAC is responsible for ensuring that the IWW.ORG network is adequately maintained, that all expenses incurred by the network are paid in a timely fashion, and that all requests for service from the membership are answered in a timely fashion.
2. The IAC may designate certain sections of the network, including domains, sections of the web-site, email accounts, email lists, and forums, etc, as the responsibility of appropriate bodies of the IWW, including the General Administration, the GEB, Committees, Industrial Departments, Industrial Unions, Branches, Shops, Delegates and Members. At their discretion they may invite other members in good standing with necessary skills to assist in their duties.
3. The IAC chair is responsible for maintaining contact with the GEB and the membership, preparing an annual budget and annual reports for the GEB and the General Assembly, which will be printed in the GOB once a year minimum.
4. While content shall be the responsibility of the IAC or designated subsections, the GEB will maintain ultimate oversight over the network and its editorial policy and content (as per the IWW constitution).

Organizer Department Policies

I. Role and Purpose

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

II. Structure

A. Composition of Organizing Department

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

B. Working Rules

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

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

III. Organizing Department Board and Sub-Committees

A. Duties of the Board and Sub-Committee

The role of the Organizing Department Board will be to give overall oversight to the operations, finances and activity of the Organizing Department. As part of these responsibilities the Board will directly facilitate the tasks and projects adopted by the Board except those under the purview of the Organizer Training Committee and the Survey and Research Committee. These committees will function as sub work groups as outlined below, select a chair and report to the Organizing Department Board. The Chair will provide to the GEB a general report monthly and a report on the activities of all campaigns quarterly. Additionally the Chair will submit a proposed annual budget in time for the Winter GEB meeting.

B. Qualifications for Board Members

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

- They must have organizing experience and submit a statement of their organizing experience for publication in the General Organizing Bulletin.

- They must remain in continuous good standing.
- That they understand that members who fail to fulfill their obligations are subject to the same recall procedures as any other IWW officer or may be removed by a two-thirds vote of the Organizing Department.

IV. Organizing Campaign Funding

A. Scope of Funding

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

B. Criteria for Funding

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

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

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

C. Accountability

The Organizing Department Board will evaluate and hold accountable all campaigns that receive funding. On an on-going basis the Board will ask the following questions of the campaigns it is funding:

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

V. Organizing Department Projects

A. Worker-Organizer Exchange Program

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

- The worker-organizer involved has received formal sponsorship from both their home branch and the host branch. If the worker-organizer is not a member of a branch this requirement may be waived with the approval of the Organizing Department Board.

- There is a clear understanding of what the person/campaign/sponsoring branch will gain from the exchange
- There are clear expectations of what the hosting branch will provide such as housing, stipend, mentorship, and level of expected activity
- There is a division of matching funds between Organizing Department, host branch and sponsoring branch

B. Mentorship Program

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

C. Campaign Mentorship:

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

D. Organizing Summit/Regional Assembly

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

E. Sister Branch Program

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

F. Future Programs

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

VI. Sub-Committees

A. Organizing Training Program

Purpose Statement:

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

OTP Budget and Finance Policy

1. The OTC will submit a proposed budget to the GEB in January in time for the Winter GEB meeting.
2. Funds will come from the General Fund of the IWW. The GST will work with the OTC Chair to maintain a record of all funds spent. Cost overages, or expected ones, should be reported to the GEB as soon as possible.
3. Until greater funds allow, it will be the policy of the OTP when working with IWW branches or groups to do cost sharing. Branches are expected to contribute to the cost of the training as much as they can.
4. If the OTC allocates funds towards a training, the OTC will work with the branch to set a clear expectation of attendance.

OTC Annual Meeting or “Training for Trainers”

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

OTC Election

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

The Organizer Training Committee is charged with the following responsibilities:

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

10. Reporting to the GEB and the general membership of the union on a quarterly basis.
11. Prepare a budget request for the GEB.
12. Transfer materials and contact information of trainers to future OTC members.

B. Survey and Research Committee

1. Purpose

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

2. Projects

a. Organizing Writing Project

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

b. Campaign Research

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

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- 3) Until greater funds allow, it will be the policy of the OTP when working with IWW branches or groups to do cost sharing. Branches are expected to contribute to the cost of the training as much as they can.
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2. Keeping track of all available trainers in the union and facilitating communication among this group.
3. Assigning trainers to branches, shops, or regions in need.
4. Actively identifying areas that could benefit from trainings and making trainings available to these areas.
5. Functioning as a clearinghouse for all training materials and making materials available to branches in advance of trainings.
6. Working closely with trainers prior to trainings to ensure that they are prepared. This work should include, but is not limited to, reviewing the training agenda and the trainer's outline. It would also include notifying trainers and potential trainers for the OTC.
7. Organizing a conference call for trainers after each training to debrief, evaluate the training, and determine what follow-up needs to be done. The six month follow up with branch would be part of this follow up.

8. The OTC will hold an annual meeting to collectively evaluate its work and curriculum and train identified workplace and organizing leaders to become future trainers.
9. Moderating the OTC e-mail list, which includes all committee members and trainers. Also, run regular announcements in IWW publications to expand the number member trainers.
10. Reporting to the GEB and the general membership of the union on a quarterly basis.
11. Prepare a budget request for the GEB.
12. Transfer materials and contact information of trainers to future OTC members.

Checklist for Trainers (pre-training)

Purpose:

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

Suggestions:

- Follow through
- Stay in regular contact with branch and OTC
- On finances, put it in writing or email
- Plan- failing to plan is planning to fail!

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

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

Location, food, and supplies:

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

Housing (trainers and attendees):

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

Finances:

- Travel of trainers: Branches pay based on their ability. This will be negotiated between OTC, branch/group, and if needed GHQ.
- Meeting space, food, copies, place for trainer to stay and transportation for the trainer from bus, plane or train to training. Branches are expected to pay/provide/arrange for these.
- Fundraising can be done prior to training. Events, grant writing, or passing the hat are some ideas for this.

Generic Timeline:

Two months before the training:

- Cost arrangements are agreed upon and email is sent to OTC and local IWW contact or Branch Secretary detailing such.
- Days and times are set.

One month or more before the training:

- Space has been reserved
- Trainer is prepared to go and the branch has communicated any special needs they have (such as an industry or campaign focus).
- Trainer(s) should book flights no later than 28 days before the training

Three weeks:

- Branch has completed publicity for training
- Trainer and branch contact have discussion on what the needs of the branch are.

One week:

- Trainer should check-in with branch and make sure that all is set up or prepped. Trainer should also get a sense of what kind of workers will be there.
- Trainer has notes ready and has reviewed them, keeping in mind the audience.

Day of training:

- Coffee, tea, light snack available at start of training.
- Writing space is available such as chalkboard, white board, butcher paper, or large meeting pad.
- Handouts or writing paper and pens for participants
- Have evaluations AND have folks fill them out.

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

Literature Committee Policies

General Overview:

The Literature Committee was established by the 1998 General Assembly in Portland, Oregon as on-going, voluntary committee to act on behalf of the General Assembly as a clearing-house for all literature by, for, and of interest to the IWW. The Committee is headed by a Chairperson who is appointed/elected each year by the General Assembly, and any member of the union in good standing who is interested in working with this Committee may join.

The Committee is charged with making recommendations to the General Executive Board as to the adoption or deletion of “official” literature for the union. However, it is the GEB that actually moves to make any pamphlet, book, poster, etc. as official literature of the union.

The Literature Committee has also been assigned the duty of establishing and maintaining a central index of all extant literature, and developing a working relationship with all interested parties to better facilitate the distribution of literature to the membership at large. In this capacity the committee will coordinate with all branches, groups, cooperatives and individuals producing literature to provide for the most accurate information available regarding IWW literature. It will act as a clearing-house of said information and aid in increasing awareness of available resources.

The Committee is also tasked with developing and commissioning new literature . . . Specifically, a motion in 2000 moved that General Executive Board recognizes the need for Industry-Specific Literature among the following groups: Service Industry, Printing Industry, High Tech Industries, Casual/Temporary Labor, Student Workers, and Building Construction.

Membership and Meetings of the Committee:

The Committee should convene a member of all interested members of the union at each General Assembly. Between Assemblies, to help improve communications, and provide members of the committee with a more immediate means of conducting business an “e-mail” list has been set up for the Literature Committee. Any union member interested in joining the discussion may subscribe to this list by contacting request@iww.org.

Likewise, since the Literature Committee is voluntary, any member of the union in good standing may join the committee at any time. To volunteer a member need only petition the Chair of the Committee.

Specific Goals:

To deal with these concerns two resolutions were passed by the Literature Committee in 1998:

1. An index of all literature being produced by and for the IWW needs to be organized. This index would list resources for literature no longer in print, as well as what literature is being produced by individual branches, groups, cooperatives and members, what the availability of this literature is, and what costs are associated with it. This index would provide every member with one central location where s/he could find pamphlets available for job action, membership drives, boycotts, and other activities. It would also help every group producing literature to be aware of needless duplication, allow them to work together for better dissemination and distribution, and provide a means of gauging cost of literature.
2. A clearinghouse needs to be set up where the information needed to produce such an index can be deposited, and where the membership can access said index in pursuit of available literature. Such a clearinghouse would not be a distribution center of literature, nor would it warehouse available literature; in stead it would provide information on where said literature is, and how it might be obtained.

Official Literature

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

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

- 5/1/00 One Big Union (2000 Edition J. Korber)
- 5/1/00 The Little Red Songbook
- 5/1/00 The IWW Organizing Manual
- 5/1/00 The IWW: What Everyone Should Know
- 5/1/00 Solidarity: The IWW and Industrial Unionism in America
- 5/1/00 A New Union Vision by Arthur Miller
- 5/1/00 The IWW: Its History, Structure and Methods by Vincent St. John (2000 ed)
- 5/15/00 The General Strike by Ralph Chaplin
- 5/15/00 You Are The Union by John Persak
- 6/1/00 The ABC's of Radical Unionism by Morgan Miller
- 4/1/04 Dual Carders and The IWW by Joshua Freeze
- 5/1/04 Think It Over by Tim Acott
- 4/4/06 What Is The IWW by Jim Crutchfield

The GEB also recognized the following publications as “official” publications for their respective regions in 2001 . . .

- The Industrial Worker - North America
- Bread and Roses - United Kingdom
- Direct Action - Australia

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

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

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

Finance Committee Policies

The General Assembly of the IWW shall convene a standing Finance Committee.

It shall include:

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

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

The Finance Committee will be responsible for:

- 1) Advising the GEB on financial matters
- 2) Prepare an operating budget
- 3) Advise GHQ on bookkeeping and accounting procedures
- 4) Make a report to the membership at least once per fiscal year

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

- 1) Assigning committees for elected members of the Finance Committee and the GEB Chair to contact to ask about budget requests
- 2) Submitting a quarterly report to the GEB
- 3) Calling for a vote on sending proposed budgets to the GEB no later than April 15

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

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

Policies & Procedures for the International Solidarity Commission (ISC)

The following document is meant to serve as a supplement to the guidelines directing ISC activity already contained in the union's constitution and is intended to be included in the union's Manual of Policies of Procedures. These Policies and Procedures are to be provided to all members serving on the ISC upon their election.

GENERAL ACTIVITY OF THE ISC:

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

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

POLICIES & PROCEDURES

1. Decision-making within the ISC will be accomplished through informal consensus of ISC members or majority vote on formal motions.
 - 1.1 Determining which method will be used is at the discretion of ISC members, however generally solidarity statements, endorsements of representatives, sponsored events, other issues requesting official ISC support or action and amendments or additions to official ISC policy, require formal motions.
 - 1.2 Wherever possible, the ISC endeavors to maintain comradely relations amongst its members and seek consensus, whether this is expressed in informal written or verbal decisions or formal votes.
2. The ISC seeks to respond to as many requests for solidarity as possible, however recognizing our limitations of time; we prioritize responding to requests directly made to the ISC/IWW by other organizations or members and branches within the IWW, and organizations the IWW is actively working to build connections with.
3. The ISC will issue external calls for support of IWW campaigns at the request of the body involved within the IWW, and following their instructions.
4. IWW members currently serving on the ISC are automatically empowered to contact groups of interest to the ISC to express our greetings on behalf of the ISC and the larger IWW, and seek a mutual exchange of general information, in person or telephone, email, mail, etc. Formal statements of support or greetings are required to be shared and approved by other ISC members by majority vote.

5. IWW members not serving on the ISC, who have contact with other groups are encouraged to contact the ISC and request status as an official representative of the ISC in correspondence with these groups.
 - 5.1 After reviewing information provided by the interested individual on their intended activities and related experience and knowledge, the ISC will vote on whether to appoint this person as an official representative.
 - 5.2 ISC representatives are empowered to deliver the greetings of the ISC on behalf of the IWW to other organizations and seek an exchange of general organizational information, with the intent of encouraging future communication between the IWW and this organization.
 - 5.3 The ISC will endeavor to provide its representatives with materials relevant to said groups, such as suitable translations of official IWW documents. Representatives will also be provided with general speaking points on the IWW useful for communicating with other groups.
 - 5.4 Translations of non-official I.W.W literature will be approved by the ISC by informal or formal motions.
 - 5.5 Translations of official I.W.W literature must be sent to the GEB for approval until such time a body is created to translate official literature of the I.W.W.
 - 5.5 The ISC will inform the General Executive Board whenever it has approved a representative, and communicate the perimeters of their mandate.
 - 5.6 ISC representatives are expected to be familiar with the political, social and cultural context of the groups they'll be engaging with.
 - 5.7 ISC representatives are also required to submit a written report to the ISC documenting their activities while serving in this capacity. Where appropriate, ISC representatives are encouraged to release reports to the wider membership of the IWW suitable for publishing in the union's media (i.e. the Industrial Worker).
6. As per ISC resolution TG-02 of 2006, the ISC will issue a monthly report on its activities to the general membership of the union. This will be posted on the ISC, GEB and general union email listservs, and published within the General Organizational Bulletin by the union's General Administration. Included in the report will be the text of all ISC resolutions and official statements for that month.
7. The ISC listserv acts as the primary means of communication for the ISC, all principle communication between ISC members via email (especially including motions and voting on motions) is expected to be included on this list. All members of the IWW are encouraged to subscribe to the ISC listserv. The ISC is also encouraged to hold phone conferences when feasible, with a report of the discussion and decisions made, promptly submitted to the ISC listserv.
8. Within the first few months of their annual term, the ISC will collectively compile an agenda of tasks and work to be accomplished, and use this document to provide an overall

direction to their activity above and beyond work done by the ISC that arises during the year.

9. At its discretion, the ISC may submit a budget request for funding to the GEB in time for deliberations on the general union's annual budget in January. Items can include (but are neither required nor limited to) translations, phone, fax, postage and travel subsidies.
10. In addition to its regular monthly reports, the outgoing ISC is required to provide the incoming ISC with a detailed report on the current status of its projects, as well as the recent history of communications and relations with other unions and organizations.
 - 10.1 The outgoing ISC will provide the incoming ISC with a list of its organizational contacts, briefly describing the status of relations with each one.
11. The ISC will endeavor through its year long term of work to progressively improve the quality and quantity of its contact with like minded labor organizations towards the goal greater international solidarity links.
 - 11.1 The ISC may seek to produce an information bulletin of relevant information on IWW activity, which has been made public, to be shared and reciprocated with organizations the ISC considers to be of interested for further coordination and cooperation. Information regarding I.W.W activity that has not been made public may not be communicated to any outside body without official discussion from official bodies of the I.W.W such as Delegates and or Official Committees appointed to said activities, (i.e. organizing campaigns, organizing strategy.).
12. Where appropriate, and in compliance with the constitution of the IWW, the ISC will participate in discussions with international unions towards the formation and growth of international industrial unions.
 - 12.1 The ISC will report by forwarding all information gathered on these meetings to the GEB and the union's general membership. When involvement of the larger IWW is being proposed in any activity or organization the GEB or the General Assembly of the union will be responsible for providing an official decision. The ISC will provide an official recommendation when submitted to said bodies.
13. The serving ISC may amend or add to these guidelines with a majority vote by formal motion.
 - 13.1. Changes that are accepted by the ISC must be submitted to the GEB for approval.

Election of Literature Department

Article 1. Elections

1. The Literature Department will be maintained by one chartered branch of the Union for a term of four (4) years.
2. In the third year of a branch's stewardship of the Department, an election will be held at the Delegate Convention to select a branch to maintain the Department.
3. In the final year of Literature Department's stewardship by a given branch, and after an election has been held if it selects a new branch to maintain the Department, the branch currently maintaining it must train and transfer materials to the new branch.

Administrative Agreement Between The General Administration And The British Isles Regional Organizing Committee

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

This agreement may be varied by consent of both the GEB and the BIROC.

1. The GST will email each year's General Referendum to the ROC Secretary no later than October 15. The GST will notify the GEB and the ROC Secretary that the ballot has been emailed. The ROC Secretary shall ensure that the ballot is conducted in accordance with Appendix 1 of the BIROC Constitution.
2. The GST will, upon request, send membership supplies and delegate rigging to the ROC, branches, and members at cost. The GST will, upon request, ensure that the Industrial Worker is airmailed to ROC members or branches at cost. ROC members or branches that wish to have the Industrial Worker airmailed directly shall pay in advance for such copies as may be ordered through the GHQ.
3. ROC branch delegates, and delegates at large, shall report monthly to the ROC Secretary, and remit funds to the ROC Treasurer as provided for in Sec. 3.6 of the BIROC Constitution. Membership information shall be promptly entered on the ROC database. The ROC Secretary shall remit all reports received to GHQ quarterly and the ROC Treasurer shall remit all per capita payments to GHQ quarterly. Membership information shall be promptly entered on the GHQ database. The per capita shall be as provided below in 4. below. The year for purposes of per capita payments shall be July 1 to June 30. The July - September quarter shall be due on October 1. The October – December quarter shall be due on January 1. The January - March quarter shall be due on April 1. The April - June quarter shall be due on July 1. The GST shall then issue credentials for ROC branches on July 1 as provided for in Article VI Sec. 4 (a) of the Constitution.
4. The ROC shall remit £0.50 per every member that is 3 months or less in arrears, per quarter. Such membership list for calculation of per capita payments shall be provided electronically to the GST. The ROC Treasurer shall remit payment by the due date as per 3. above. It is recognized that payment may take up to 14 days to reach GHQ.
5. As provided by the Constitution, the ROC shall issue all ROC branch charters and elect ROC officers on an annual ballot.
6. As provided by the Constitution, delegate credential blanks shall be issued by the GST. ROC delegates are required to clear their credentials with the ROC Secretary in March of each year. The ROC shall provide the GST with a copy of all such clearances and report to the GST when credentials are issued.
7. New members shall submit a Membership Application to the ROC, branch, or delegate for approval.

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

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

Job Duties for Delegates

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

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

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

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

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

Delegates are responsible for maintaining records of union materials in their possession. If delegates decide they no longer wish to serve in this office, they are responsible for returning their supplies to General Headquarters or to their local branch. Delegates are responsible for filling out the inventory clearance forms sent to them yearly from General Headquarters. Failure to fill out the form by the deadline will cause the delegate to become delinquent. Delinquent delegates will lose their right to vote in union referendum and will not be issued new delegate credentials for the year.

Job Duties for Branch Secretaries

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

Branch Secretaries are responsible for collecting reports from all branch delegates on a monthly basis. They consolidate these reports onto the Branch Secretary's Monthly Financial Report and forward this report, along with the delegate reports and the GA funds, to headquarters or to the branch treasurer (in those branches where these offices are discrete) who will then forward reports to headquarters. Failure to report monthly will cause headquarters' records to become out of date and list members in bad standing. These members will then not receive the GOB, referendum ballots, or the Industrial Worker.

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

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

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

Branch Secretaries are responsible for acting as the main contact from their branch to their assigned member of the General Executive Board. Any issues that affect the union as a whole or need the larger support of the union (such as a major organizing campaign, a lawsuit, etc.) should be reported to the GEB through the branch's assigned board representative.

Criteria for Reviewing and Issuing Charters

The following criteria will be the standard for the General Executive Board regarding petitions for and the issuing and reviewing of charters for shops, GMBs, IUBs, IUs, ROCs, IDCs, and other subordinate entities of the IWW.

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

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

Criteria for Dissolving Branches & Other Bodies

The Constitution provides as follows . . .

ARTICLE XI Charters

- Sec. 1. The number of signers required on an application for a Charter shall not be less than 10.
- Sec. 2. The charter of a union or branch shall be surrendered when membership falls below 5.
- Sec. 3. Upon a union surrendering its charter, the ROC (or GEB where no ROC exists) shall appoint a representative of the Industrial Workers of the World to take charge of the charter, supplies and property and funds of said union. Members or officers of said union refusing to deliver charter, supplies, property or funds of union surrendering its charter to the authorized representatives of the Industrial Workers of the World shall be expelled from the organization.

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

1. All property, tangible or intangible, real or personal, which is held by branches and other constituent bodies of the I. W. W. is the property of the whole organization, and is held in trust by those constituent bodies for the benefit of the whole organization. Under no circumstances shall the members of a defunct or disaffiliated body retain or divide among themselves the property held by that body, or transfer the same to any other organization.
2. The General Administration may declare a branch or other constituent body defunct if
 - a) Its membership in good standing falls below the minimum number required by the Constitution for three consecutive months;
 - b) It fails to hold meetings for three consecutive months;
 - c) It fails to have any officers for three consecutive months;
 - d) It fails to file a report with General Headquarters or to remit dues for three consecutive months; or
 - e) A majority of its members vote to surrender its charter, or to affiliate with any trade or business union, and there are not at least five members, willing to abide by the Constitution and By-Laws of the I. W. W., who object thereto.
3. Upon the happening of any of the events enumerated in Paragraph 2, the General-Secretary Treasurer shall promptly notify the General Executive Board, supplying any additional relevant information in his or her possession. If such information includes personal, scandalous, embarrassing, or other matter which ought not to be made public, the GST shall provide it by private communication to all members of the GEB. Any such matter may be made public by vote of the GEB.
4. If the body in question is subject to the jurisdiction of an Industrial Union or Regional Organizing Committee, the Secretary of that organization shall receive the same notice and information, and that organization shall take such action as may be called for in its charter or by-laws. If the IU or ROC having jurisdiction fails to take prompt action, the GST or GEB may take any reasonable steps necessary to safeguard the interests and property of the Organization, but shall take no such action without first informing the Secretary of the IU or ROC.
5. If the body in question is subject to the direct jurisdiction of the General Executive Board, or if the body having direct jurisdiction fails to take prompt action, the member of the GEB who is responsible for communication with that body (or if there is no such member, a member appointed by the chair) shall then investigate the matter and report within fourteen days to the full Board. If the report contains personal, scandalous, embarrassing, or other matter which ought not to be made public, the member shall provide it by private communication to all members of the GEB and the GST. Any such matter may be made public by vote of the GEB.

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

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

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

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

Process for Hearing Appeals of Complaints Between Members

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