



Northwestern Pennsylvania Area Labor Federation, AFL-CIO Constitution

Adopted November 5, 2005

**With recommended changes to comply with
the new rules governing June 27, 2011**

Northwestern Pennsylvania Area labor Federation Constitution Index

Article I – Name & Affiliation	Page 6
Article II – Purpose	Page 7
Article III – Composition & Delegates	Page 8
Article IV – Voting	Page 10
Article V – Meetings	Page 11
Article VI – Officers	Page 11
Article VII – Elections & Vacancies	Page 13
Article VIII – Duties of Officers	Page 13
Article IX – Executive Board	Page 14
Article X – Charges, Hearings, & Election Appeals.....	Page 15
Article XI – Per Capita, Taxes, & Fees	Page 17
Article XII – Financial Practices & Audits	Page 18
Article XIII – Lists	Page 19
Article XIV – Committees	Page 19
Article XV – Chapters	Page 19
Article XVI – Legislative & Political Action	Page 20
Article XVII – Collective Bargaining, Strikes & Boycotts	Page 20
Article XVIII – Rules, Parliamentary Authority & Amendments	Page 20
Article XIX – Oath of Obligation	Page 22

OBLIGATION OF DELEGATES

“I, (NAME OF DELEGATE), AGREE TO DEFEND THE PRINCIPLES OF TRADE UNIONISM;

TO WORK TO IMPROVE THE LIVES OF WORKING FAMILIES;

TO HELP ORGANIZE THE UNORGANIZED;

TO HELP BUILD A STRONG POLITICAL VOICE FOR WORKING FAMILIES AND STRONG ALLIANCES FOR THE LABOR MOVEMENT.

I PROMISE TO UPHOLD THE RULES OF THE AREA LABOR FEDERATION AND THE CONSTITUTION OF THE AFL-CIO.

I PROMISE TO BUILD FULL PARTICIPATION IN OUR AFFILIATION IN OUR AFL-CIO STATE AND LOCAL LABOR COUNCILS.

ALL THIS I SOLEMNLY AFFIRM.”

OBLIGATION OF OFFICERS

“I, (NAME OF OFFICER), AGREE TO DEFEND THE PRINCIPLES OF TRADE UNIONISM;

TO WORK TO IMPROVE THE LIVES OF WORKING FAMILIES;

TO HELP ORGANIZE THE UNORGANIZED;

TO HELP BUILD A STRONG POLITICAL VOICE FOR WORKING FAMILIES AND STRONG ALLIANCES FOR THE LABOR MOVEMENT.

I PROMISE TO UPHOLD THE RULES OF THE AREA LABOR FEDERATION AND THE CONSTITUTION OF THE AFL-CIO.

I PROMISE TO BUILD FULL PARTICIPATION IN OUR AFFILIATION IN OUR AFL-CIO STATE AND LOCAL LABOR COUNCILS.

I ALSO PLEDGE THAT I WILL DELIVER ALL PROPERTY IN MY POSSESSION BELONGING TO THE AREA LABOR FEDERATION TO MY SUCCESSOR IN OFFICE AND TO SURRENDER SUCH PROPERTY TO THE PRESIDENT OF THE AFL-CIO UPON HIS/HER OFFICIAL DEMAND.

ALL THIS I SOLEMNLY AFFIRM.”

**CONSTITUTION
OF THE
NORTHWESTERN PENNSYLVANIA AREA LABOR FEDERATION, AFL-CIO**

PREAMBLE

The Northwestern Pennsylvania Area Labor Federation, AFL-CIO is an expression of the hopes and aspirations of the working people in the following counties: Armstrong, Beaver, Butler, Cameron, Clarion, Forest, Clearfield, Crawford, Elk, Erie, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren and Westmoreland.

At the dawn of a new millennium, we proclaim a New Alliance to improve the lives of and increase power for working families, bring fairness and dignity to the workplace and secure social equity. We will prevail by mobilizing our members to support our cause and building a strong, diverse, free and democratic labor movement.

We will organize workers into unions, allied by common purposes and mutual reliance. We will recruit generations of organizers, amass resources to sustain their efforts and inspire workers to achieve dignity and security through organization and collective bargaining. We will generate broad understanding among our members of the necessity of organizing among our members, our leaders and all unorganized workers.

We will give political voice to workers in our area. We will fight for a public policy agenda favorable to working families at all levels of government. We will assemble a broad progressive coalition for social and economic justice. We will create a political force within the labor movement that will speak forcefully and persuasively on the public issues that affect our lives.

We will establish unions as active forces in our communities. We will build Union Cities to make the voices of working families heard in our neighborhoods. We will foster vibrant local and community labor councils. We will strengthen the ties of labor with our allies. We will speak out effectively and creatively on behalf of all workers in our communities.

With confidence and trust in the inherent power and goodness of our people and the promise of unionism, we proclaim this Constitution.

ARTICLE I- NAME AND AFFILIATION

This organization shall be known as the Northwestern Pennsylvania Area Labor Federation, AFL-CIO, hereinafter referred to as the Area Labor Federation. It shall at all times maintain affiliation with the American Federation of Labor and Congress of Industrial Organizations and conduct all of its affairs in accordance with the Constitution of the AFL-CIO and the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils* of that organization. As a chartered organization of the AFL-CIO, this Area Labor Federation shall conform its activities on state matters to the policies of the state AFL-CIO, and on national issues to the policies of the AFL-CIO.

ARTICLE II - PURPOSE

The objects of this Area Labor Federation are to promote, through appropriate activities in the geographical area covered by the charter of the Area Labor Federation, the principles of the American Federation of Labor and Congress of Industrial Organizations, including the following:

- (a) To assist in furthering the programs and policies of the AFL-CIO, or of organizations affiliated with the AFL-CIO provided such programs or policies are not inconsistent with the objects or policies of the AFL-CIO;
- (b) To build a strong political voice for working families by engaging them in the political and legislative process on a year-round basis;
- (c) To build labor, political, community and religious support to advance affiliates' organizing and contract campaigns;
- (d) To build a strong local labor movement of working people through mobilization and education to support working families' agendas;
- (e) To build coalitions with allies to fight for working families' agendas;
- (f) To build a united and effective public voice for working families by fostering strong diverse unions that predicate actively and positively in their communities around common goals.
- (g) To provide coordination of AFL-CIO programmatic goals to chartered central labor councils in the defined geographic jurisdiction.

(a) The functions and responsibilities of area labor councils and central labor councils within their respective areas shall be:

- (1) To assist in furthering the appropriate objects and policies of the AFL-CIO, or of organizations affiliated with the AFL-CIO (provided such objects or policies are not inconsistent with the objects or policies of the AFL-CIO).*
- (2) To serve as a means of exchanging information among affiliated bodies on matters of common interest.*
- (3) To provide aid, cooperation and assistance to affiliated local unions and other affiliated bodies in their common and individual endeavors.*
- (4) To propose, support and promote legislation favorable to and to oppose legislation*

detrimental to the interest of workers and organized labor.

(5) To encourage workers to register and vote, to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the local, state and national communities.

(6) To engage in such other activities as are consistent with the objects and principles set forth in the Constitution of the AFL-CIO and the policies of the AFL-CIO.

(b) Area labor councils, as chartered organizations of the AFL-CIO, shall conform their activities on national affairs to the policies of the AFL-CIO and on state matters to the policies of their respective state federations.

(c) Central labor councils, as chartered organizations of the AFL-CIO, shall conform their activities on national affairs to the policies of the AFL-CIO, on state matters to the policies of their respective state federations, and, if applicable, on regional matters to the policies of their respective area labor councils.

(d) Chapters are non-chartered subordinate bodies of a state, area or central labor council. Chapters may be authorized to enact bylaws consistent with the state, area or central council's constitution; elect a chapter president and secretary-treasurer, hold meetings of delegates from local unions within the chapter's geographic jurisdiction and make recommendations to the state labor council, the area labor council or the central labor council for its consideration. Chapters may not assess a per capita or membership fee. In accordance with the endorsement procedure for area labor councils and central labor councils, the chapter may endorse candidates running for local public office within the chapter's geographic jurisdiction and may screen, interview and recommend to the area labor council or central labor council candidates for state and federal legislative office but such recommendation is not binding on the council.

ARTICLE III- COMPOSITION AND DELEGATES

Section 1. This Area Labor Federation shall be composed exclusively of the following organizations within the geographic boundaries covered by the Area Labor Federation's Charter:

(a) Local unions and organizing committees of National and International Unions affiliated with the AFL-CIO, and local unions chartered directly by the AFL-CIO;

(b) Chartered AFL-CIO Central Labor Councils in the geographic jurisdiction, specifically: Greater Westmoreland, Beaver/Lawrence, Indiana-Armstrong and Clarion, Erie-Crawford, Butler, Mercer, Clearfield-Elk-Cameron and Jefferson, Venango, McKean/Potter, and Warren-Forest County.

(c) Local councils chartered by the Trade and Industrial Departments of the AFL-CIO;

(d) Joint Boards, District Councils, and similar subordinate organizations, which are chartered by an affiliate of the AFL-CIO;

(e) Associate Member Organizations approved by the AFL-CIO;

(f) Retiree organizations as recognized by and pursuant to the rules and policies of the AFL-CIO;

(g) Established AFL-CIO Constituency Groups in the jurisdiction of the Area Labor Federation.

(h) The NWPA ALF, AFL-CIO will undertake all reasonable efforts to ensure diversity of representation at every level.

Section 2. Affiliated local unions in good standing shall be entitled to representation at the Annual Meeting or special meetings based on per capita tax paid according to the following schedule:

50	members or less-1 delegate
51-100	members-2 delegates
101-200	members-3 delegates
201-400	members-4 delegates
401-700	members-5 delegates
701-1100	members-6 delegates

One additional delegate for each additional 500 members or major fraction thereof above 1100.

Section 3. (a) Affiliated subordinate bodies other than local unions shall be entitled to one delegate and one vote each.

(b) No AFL-CIO constituency group, or its delegate, may be present for or have voice or vote in any meeting or proceeding concerning the endorsement of a political candidate or other partisan political activity concerning public elective office by this Area Labor Federation, nor may any AFL-CIO constituency group, or its delegate, be present for or have voice or vote in any meeting or decision of this Area Labor Federation's Committee on Political Education.

Section 4. No person shall be eligible to serve as a delegate or officer unless he or she is a *member in good standing (for exception see rule 9a of rules governing)* of a local union affiliated with this Area Labor Federation or is a District, State, National or International Union representative regularly servicing an affiliated union.

Section 5. Disqualifications (a) No person shall be eligible to serve as a delegate who holds a salaried position, or any other position of administrative or executive authority, in a union or any subordinate branch of a union, which is suspended from, unaffiliated with or disaffiliated from the AFL-CIO.

(b) No person shall be eligible to serve as a delegate to the annual meeting, an officer of the Executive Board, a member of any committee of the Area Labor Federation, or as a representative, agent or employee of this Board who consistently pursues policies and activities directed towards the achievement of the programs or purposes of authoritarianism, totalitarianism, terrorism and other forces that suppress individual liberties and freedom of association.

Section 6. No delegate shall be seated at the annual meeting except upon submission of the proper credential from an affiliated organization in good standing. This credential shall be received, examined and attested to by the Credentials Committee, which shall determine the eligibility of the delegate and the standing of the organization sending the delegate. No voting shall be conducted at the annual meeting until the Committee has had adequate opportunity to present the credential committee report.

ARTICLE IV- VOTING

Section 1. Except on roll call votes, each delegate shall be entitled to one vote. *Note: Proxy voting by delegates is not permitted, per rules governing Section 9 c.* Voting shall be by voice vote or division of the house (show of hands or standing vote) unless a roll call vote is properly demanded by the required number of delegates as provided for in Sec. 2 of this Article.

Section 2. A roll call vote shall be held on any pending question, including election of officers, upon demand of thirty percent (30%) or more of the delegates present.

Section 3. The number of votes to which a local union is entitled on roll call votes shall be the average number of members as determined in accordance with Section 4 of this Article.

Section 4. The average membership of a local union shall be determined on the basis of per capita tax payments for the first twelve of the immediately preceding thirteen months. The average membership of a local union affiliated for less than this twelve months period shall be computed from the month of affiliation, and shall be determined by dividing the total per capita tax paid for all months affiliated by twelve. The affiliation date of all affiliates shall be based on the date that its initial per capita tax check is received by the area labor federation.

Section 5. The votes of a local union shall be divided equally among all its accredited delegates present and each delegate shall be entitled to cast only his/her assigned number of votes. To facilitate the calling of the roll, one delegate may be designated to cast all of the votes of the delegates representing the local union, provided that if any delegate shall challenge the correctness of the votes so cast, the individual delegates of that local union shall be polled.

Section 6. The Secretary-Treasurer shall maintain, on a current basis, the official roll of affiliates, showing the average membership of each local union as established under the provisions of Article IV, Section 3 and 4.

Section 7. The Secretary-Treasurer or his/her designee shall notify each central labor council of the number of affiliated members from each local union in its jurisdiction *monthly*. This shall be based on data received from each local union. The Secretary-Treasurer shall also provide each central labor council with contact information for the chief officer of each affiliated local union in the central labor council's jurisdiction.

ARTICLE V- MEETINGS

Section 1. Regular meetings of the Area Labor Federation Executive Board shall be held quarterly. Twenty days notice shall be given to all Executive Board members *and the President of the AFL-CIO* stating the meeting date, time, place and tentative agenda.

Section 2. A quorum for transaction of the business of the Executive Board shall *fifty percent of the* Executive Board members + 1 or more of its members.

Section 3. There shall be an annual meeting of the Area Labor Federation. Forty-five days notice shall be given to all affiliated organizations *and the President of the AFL-CIO* stating the meeting date, time, place and tentative agenda. *The quorum requirement shall be 50%* of the executive board members plus delegates of a sufficient number of different locals to ensure a broad representation of the affiliates but not less than 5 affiliates. Credentials shall be enclosed.

Section 4. Special meetings of affiliates for consideration of specific matters shall be held when:

- (a) Ordered by a regular meeting of the Area Labor Federation, Quorum for the regular quarterly meeting of the NWPA ALF,AFL-CIO shall be 50% of the executive board members plus delegates of a sufficient number of different locals to ensure a broad representation of the affiliates but not less than 5 affiliates.
- (b) Upon the call of the Chair,
- (c) By written request of the majority of the Executive Board, or
- (d) By a petition representing 30% of the affiliated membership of the Area Labor Federation.

Written notice of special meetings shall be given to all affiliated organizations and to all Executive Board members *and the President of the AFL-CIO* at least fourteen days in advance of the meeting. The matter, or matters, for consideration at the special meeting shall be stated in the notice and no other business shall be transacted.

Section 5. The President of the AFL-CIO and the PA AFL-CIO, and their designees, shall have the right to participate and have a voice in all area labor federation activities, meetings, and deliberations.

ARTICLE VI- OFFICERS

Section 1. The officers of the Area Labor Federation shall be:

- (a) Chairperson, elected by the delegates of the unions affiliated with the Area Labor Federation.

(b) Secretary-treasurer elected by the delegates of the unions affiliated with the Area Labor Federation.

(c) Five Vice-Chairs elected by the delegates of the unions affiliated with the Area Labor Federation

(d) The affiliated local union(s) of each national or international union within the jurisdiction of the Area Labor Federation shall together be entitled to one Executive Board Member, who shall be elected by the delegates of the Area Labor Federation. Three of the Executive Board Members shall serve the dual role of trustees. The Executive Board members shall elect the Trustees.

(e) **Ten (10)** Central Labor Councils Executive Board members, ***one from each of the Central Labor Councils in our jurisdiction.***

(f) In addition, one representative shall be elected by the Executive Boards of the Building Trade Councils in the jurisdiction of the Area Labor Federation. This representative shall be a member of a Building Trades Council Board residing in the Area Labor Federation's geographic area.

(g) Established AFL-CIO Constituency Groups in the Area Labor Federation geographic boundary may appoint a representative to the Executive Board. He or she must be a member of a local union that is affiliated with the Area Labor Federation. Where there are less than three Constituency Groups, the Executive Board of the Area Labor Federation shall have the ability to appoint up to three additional board members for purposes of diversity after each election. These terms shall expire at the same time as the other Executive Board members.

(h) Not more than three members from the same international union shall be eligible to hold officer from categories a, b, c and d at the same time. The Chair and the Secretary-Treasurer shall not be from the same International Union.

(i) Each member of the Executive Board shall be entitled to one (1) vote; however, any member of the Executive Board may call for a per capita vote. Twenty per cent of the Executive Board members must support a per capita based vote. On a per capita-based vote, each executive board member shall be entitled to cast a weighted vote equal to the union's membership within the jurisdiction of the Area Labor Federation on whom per capita tax is paid to the Area Labor Federation. Executive Board members representing organizations other than local unions shall be entitled to cast one vote.

(j) The Chair, Secretary-Treasurer and five Vice Chairs shall be considered the Executive Committee.

(k) The Interim Executive Committee shall be appointed by the President of the AFL-CIO effective November 2005. The balance of the Executive Board shall be elected by the delegates of the Area Labor Federation no later than June 30, 2006. Regular election for officers and executive board members will take place in the last quarter of the year 2007 for- ***two and a half***

(2 ½)-year terms of office. *Thereafter the annual meeting and elections will be held in the second quarter beginning in 2010 and every three years thereafter, for three year terms of office.*

(1) In accordance with the AFL-CIO *Ethical Practices Code*, no person who is convicted of any felony involving the infliction of grievous bodily injury, any crime of dishonesty or any crime involving abuse or misuse of such person's position, or employment in a labor organization or an employee benefit fund shall serve as an officer or managerial employee of the Area Labor Federation.

Section 2. Each officer, at the time of election and at all times during the term of office, shall be a duly accredited member from an affiliated organization. If an officer ceases to be a member, the office held shall thereby become vacant and the Executive Board shall elect a member under the provisions of Article VII, Section 7 in this constitution.

ARTICLE VII-ELECTIONS AND VACANCIES

Section 1. Nominations and elections for officers and executive board members positions shall take place at the annual meeting.

Section 2. Appointment of Election Committee. Thirty days prior to the election of officers the Chair shall appoint an Elections Committee subject to the approval of the Executive Board. Members serving on the Elections Committee shall not be candidates for any office. Election Committee members shall also serve as ballot clerks. The Election Committee shall verify that all affiliates casting ballots are eligible to vote under the provisions of this constitution. The chairperson of the Election Committee shall request that the Secretary-Treasurer check the eligibility of all candidates. Immediately after the completion of the election, the Election Committee shall prepare a written report showing the number of votes cast for each candidate and sign it. This report and the ballots shall be presented to the Secretary-Treasurer. Ballots shall become part of the records of Area Labor Council and shall be preserved and available for examination by any delegate or officer of an affiliated organization for a period of not less than six months. The Election Committee shall review election appeals in accordance with Article VII, Section 8.

Section 3. No less than 45 nor more than 120 days prior to an election of area labor federation officers, the Secretary-Treasurer shall compile and notify each affiliated organization of the availability of a list containing the following information: (i) the name and address of each of the area labor federation's elected officers (including Executive Board members); (ii) the name and mailing address of each of the organizations affiliated with the area labor federation; (iii) the name of each of the affiliated organization's principal officers; (iv) each organization's projected per capita voting strength and delegate entitlement at the election; and (v) to the extent available, the names and mailing addresses of the delegates. Officers of organizations affiliated with the area labor federation shall also be entitled to inspect at the place where the records are kept and to make their own notes concerning the most current underlying records relating to the information included in the list provided above. This Area Labor Federation shall also compile and notify each affiliated organization of the availability of a list containing the information set forth above in each non-election year in the same month in which the information was last provided.

Section 4. (a) The election shall be held in accordance with Rule 9(b) of the Rules Governing. The election for uncontested offices may be by acclamation. The election of contested officers shall be held by voice vote, division of the house or roll call. Election ballots shall be signed by the delegates casting the ballot and shall show the affiliate and the voting strength of the local.

(b) It shall require a majority vote to elect officers. In cases where no candidate for a particular office receives a majority on the first vote, all but the two candidates for that office receiving the greatest number of votes shall be eliminated and a second vote shall be taken.

(c) In the event an election results in a violation of Article VI, Section 1(h) the person involved who is elected to the office with highest rank shall be declared elected. For purposes of this subsection the rank of the offices shall be determined by the order named Article VI, Section 1. The individual receiving the next highest votes shall fill any vacancy created as a result of this section.

Section 5. Ballots shall become part of the records of the labor federation and shall be preserved and available for examination by any delegate or officer of an affiliated organization for a period of not less than six months.

Section 6 Installation of officers shall be held at the conclusion of the election, except that an officer-elect who is unavoidably absent shall be installed at the earliest possible meeting following the election, or may be given the obligation at a meeting of the Executive Board.

Section 7. In the event of a vacancy in any office, the highest- ranking officer shall recommend a member in good standing to fill the vacant position, subject to the approval of the Executive Board.

Section 8. A protest of the election of any officers or executive board member of the area labor federation may be made by a candidate for office or an affiliated organization to the Elections Committee within 30 days of the certification of the election. The Election Committee shall review the protest in accordance with the appropriate provisions of Article X of this Constitution.

ARTICLE VIII- DUTIES OF OFFICERS

Section 1. The Chair shall: be the presiding officer of all meetings of the Area Labor Federation and of the Executive Board; countersign all orders for the payment of funds of the Area Labor Federation; and shall have authority over staff. The Chair will exercise general supervision over the affairs and activities of the Area Labor Federation between Executive Board meetings, and shall consult regularly with Executive Board members by phone, fax, e-mail or in person; have the power to interpret the Constitution. The chair shall be an ex-officio member of all committees and perform such other duties as usually pertain to the office and as may be ordered by the Area Labor Federation or the Executive Board. The Chair may appoint as many Sergeants-at-Arms as necessary to assist in maintaining order and in the conduct of meetings of the Area Labor Federation. The Chair shall head the screening committee for recruitment and hiring of staff. The Chair shall appoint additional members from the Executive Board to serve on this committee. A representative from the State AFL-CIO and the National AFL-CIO shall also serve on the committee.

Section 2. The Secretary-Treasurer shall: be the custodian of the records of the Area Labor Federation; keep a correct record of the proceedings of all meetings of the Board and of the Executive Board;

receive and disburse all funds of this Area Labor Federation upon proper authorization; maintain adequate financial records showing the standing of all affiliated organizations and the source and disposition of all funds; manage the funds and keep the financial records in a manner which generally conform with acceptable accounting standards and abides by those accounting and financial controls as may be approved by the Executive Council of the AFL-CIO or Secretary-Treasurer of the AFL-CIO; submit to the Area Labor Federation a monthly financial statement of all funds, showing the accounts in such detail as the Executive Board or the Area Labor Federation may require; and submit the books for audit on request of the Executive Board. The Secretary-Treasurer shall notify central labor councils of the number of members each affiliated local union represents in each labor council's jurisdiction based on per capita data provided by the local union. Said notification shall be sent out quarterly. Administrative staff may assume some of the aforementioned duties.

Section 3. In the absence or incapacitation of the Chair, a Vice Chair shall perform the duties of the Chair. The Vice Chairs shall also assist the Chair in other duties as requested.

Section 4. The Trustees shall be the custodians of the physical properties of the Area Labor Federation and shall prepare and maintain an inventory of all such properties showing the date of purchase, the cost and estimated current value. They shall examine the records of the Secretary-Treasurer quarterly and shall report to the Board on the condition of these records. They shall also arrange for an annual audit and report on it at the annual meeting.

Section 5. (a) Every officer and employee(s) of this Area Labor Federation, whether elected or appointed, has a high fiduciary duty and sacred trust to serve the best interest of the members honestly and faithfully. All officers and employees having fiscal responsibility shall be bonded.

(b) No officer or employee shall own property or have a personal financial interest which conflicts with the full performance of his/her fiduciary duties.

(c) All officers and employees shall abide by the applicable standards of conduct mandated by the *AFL-CIO Ethical Practices Code*.

ARTICLE IX - EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of all the elected members enumerated in Article VI, Section 1 (a-~~h~~).

Section 2. The Executive Board shall be the governing body of the Area Labor Federation between its Annual Meeting. It is authorized and empowered to take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the Board / Federation and as may be necessary and appropriate to safeguard and promote the best interests of the Board and its affiliated unions.

Section 3. The Area Labor Federation, in coordination with the Pennsylvania AFL-CIO, the National AFL-CIO and central labor councils, shall develop and implement a unified strategic plan and budget at least every two years. Central Labor Council's shall submit to the Area Labor Federation its work plan and budget based on the goals and objectives of the state federation and area federation's work plan. After reviewing the central labor council's work plan and budget, the Area Labor Federation shall

notify each central labor council of its approved budget. Checks to central labor councils for approved work plan activities shall be provided quarterly.

Section 4. The Executive Board shall meet quarterly at such time and place as it may determine and it shall meet on call of the Chair when a special meeting is necessary.

Section 5. The Executive Board shall have the power to make a temporary appointment to any office not otherwise provided for in this Constitution and for period of temporary disability of an officer, the absence of an officer, or in case of a permanent vacancy, until a special election has been held.

Section 6. A quorum for transaction of the business of the Executive Board shall consist of *fifty percent (50%) +1* of its members

ARTICLE X -CHARGES, HEARINGS AND ELECTION APPEALS

Section 1. Any affiliated organization by vote of its membership, or any officer of or delegate to the Area Labor Federation shall have the right to file charges (a) against any delegate to the Federation for having engaged in conduct or a course of activity hostile or contrary to the best interests of this Federation, or its constitution, or (b) against any officer of this Federation for violating the Constitution or rules of the AFL-CIO or the Constitution of this Federation, or for conduct unbecoming an officer, misappropriation of funds, malfeasance in office or neglect of duty, or (c) against any organization affiliated with the Area Labor Federation for having engaged in conduct or a course of activity hostile or contrary to the best interests of the Area Labor Federation or contrary to this Constitution.

Section 2. All charges or election protests (see Art.VII, Sec 8) shall be in writing, specifying the particular act or acts charged; shall be signed by the charging party or by its officers, if an affiliated organization; and shall be filed with the Chair or the Secretary-Treasurer of the Area Labor Federation, or with any other officer of the Area Labor Federation, if both the Chair and the Secretary-Treasurer are charged.

Section 3. Upon receipt of the charges or protest properly filed, the officer receiving same shall present them to the Executive Board at its next meeting and the Executive Board shall determine by majority vote whether or not the charges or protest merit a hearing. Elections protests shall be filed first with the Elections Committee, which shall report its findings to the Executive Board.

Section 4. If a hearing is warranted, all parties to the dispute shall be given adequate notification of not less than thirty days of the hearing date, along with a copy of the charges or protest and a record of action taken by the Executive Board or Election Committee to date. Both the accused and the charging party shall be accorded full opportunity to be heard and to present evidence.

Section 5. Following a hearing, the Executive Board may take appropriate action, including: in the case of charges, the suspension or expulsion of any delegate or affiliated organization, and the suspension or removal of any officer found guilty of the charges by a two-thirds vote. In the case of an election protest, order appropriate remedies up to and including the rerun of the election.

Section 6. The Executive Board shall notify all parties of its decision within thirty days after the hearing. Said notification shall be sent by certified mail.

Section 7. The decision of the Executive Board may be appealed to the President of the AFL-CIO within thirty days of receipt of notification. The decision of the Board shall remain in effect during the appeal unless reversed, modified or temporarily stayed by the President of the AFL-CIO.

Section 8. In accordance with Rule #26 of the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*, no organization or individual seeking redress under this Article shall resort to any court until all relief within the AFL-CIO as provided for within this Constitution, the Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils and the Constitution of the AFL-CIO is exhausted.

ARTICLE XI- PER CAPITA TAXES AND FEES

Section 1. Affiliated local unions shall pay a monthly per capita tax of **\$.37 per member per month** on all its members within the jurisdiction of this Area Labor Federation. A local union desiring to affiliate shall pay one month's per capita tax at the time of affiliation. Locals may pay per capita monthly, quarterly or semi-annually in advance. Per capita tax for succeeding months shall be due on the first of each month thereafter. Per capita tax in each case shall be based on the number of dues-paying members for the preceding month. If per capita tax for any month is not paid by the first of the following month the local union shall be deemed in arrears. Affiliates with multi-council jurisdiction shall indicate to the Area Labor Federation at the time of affiliation, how many members of their total affiliation it is designating to each central labor council.

Section 2. Other affiliated organizations (as defined in Article III, Section 1), shall pay an annual fee of **\$20 shall be remitted to the Area Labor Federation.** Any such organization desiring to affiliate shall pay one year's fee at the time of affiliation. The annual fee for succeeding years shall be due no later than January 15, and if not paid by the first of February, the organization shall be deemed in arrears.

Section 3. The Secretary-Treasurer shall notify a local union or other organization that becomes two months in arrears of the delinquency in writing. If the union or organization becomes three months in arrears it shall not be considered in good standing and shall not be entitled to voice or vote in meetings of this Area Labor Federation. It shall be so notified in writing by the Secretary-Treasurer. A copy of these notices shall also be sent to the respective Central Labor Councils.

Section 4. A local union or other organization that becomes four months in arrears shall stand suspended from membership and shall be notified in writing by the Secretary-Treasurer. Notice of this suspension shall also be sent to the International Secretary-Treasurer of the affiliate and to the respective Central Labor Councils.

Section 5. A local union or other organization which has been suspended, or which has withdrawn from membership, may be reinstated by payment of all amounts due at the time of suspension or withdrawal and the current per capita tax or annual fee. The average membership of a reinstated local union, for purposes of roll call voting, shall be calculated from the date of reinstatement, as if it were a newly affiliated local union.

Section 6. The Executive Board upon receiving a written request from an affiliate citing financial difficulties, may exonerate any local union from payment of per capita tax for any month that, if in his/her opinion just cause for such exoneration exists. Board members representing such local shall not vote on the question of exoneration. It is the responsibility of the affiliate to provide quarterly updates to the Executive Board. Exonerated affiliates shall be regarded, for purposes of this Constitution, as paid up affiliates for the period of exoneration with full voting rights based on the number of members previously affiliated with the area labor council.

ARTICLE XII- FINANCIAL PRACTICES AND AUDITS

Section 1. All funds of this Area Labor Federation shall be placed on deposit in a national bank or other federally insured financial institution, as designated by the Executive Board and shall be paid out only by check bearing the signatures of two of the following: of the Chair and the Secretary-Treasurer, and/or a designated Vice-Chair. All invoices, receipts and other supporting documents shall be attached to a voucher and shall be approved by the Secretary-Treasurer or his/her designee. The NWPA ALF discourages the use of credit and/or debit cards in their name because of the lack of the need of two signatures. All checks shall require the signature of two officers.

Section 2. The accounts and financial records of the Area Labor Federation, including all committees and subordinate agencies of the Area Labor Federation, shall be audited annually at the direction of the organization's trustees and shall cover the full calendar year. These audits shall be made available to affiliates at the annual meeting and a copy shall be sent to the AFL-CIO. The Executive Board may require more frequent audits or examination of the accounts and financial records of the Secretary-Treasurer at its discretion.

Section 3. All officers and agents of this Area Labor Federation having a financial responsibility shall be covered by a fidelity bond in an amount to be determined by the Executive Board, or as may be required by the Secretary Treasurer of the AFL-CIO. Should the amount of this bond exceed the amount of the bond regularly furnished without cost by the AFL-CIO, the Area Labor Federation shall pay the additional cost of such bond. *It is required that a bond against theft be in an amount of no less than 10% of the revenue from the prior year. .*

Section 4. The Area Labor Federation shall file such reports as may be required by the national AFL-CIO pursuant to Rule # 6 and Rule #14 of the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils.* *It is now required that we adopt an annual budget, a written expense and travel policy be adopted that requires reimbursement through the submission of original receipts, and the distribution of financial statements at each Executive Board and General Meeting. It also requires that any Area Labor Federation with receipts of \$150,000.00 or more have an audit by an outside CPA firm no less than every two years.*

ARTICLE XIII-LISTS

All lists of affiliates or members of affiliates in possession of the Area Labor Federation shall be used exclusively in carrying out the authorized programs and work of the Board. Lists shall not be released

to any person or organization for any other purpose unless a release has been authorized by the Board and the appropriate officers of the affiliate or affiliates involved.

No less than 45 nor more than 120 days prior to an election of area labor council or central labor council officers, the area labor council or central labor council shall compile and notify each affiliated organization of the availability of a list containing the following information: (i) the name and address of each of the area labor council or central labor council's elected officers (including executive board members); (ii) the name and mailing address of each of the organizations affiliated with the area labor council or central labor council; (iii) the name of each of the affiliated organization's principal officers; (iv) each organization's projected per capita voting strength and delegate entitlement at the election; and (v) to the extent available, the names and mailing addresses of the delegates. An area labor council or a central labor council shall compile and notify each affiliated organization of the availability of a list containing the information set forth above in each non-election year in the same month in which the information was last provided. Officers of organizations affiliated with the area labor council or central labor council shall also be entitled at the place where the records are kept, to inspect and to make their own notes concerning the most current underlying records relating to the information included in the lists provided for above.

ARTICLE XIV-COMMITTEES

Section 1. The following standing committees of a minimum of 3 members each shall be appointed by the Chair with the advice and consent of the Executive Board: Ethical Practices, Finances, Personnel, and Strategic Planning. Other committees may include, but are not limited to: Mobilization, Union Cities, Affiliations, Organizing, Community Services, Economic Development, Political, Credentials, Education, and Constitution and Bylaws.

Section 2. Special Committees may be established from time to time by the Area Labor Federation Executive Board and shall be appointed by the Chair.

Section 3. All Committees shall report regularly to the Area Labor Federation Executive Board and any Committee which fails to function shall be dismissed and a new Committee appointed.

ARTICLE XV - CHAPTERS

Section 1. Chapters may be developed in geographic areas where a central labor council does not exist. A chapter shall have a chairperson and a secretary. Chapters may enact bylaws consistent with the Area Labor Federation's constitution and the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*. Chapters shall carry out local political, legislative and solidarity programs as deemed appropriate by the Area Labor Federation. Any local union with members in a chapter's geographic area may send members to the chapter meeting. Chapters may receive funds from the Area Labor Federation for approved activities.

ARTICLE XVI- LEGISLATIVE AND POLITICAL ACTION

Section 1. The legislative and political activities of the Area Labor Federation shall be under the direction of the Executive Board.

Section 2. The Area Labor Federation shall advance the political mobilization program under the direction of the Committee on Political Education.

Section 3. All legislative and political activities shall conform to the policies of the State AFL-CIO on state matters and to the policies of the National AFL-CIO on national affairs, and to the policies of each Central Labor Council on local matters.

Section 4. The Chair and Secretary-Treasurer of the Board shall be the chair and chief financial officer respectively of the Committee on Political Education. The Executive Board shall constitute the Area Labor Federation's Committee on Political Education. Additional members may be added to the Committee in accordance with properly approved By Laws.

Section 5. The COPE shall operate in conformity with the policies of the AFL-CIO including Rules #30 through #46 of the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*, and State COPE.

Section 6. The Area Labor Federation's Committee on Political Education shall have power to formulate By-Laws to govern COPE.

ARTICLE XVII- COLLECTIVE BARGAINING, STRIKES AND BOYCOTTS

Section 1. This Area Labor Federation shall not take part in any collective bargaining activities or in any labor dispute, including strikes, except upon the request or consent of the aggrieved union or organizing committee or in the case of a local union directly affiliated to the AFL-CIO, except upon the request or consent of the AFL-CIO President.

Section 2. This Labor Federation does not have the power or authority to originate a boycott or to initiate action to place an employer on an "unfair" or "do not patronize" list. All such action shall be taken only on written request of the aggrieved union or in response to an action of the AFL-CIO. When such action is requested by an aggrieved union, the labor council shall be governed by appropriate procedures of Rule 21 of the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*.

ARTICLE XVIII- RULES, PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1. In case of conflicts between the provisions of this Constitution or other laws or actions of this Area Labor Federation and the Constitution of the AFL-CIO, and/or the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils* issued by the Executive Council of the AFL-CIO, the latter shall prevail. When conflicts occur, appropriate steps shall be taken by the Executive Board to initiate amendments to this Constitution or to modify the laws or actions of this Area Labor Federation as necessary to bring them into conformity with the Constitution and *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*.

Section 2. The parliamentary rules contained in *Robert's Rules of Order, Revised*, shall govern this Area Labor Federation in all cases to which they are applicable and where they are not inconsistent with this Constitution, or such special rules of order as may be adopted by this Area Labor Federation.

Section 3. This Constitution may be amended at the Annual Meeting of this Area Labor Federation by two-thirds of the votes cast. All proposed amendment(s) shall be submitted in writing to the Secretary-Treasurer at least forty days prior to the Annual Meeting and properly certified by an affiliated organization or by a delegate representing an affiliated organization. The Executive Board may also propose amendments. All proposed amendments shall be mailed to all affiliates at least thirty-five (35) days prior to the Annual Meeting at which it is to be considered. Amendments to this Constitution shall become effective when approved by the President of the AFL-CIO.

ARTICLE XIX- OATHS OF OBLIGATION

Section 1. Obligation of Delegates

Upon acceptance of a delegate's credential, the presiding officer shall administer the following obligation: Before entering upon the duties each delegate shall assume the following obligation:

“I, (name of delegate), agree to defend the principles of trade unionism; to work to improve the lives of working families, to help organize the unorganized; to help build a strong political voice for working families and strong alliances for the labor movement.

I promise to uphold the rules of the Area Labor Federation and the constitution of the AFL-CIO.

I promise to build full participation and full affiliation in our AFL-CIO state and local labor councils.

All this I solemnly affirm.”

Section 2. Obligation of Officers

Before entering upon the duties each officer-elect shall assume the following obligation:

“I, (name of delegate), agree to defend the principles of trade unionism; to work to improve the lives of working families, to help organize the unorganized; to help build a strong political voice for working families and strong alliances for the labor movement.

I promise to uphold the rules of the Area Labor Federation and the constitution of the AFL-CIO.

I promise to build full participation and full affiliation in our AFL-CIO state and local labor councils.

I also pledge that I will deliver all property in my possession belonging to the Area Labor Federation to my successor in office and to surrender such property to the President of the AFL-CIO upon his/her official demand.

All this I solemnly affirm.”