

THE CONSTITUTION IS THE KEY

Your Constitution and By-laws of your Central Labor Council along with the Rules Governing CLCs and ALFs set the framework for the structure and operations of your CLC.

Review of the constitution should be the first priority, but since you all have fulltime jobs and are doing this as volunteers , the NWPA ALF developed this guide to help you understand and be able to hit the ground running .

Your constitution designates:

- ◇ the jurisdiction of the CLC,
- ◇ The titles and responsibilities of Officers and Executive Board Members and the number that are elected or appointed,
- ◇ the length of terms of office,
- ◇ when the nominations, elections and installation of officers happen,
- ◇ Requirements for notices to the affiliates (usually not less than 45 days or more than 120 days prior to the election)
- ◇ the meeting frequency of your CLC (usually monthly)
- ◇ your meeting Date (IE: Third Thursday of each month) and Time (7:30 PM) , the location is rarely addressed in the constitution.

The NWPA ALF has a chart with all of this information for each of its CLCs that you can request for quick access. Call 814-360-8336 or email nwpaalf@gmail.com to request a copy.

NWPA ALF, 1276 Liberty St. Ste 2, Franklin, PA 16323

The NWPA ALF is an assistive organization to our 10 CLCs. The work we do here is to serve as a means of exchanging information among affiliated bodies on matters of common interest and to provide aid, cooperation and assistance to affiliated local unions and other affiliated bodies in their common and individual endeavors.

We realize that CLC Officers have fulltime jobs and serves as volunteers. With the formation of the Area Labor Federations some aspects of the CLCs changed to lessen some of the workload on those dedicated activists who serve a CLC officers.

One time consuming aspect was the billing and collection of Per capita payment that entitle the affiliates to have delegates to the CLCs. The Area Labor Federation does this task and they also help by maintaining the records of the delegates to all of the CLCs as reported by the affiliates. Every month as required we report to each CLC a variety of things:

*The names and contact information of the affiliates and delegates of the CLC .

*A report of affiliates and their voting strength.

* A financial report showing how much money was collected from the affiliates in your area.

*We also send labels and sign-in sheets ready to print and for your convenience, if you choose.

Our ALF has worked with our CLCs and designed Brochures to help promote them. As the delegates are submitted by the affiliates we send the appropriate CLC Brochure/s to each new delegate. Every year we work with the CLCs to update the information on their brochures.

We have available some other brochures that may be of assistance to your CLC, contact us if you would like any of them:

- ◇ How to chair a Meeting
- ◇ Financial Record Keeping
- ◇ Trustee Auditing Guide
- ◇ Guidelines for Political Activities
- ◇ NWPA AFL-CIO Legislative Directory

STRUCTURE, ACTIVITIES AND EVENTS OF CENTRAL LABOR COUNCILS



A Guide to How Central Labor Council's of the AFL-CIO Operate?

Produced by NWPA Area Labor Federation, AFL-CIO

STRUCTURE OF THE CLC:

- * The Delegates and Alternates are the life blood of the Central Labor Council.
- * All affiliates have the right to elect or appoint delegates to the council based on two things, the Per Capita payments which are sent to the NWPAA ALF and their Local Union Constitution and Bylaws. A delegates chart based on the constitution of the CLCs/ALF is used to determine the number of delegates each affiliate can have based on their Per Capita Payments. See the CLC Constitution for a complete list of who can affiliate.
- * All delegates of the Central Labor Council in good standing can run for office. See the constitution and rules governing for exceptions for the make-up of the executive board.
- * Nominations of officers and the Executive – Board shall occur during the month prior to the election in the year appropriate for your CLC. Most CLC Constitutions state that nominations can be reopened at any time prior to the election by majority vote. The election shall be held at the following regular meeting.
- * The Installation of officers is also designated in your Constitution with verbiage like, "shall be held at the conclusion of the election or in some cases at the next regularly scheduled meeting".
- * The Executive-Board meets in advance of the delegates and makes recommendations to the Council.
- * The Executive Board shall be the governing body of the CLC between meetings, and is authorized to take such action and render such decisions as may be necessary to carry out the decisions of the Central Labor Council, and, as may be necessary and appropriate, to safeguard and promote the best interests of the CLC and its affiliated unions.

COMMITTEES OF THE CLC:

Committees build Solidarity, create and implement most of the plans and activities of the council. **The President of the council is the ex-officio member of all committees.**

- ◇ Each committee shall have a chair and/or co-chairs and may work independently but must take direction and receive approval of all functions and expenditures from the council.
- ◇ Though you have standing committees per your constitution, committees can also be set up for a special project/s or event/s .
- ◇ All committees are responsible to report to the CLC about their actions and events at regular delegates meetings.
- ◇ Active committees are crucial to the strength and Solidarity of a council. Some up and coming leaders learn valuable leadership skills while serving on committees and especially as a committee chair or co-chair.
- ◇ Delegates may choose to serve on committee/s of interest to them. When serving on a committee delegates have an opportunity to shine and show their talents. Many committees benefit from the assistance not just of the delegate but also the spouse and other family members.

These committees of (5) five members are usually listed as standing committees: Organizing Support, Education, Community Services, Legislative Action, COPE, Label, Grievance & Strike Relief, Ethical Practices, Affiliation and Mobilization.



SCHEDULE OF EVENTS

AND DEADLINES:

- ◇ Due April 1st recommendations and/or endorsements for primary elections.
- ◇ April 28th– Workers Memorial Service.
- ◇ Pre Primary Election Candidates Night
- ◇ Due usually in mid-July are your CLC recommendations and/or endorsements for general elections which are sent to your state Federation (PA AFL-CIO).
- ◇ 1st Monday in September - Labor Day.
- ◇ Pre General Election Candidates Night
- ◇ November Day of Action varies.
- ◇ December 10th International Human Rights Day.
- ◇ Financial and PAC reporting deadlines vary but the Annual Report to the AFL-CIO is usual due Mid February, the 990 report is due on May 15th for the prior year.
- ◇ December CLC Meetings are often moved to accommodate Christmas party (working meeting).
- ◇ When making your own list of events and deadlines, remember to include chronologically all planned events of your CLC: (IE: Banquets, Breakfasts, Golf Outings, Christmas Party, etc..).

It is highly recommended that new officers educate themselves about their CLC by communicating with the activists, committee chairs/co-chairs and especially any prior officers and discussing the various events that have happened in the past and their importance.

Now that you understand the functions of CLCs and the vital role of the delegates / activists, "Will you become a Delegate.?"