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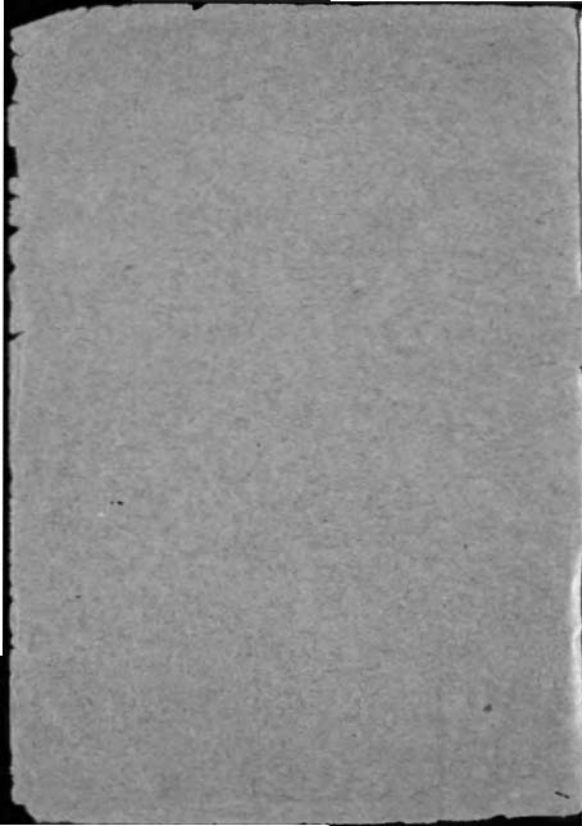
BY-LAWS

of the

Construction Workers Industrial Union No 573

Instructions to
Members, Delegates
Branch and District
Secretaries





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Construction Workers Industrial Union No 573

Instructions to
Members, Delegates
Branch and District
Secretaries



BY LAWS

1. That General Organization Committee of C. W. I. U. No. 573 shall be composed of seven members.

2. The Organization Committee is to nominate and elect their own chairman at their first session following adjournment of convention.

3. The Secretary-Treasurer shall assume full control of the C. W. I. U. office and be responsible for same and shall have full power to employ or discharge all office help. Union help to be employed whenever possible.

4. The Chairman shall preside at all meetings of the Organization Committee and shall, with the Secretary-Treasurer, sign all checks. He shall remain in office at all times, except in case of emergency.

5. In case of sickness, death or removal of Secretary-Treasurer, the Chairman of the Organization Committee shall assume the duties of Secretary-Treasurer until such time as his successor is elected.

6. The three members of the Organization Committee who are nominated by the Organization Committee and who receive the largest number of votes, shall audit the books of the Secretary-Treasurer one month before the semi-annual conference.

7. No member of the Organization Committee shall act as branch secretary, except pro tem until a business meeting can be held and a secretary be duly elected. Nor shall such committee-man act as stationary delegate, except temporarily until a stationary delegate can be appointed.

8. Secretary-Treasurer and all nominees for the Organization Committee shall be members of the I. W. W. for two years, the last six months of which must be in C. W. I. U. No. 573.

9. Branch Secretaries to be elected by members of branches subject to approval of Organization Committee. The Secretary-Treasurer to be notified immediately of all elections. The Organization Committee shall state reas-

ons for removal of or objection to any elected official.

10. All books and supplies of branches shall be audited at least twice a month and copy of report sent to Secretary-Treasurer.

11. No supplies shall be issued except by main office, branch secretaries, stationary delegates, traveling delegates, and district secretaries.

12. All district secretaries shall bank all organization moneys. At least two trustees shall be elected; the name of secretary and name of at least one trustee must be applied to all checks, and all district secretaries must remit all moneys above thirty days' running expenses, with report, to Secretary-Treasurer of their respective Unions, at least once a month.

13. Delegates must collect full initiation fees when lining up members. Paid up cards of recognized labor unions are accepted as initiation fee. NOTE—This applies to all.

14. All Secretaries, Stationary Delegates, and Traveling Delegates shall sign their delegate number on

back of credentials when issuing supplies and credentials.

15. + That all Organization Committee men, traveling delegates and all members traveling for No. 573, shall carry, duplicate receipt books and get signatures of agents when buying railroad tickets, or for any money paid out.

16. Any member of C. W. I. U. No. 573, who shall be delinquent with organization funds one year, through his own carelessness, shall be expelled from the organization.

17. The semi-annual conferences of C. W. I. U. No. 573 shall be delegate conventions, the delegates to be elected from the membership of the various branches.

Instructions to Members, Delegates, Branch and District Secretaries.

FOREWORD

The following instructions are drawn up to make easy the work of members and delegates in the field and if adhered to will result in the making up of correct reports and simplifying the work of the central office, besides educating the members and delegates in the correct way of transacting business. Each member and delegate will be supplied with a copy of these instructions and he is requested to study them carefully and apply the knowledge herein contained.

Explanation of Universal Delegate System.

1. You are a 573 delegate, the due books are blank, when you line up a worker ask him what kind of work he is doing. You will find in this instruction book on page 16 the Industrial Union to which he should belong.

Place the name and number of the correct industrial union to which he properly belongs in membership book, but remit all moneys to the office from which you receive your supplies. In this way your account will be kept clear.

Be sure to fill out space on face of report showing Industrial Union Number to which member belongs.

2. Job delegates will get all supplies from traveling delegates, branch sec'ys and dist. sec'ys or central office of Industrial Union No. 573.

3. Be sure and write plainly, take time in making out your reports and check them before sending them in, etc. Give correct address of postoffice where you will receive mail. Call for your mail whenever you have mail coming. Don't write for supplies one day and leave town the next, making no effort to obtain the supplies from the postoffice, as they will lay in the postoffice, and we will later have to forward postage for their return. Don't assume that the office has your address. Don't write letters, or mail

reports, unless you have signed your name and address to them.

4. In sending money in to the main office, use postoffice money order whenever possible. In that way you have a receipt for your money. Unless there is no other way to send money, don't send money in envelope. That method is a loose one and offers you no protection because you couldn't prove you really did send the money at all.

5. Whenever you check in supplies to Stationary Delegates or Branch Secretaries, be sure and report the transaction to the main office. Send in a statement of the amount, as well as the nature of supplies you checked in. In that way we will have a double check on the transaction, and should the Secretary overlook making report, your report will call our attention to the transaction. We can look it up and give you proper credit.

6. If you are doing business with the main office, and intend to open up an account with a branch office, you must first get a clearance from the

main office, otherwise the Branch Secretary will not issue supplies.

7. Job delegates must not transfer supplies in the field to anyone except traveling delegates, as any other transaction tends to create confusion in their accounts. Absolutely no cash transactions must take place.

8. Be sure and report all business and send all money to the office from which you received your supplies.

9. All delegates should send to the office in which their accounts are kept, a statement of all supplies on hand each month, regardless of whether any business has been transacted or not.

10. When sending in for a duplicate card, be sure and send in the card number, name of the delegate to whom you paid the last month's dues and his delegate number if possible. If you have transferred out of No. 573 and paid dues in another Union, you should report this also. This office has no record of dues paid to some other Union. Give as much information as possible. It will avoid delay.

11. Be sure and take down the card

number of applicant, also the number of the Union in which he is being initiated. Don't overlook these details.

12. When you sell assessment stamps, be sure and let us know what kind were sold.

13. After you have recorded all dues, assessments and initiations on the record side of your report blank, be sure and check it over carefully and see that applications and transfers check with report. Also, be sure that the financial report side checks up with the record side of report. You cannot be too careful, as errors are very apt to creep in.

14. All personal deposit money must be promptly sent to the central office by delegates. Delegates should refuse to handle personal deposits on any other basis. This is protection for delegates.

15. There is no commission on buttons.

16. Don't try to itemize literature on financial report. Just enter total amount of literature sold, making a separate entry for papers.

17. All donations to defense funds, as well as other money, should be sent through the office in which your account is kept. In this way the records of the main office will show a record of all cash transactions.

18. Delegates and branch secretaries should collect 50 cents for each duplicate card, but issue no receipt for the 50 cents so collected. You are charged for each duplicate in this office, and by issuing receipt for 50 cents, you allow many to pass as I. W. W.'s who are not members.

19. See that every member working in the industry represented by an Industrial Union of the I. W. W. transfers into that Industrial Union which functions in that industry. It is absolutely essential that this rule be observed, as it will stimulate co-operation.

20. Slips are provided for the free transfer of members from one industry to another, and all delegates and secretaries should see that the transfer record is made out correctly. This is

very important. At the back of this book is a sample of how a transfer should be made out. Send all transfers with your report to the office from which you receive your supplies and be sure to enter transfer in members' book in space provided in each book for that purpose.

21. Full financial reports must be forwarded to main office at least once a week.

22. Hall cleaned up every day and floor scrubbed at least once a week.

23. All drunks must positively be kept out of hall. No gambling allowed in halls or other places controlled by C. W. I. U. No. 573.

24. Positively no sleeping allowed in hall.

25. No moneys to be paid out of branch for any sick or death purposes unless notified by Organization Committee, through Secretary and Chairman.

26. All expelled members must be refused any use of hall on any and all occasions.

27. All Secretaries, Assistant Sec-

retaries and Trustees are jointly responsible for all cash and effects while holding office.

28. Be sure and keep your dues paid up for current month. Write your card number in your note book so in case you lose your card there will be no trouble issuing a duplicate.

29. The sale of defense stamps is necessary as they will do away with lists.

30. All wage workers are entitled to membership regardless of race, color or creed.

31. Fellow Workers, the carrying out of the above rules is vitally necessary if we are to have a really strong Industrial Union, and it is our earnest wish that every member will co-operate and do all in his power to see that the above rules are enforced at all times.

Date...July 1, 1919...Initiation fee...2...Dues...50...Del. No...E-13...

Name...Richard Roe...Card No...111572...

Application Blank

Do you agree to abide by the constitution
and regulations of this organization?.....YES.....

Will you diligently study its principles and
make yourself acquainted with its purpose?.....YES.....

NameRICHARD ROE.....

OccupationLABORER..... Industry.....BUILDING.....

Address951 W. MADISON.....Street

CityCHICAGO..... State.....ILL.....

I. U. No.....573..... Card No.....111572.....

Initiation ...\$2.00... Dues...50 cents... Ass...\$1.00... Total...\$3.50...

DateJULY 1, 1919..... Del. No.....E-13.....

- Marine Transport Workers Industrial Union
No. 8.
- Bakery Workers Industrial Union No. 46.
- Metal and Machinery Workers Industrial
Union No. 300.
- Shipbuilders Industrial Union No. 325.
- Agricultural Workers Industrial Union No.
400.
- Fishermen's Industrial Union No. 448.
- Furniture Workers Industrial Union No. 480.
- Oil Workers Industrial Union No. 450.
- Rubber Workers Industrial Union No. 470.
- Lumber Workers Industrial Union No. 500.
- Construction Workers Industrial Union No.
573.
- Railroad Workers Industrial Union No. 600.
- Metal Mine Workers Industrial Union No. 800.
- Coal Miners Industrial Union No. 900.
- Textile Workers Industrial Union No. 1000.
- Hotel, Restaurant, and Domestic Workers In-
dustrial Union No. 1100.
- Printing and Publishing Workers Industrial
Union No. 1200.
- General Distribution Workers Industrial Union
No. 1300.

Name **Richard Roe**

Initiated by **Del. 145**

C. W. I. U. Union No. **573**

Branch No.

July 1, 19 **19**

Construction
Department.

Building
Industry

Laborer
Occupation

Ledger Page

Thos. Whitehead
Fin. Sec'y

Gen.No. **777987**

Name **Richard Roe**

Initiated by **Del. 145**

A. W. I. U. Union No. **400**

Branch No.

July 1, 19 **19**

Agriculture
Department.

Farming
Industry

Laborer
Occupation

Ledger Page

Thos. Whitehead
Fin. Sec'y

Gen.No. **777987**

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