

# BY-LAWS

## Quad-City Federation of Labor, AFL-CIO

NEW DATE - OPEN

Jurisdiction:

Rock Island, Henry , Whiteside, Carroll, Jo Daviess, and Mercer Counties, in Illinois

Scott, Louisa & Muscatine Counties in Iowa

And Vicinity

## Contents

|  |        |
|--|--------|
| NON DISCRIMINATION.....                                    | - 1 -  |
| PREAMBLE.....  | - 1 -  |
| ARTICLE I - NAME AND AFFILIATION.....                      | - 2 -  |
| ARTICLE II - OBJECTS AND PRINCIPLES.....                   | - 2 -  |
| ARTICLE III - COMPOSITION AND DELEGATES.....               | - 4 -  |
| ARTICLE IV - MEETINGS AND DELEGATES .....                  | - 4 -  |
| ARTICLE V - OFFICERS AND ELECTIONS.....                    | - 6 -  |
| ARTICLE VI - DUTIES OF OFFICERS AND .....                  | - 8 -  |
| FINANCIAL PRACTICES.....                                   | - 8 -  |
| ARTICLE VII – STANDING AND SUB-COMMITTEES.....             | - 11 - |
| ARTICLE VIII - DUTIES OF COMMITTEES.....                   | - 11 - |
| ARTICLE IX - SOCIAL DELEGATES .....                        | - 14 - |
| ARTICLE X - PER CAPITA TAX .....                           | - 14 - |
| ARTICLE XI - AMENDMENTS.....                               | - 16 - |
| ARTICLE XII – AFL-CIO PUBLICATION 13.....                  | - 16 - |
| ARTICLE XIII - CHARGES, TRIALS AND HEARINGS .....          | - 16 - |
| ARTICLE XIV - ORDER OF BUSINESS.....                       | - 18 - |
| ARTICLE XV - VOTING .....                                  | - 18 - |
| ARTICLE XVI - OBLIGATIONS.....                             | - 19 - |
| ARTICLE XVII - RESPONSIBILITY OF OFFICERS & DELEGATES..... | - 21 - |
| ARTICLE XVIII - CONFLICT OF INTEREST.....                  | - 22 - |
| ARTICLE XIX - CONFIDENTIALITY AGREEMENT.....               | - 23 - |

## **NON DISCRIMINATION**

The AFL-CIO is committed to providing an environment free from discrimination and harassment, regardless of an individual's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other characteristic prohibited by law. As such, the AFL-CIO will not tolerate discriminatory, harassing or otherwise unacceptable behavior in the workplace or at any of its activities, events, or meetings. It adopts the following code of conduct and expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by it. This code of conduct does not apply to matters that are covered by the AFL-CIO's anti-discrimination and anti-harassment policy and complaint procedure. Any complaints should be directed to the President of the QCFL at [president@quadcityfed.com](mailto:president@quadcityfed.com)

## **PREAMBLE**

The Quad City Federation of Labor, AFL-CIO, herein and after referred to as Central Body, serves as a chapter of the Great River Area Labor Federation, herein and after referred to as Area Labor Federation, and is an expression of the hopes and aspirations of the working people of America. Articles listed in the Central Body's By-Laws shall not supersede the Constitution of the Area Labor Federation.

We seek the fulfillment of these hopes and aspirations through democratic processes within the framework of our constitutional government and consistent with our institutions and traditions.

At the collective bargaining table, in the community, in the exercise of the rights and responsibilities of citizenship, we shall responsibly serve the interest of all the American people.

We pledge ourselves to the more effective organization of working men and women; to the securing to them of full recognition and enjoyment of the rights to which they are justly entitled; to the achievement of ever higher standards of living and working conditions; to the attainment of security for all the people; to the enjoyment of the leisure which their skills make possible; and to the strengthening and extension of our way of life and the fundamental freedoms which are the basis of our democratic society.

We shall combat resolutely the forces which seek to undermine the democratic institutions of our nation and to enslave the human soul. We shall strive always to win full respect for the dignity of the human individual whom our Union serves.

With Divine guidance, grateful for the fine traditions of our past, confident of meeting the challenge of the future, we proclaim these By-Laws.

## **BY-LAWS**

### **ARTICLE I - NAME AND AFFILIATION**

This Organization shall be known as the Quad City Federation of Labor, AFL-CIO, hereinafter referred to as the Central Body. It shall, at all times, maintain affiliation with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) in accordance with the laws of that Organization. As a chartered Organization of the AFL-CIO this Central Body shall conform its activities on state matters to the policies of the State Central Body, and on national affairs to the policies of the AFL-CIO. The territorial jurisdiction of this Central Body shall include Rock Island, Henry, Whiteside, Carroll, Jo Daviess, and Mercer Counties in Illinois, and Scott, Louisa, and Muscatine Counties in Iowa and vicinity. It shall consist of such affiliates and shall conform to its By-Laws and the rules and regulations adopted thereunder.

### **ARTICLE II - OBJECTS AND PRINCIPLES**

- a) The objects and principles of this Federation are:
- b) To aid workers in securing improved wages, hours and working conditions with due regard for the autonomy, integrity, and jurisdiction of affiliated Unions.
- c) To aid and assist affiliated Unions in extending the benefits of mutual assistance and collective bargaining to workers and to promote the organization of the unorganized into Unions of their own choosing for their mutual aid and advancement, giving recognition to the principle that both Craft and Industrial Unions are appropriate, equal, and necessary as methods of organizations.

- d) To encourage all workers without regard to race, creed, color, sex, national origin or ancestry to share equally in the full benefits of Union organization.
- e) To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, farmers and consumers and the security and welfare of all the people and to oppose legislation inimical to these objectives.
- f) To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled and to preserve and perpetuate the cherished traditions of our democracy.
- g) To give constructive aid in promoting the cause of peace and freedom in the world and to aid, assist and cooperate with free and democratic Labor Movements throughout the world.
- h) To preserve and maintain the integrity of each affiliated Union in the organization to the end that each affiliate shall respect the established bargaining relationship of every other affiliate and that each affiliate shall refrain from raiding the established bargaining relationship of any other affiliate. It is the intent of this Organization to encourage the elimination of jurisdictional disputes without infringing upon the autonomy of any affiliate.
- i) To aid and encourage the sale and use of Union made goods and Union services through the use of Union label and other symbols; to promote the labor press and other means of furthering the education of the Labor Movement.
- j) To protect the Labor Movement from any and all corrupt influences and from the undermining efforts of communist agencies and all others who are opposed to the basic principles of our democracy and free democratic Unionism.
- k) To safeguard the democratic charter of the Labor Movement and to protect the autonomy of each affiliated National and International Union
- l) While preserving the independence of the Labor Movement from political control, 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.

## ARTICLE III - COMPOSITION AND DELEGATES

**Section 1.** This Central Body shall be composed exclusively of such of the following Organizations within the geographical limits covered by the Central Body's charter and shall conform to these By-Laws and the rules and regulations adopted pursuant thereto:

- a) Local Unions of National and International Unions and organizing Committees affiliated with the AFL-CIO, and Local Union chartered directly by the AFL-CIO.
- b) Local Councils chartered by the Trade and Industrial Departments of the AFL-CIO.
- c) Local Union Retiree groups who are affiliated with the Central Body.

**Section 2.** Local Unions having headquarters outside of this area may become affiliated by paying Per Capita Tax on all membership working within the jurisdiction of this Federation.

**Section 3.** Local Unions desiring affiliation must affiliate their membership working in Scott, Louisa, and Muscatine Counties, Iowa; Rock Island, Henry, Whiteside, Carroll, JoDavies, and Mercer Counties, Illinois; and vicinity.

## ARTICLE IV - MEETINGS AND DELEGATES

**Section 1.** The Central Body shall meet once each month on the third (3<sup>rd</sup>) Monday, beginning at 6:00 P.M. and twenty (20) Delegates representing at least ten (10) Local Unions shall constitute a quorum. The Executive Board shall meet on the third (3<sup>rd</sup>) Monday of each month at 5:00 P.M. unless more time to conduct business is needed, in which case the President will notify Board members at least two (2) business days before the regular meeting.

**Section 2.** Special meetings may be called by order of the Executive Board, provided proper notifications by card, letter or electronic mail (email) is sent to each Delegate to their last known address.

Business conducted at the special meetings shall be limited to the matter specified in the notification, which shall be postmarked or sent by email at least three (3) days in advance.

**Section 3.** Delegates shall be elected or appointed by their Local Union and certified to the Central Body, by proper notification from the proper Local Union Officials before being seated by the Central Body.

**Section 4.** Affiliated local unions in good standing shall be entitled to representation at the regular monthly or special delegate body 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 5.** Affiliated subordinate bodies other than Local Unions, as defined in Section 1, of Article III shall be entitled to one Delegate and one vote each.

**Section 6.** No person shall be eligible to serve as a Delegate unless s/he is a member of a Local Union affiliated with this Central Body or unless s/he is a National or International Union Representative regularly servicing such an affiliated Union. 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 has been suspended or expelled from the AFL-CIO.

**Section 7.** A union retiree group and an associate member organization may be admitted as an affiliate, where the constitution of the area labor council or central labor council so provides, with one delegate and one vote. Where two or more retiree groups desire to affiliate with an area labor council or central labor council and, are eligible to do so, the area labor council or central labor council constitution shall require that the affiliation be through a council of the

retiree groups; a retiree council shall be entitled to a maximum of three delegates and three votes as provided in the area labor council or central labor council constitution.

## ARTICLE V - OFFICERS AND ELECTIONS

**Section 1.** The Executive Board shall be the governing body of the Central Body between its delegates' meetings. 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 Executive Board and as may be necessary and appropriate to safeguard and promote the best interests of the Central Body and its affiliated unions. Each Executive Board member shall be entitled to one (1) vote, with the exception of the Next Up Representative, who shall have a voice but no vote.

**Section 2.** The Executive Board shall consist of the following officers:

|                                 |                              |
|---------------------------------|------------------------------|
| President                       | Vice President from Illinois |
| Vice President from Iowa        | Recording Secretary          |
| Financial Secretary - Treasurer |                              |

**Section 3.** The Executive Board shall be composed of the officers listed in Section 2 above and the following:

- a) Three Trustees
- b) One Sergeant At Arms
- c) Nine additional members At Large
- d) Two representatives from the Alliance for Retired Americans (ARA) – 1 from Iowa and 1 from Illinois. These representatives will have no voice and no vote concerning the endorsement of a political candidate or any other matters related to the Committee On Political Education, but will have voting rights on all other business.
- e) One Next Up representative who will have a voice but have no voting rights.
- f) The President, with Board approval, may seat additional non-voting members as needed.



**Section 4.** Each Officer and Executive Board Member shall be a Delegate in good standing, representing a Local in good standing, representing an affiliated Local Union in the Central Body. If s/he ceases to be a Delegate during his/her term of office, s/he may, at the option of the Central Body, complete the term for which elected, with voice but without vote.

**Section 5.** Elections shall be by voice vote or show of hands, unless a Roll Call is demanded by thirty percent (30%) of the Delegates present on the date of Election of Officers.

Election by Roll Call shall be held in accordance with the provisions of rule 10(b) of the AFL-CIO rules governing Local Central Bodies, Issued September 21, 1965, or as the rule may subsequently be amended.

Not more than one Delegate from the same Local Union, nor more than three Delegates from different Locals of the same National or International Union, shall be eligible to hold office at the same time.

The Candidate receiving the highest amount of votes for each office shall be the one elected.

When a tie vote is received, balloting shall continue until one Candidate receives the highest vote. The top candidates tied will remain on the ballot. A Delegate voting must be a member of a Local Union in good standing.

The Recording Secretary shall have the names of the Candidates printed in alphabetical order on the official ballot.

No absent Delegate shall be eligible to run for any office unless his/her written consent is presented to the Chairperson at the time of nomination for elective office.

A Delegate must be nominated to be elected to office.

Every candidate shall be entitled to a representative who shall act as watcher and challenger.

The election shall be in executive session and shall only be open to the Delegates of the Unions in good standing.

**Section 6.** The term of Officers and Board Members shall be for a period of four years. Nomination of Officers will be held at the meeting in February and the election of Officers at the meeting in March, each four years.

Three (3) Trustees shall be elected for four (4) year terms.

**Section 7.** Officers shall be installed at the same meeting during which election was conducted.

**Section 8.** In the event of a vacancy in any office, the President shall recommend a member in good standing who meets the criteria for the position to fill the vacant position for the unexpired term, subject to the approval of the Executive Board.

**Section 9.** In the event an Officer is absent, the Chairperson shall appoint a temporary Officer. Any Officer that is absent for two (2) consecutive meetings without due cause or proper excuse, shall be subject to recall.

The Executive Board shall have power to act between meetings.

**Section 10.** No person shall be eligible to serve as an Officer, member of the executive board or of any Committee of the Central Body or as a Delegate from, or as a representative, agent or employee of this Central Body who is a member of the Communist Party, any Fascist organization, or other Totalitarian movement, or who consistently pursues policies and activities directed toward the achievements of the program or the purposes of the Communist Party, any Fascist organization or other Totalitarian movement, or who holds a salaried position or any other position of administrative or executive authority in Union, or any subordinate branch of a Union, which has been suspended or expelled from the AFL-CIO.

**Section 11.** On the expiration of his/her term of office or upon demand, each Officer and Committee Chairperson shall promptly turn over all books, records, papers, funds and property of and for the Central Body, to the President or principal officers.

## **ARTICLE VI - DUTIES OF OFFICERS AND FINANCIAL PRACTICES**

**Section 1.** Duties of President. The President shall preside and preserve order at all meetings of the Federation, appoint all Committees not otherwise provided for and transact such other

business as may of right appertain to the office. S/he shall be an ex-officio member of all Committees of the Federation.

The President may spend up to **TWO-HUNDRED AND FIFTY (\$250.00)** on any one item without approval of the Executive Board provided such expenditure is substantiated with a voucher and/or bill of sale.

**Section 2.** Duties of the Vice-President. There shall be two Vice-Presidents – one shall be the Chairperson of the Executive Committee for Iowa within the Federation’s jurisdiction in the State of Iowa – and one shall be the Chairperson of the Executive Committee for Illinois within the Federation’s jurisdiction in the State of Illinois. It shall be the duty of each Vice-President to appoint Sub-Committees as provided for in Article VII, Section 1, covering the area within his/her jurisdiction. Each Vice-President shall be responsible for the active functioning of Sub-Committees within their respective areas. They shall be given the cooperation of all the Locals affiliated with the Central Body, that may be necessary to carry out effectively and completely the Federation Program, both Nationally and Locally.

**Section 3.** Duties of the Recording Secretary. The Recording Secretary shall keep a record of all regular and special meetings of the Executive Board and Delegates. S/He shall receive, read, and safely keep all papers and documents, and be responsible for any misuse of same. S/He will be responsible for notification of all meetings and elections. S/He shall answer all communications when requested to do so.

**Section 4.** Duties of the Financial Secretary-Treasurer. The Financial Secretary-Treasurer shall **coordinate with the Secretary Treasurer at the Area Labor Federation and serve as Chapter Trustee to the Area Labor Federation Board of Directors. The Financial Secretary-Treasurer shall present monthly itemized reports of all funds at regular meetings.**

**Section 5.** Duties of the Trustees. The Trustees shall be charged with the duty of safeguarding the funds and the property of the Federation. They shall audit the books of the Federation quarterly and report their findings to the Delegate Body. They shall make necessary

recommendations to the Executive Board for improving and handling of Federation finance, and for safeguarding the Federation funds and property.

**Section 6.** Duties of Sergeant-at-Arms. The Sergeant-at-Arms shall take charge of the door and assist the President in preserving order when called upon to do so.

**Section 7.** Duties of the Executive Board. The Executive Board shall consist of nineteen (19) members; including the five (5) Executive Officers and fourteen (14) elected members. The President shall act as Chairperson of the Executive Board. The Recording Secretary shall keep the minutes to be acted upon by the Federation. The Executive Board shall have power to transact any business pertaining to the Federation in the interim period between meetings. A quorum shall consist of a majority of its members.

The Executive Board shall be empowered to employ help as needed.

**Section 8.** Expenses. The President, the two Vice-Presidents, the Financial Secretary-Treasurer and the Recording Secretary shall each receive undistributed monthly expense as determined by the Executive Committee and Delegates. In case of resignation or removal from office, full payment will be made to the end of that month. This amount shall not be deductible from payments made under Section 9 of this Article.

Officers and Delegates voted to represent this Federation in areas outside of the Quad City area shall be reimbursed for the period designated by the Federation as follows:

- a) Pay for time lost from work
- b) All expenses incurred shall be determined and approved by the Executive Board and shall be supported by receipt and/or vouchers.

**Section 9.** Any officer or duly authorized Delegate or Committee member who is performing necessary duties, **pre-authorized by the Executive Board** for the Central Body, shall be reimbursed for straight time wages lost, plus necessary expenses to be determined by the Executive Board.

**Section 10.** All Officers and Agents of this Central Body 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 Central Body, then the Central Body shall pay the additional cost of such bond.

## **ARTICLE VII – STANDING AND SUB-COMMITTEES**

**Section 1.** An Iowa and an Illinois Executive Committee shall be established, the makeup of each shall not be less than seven (7) members. A caucus of Iowa Delegates and of Illinois Delegates shall meet to recommend for their area a list of names to be approved by the Executive Board and appointed by the President. The following Sub-Committees shall be established under the appropriate Executive Committees which shall be appointed by the appointed by the Appropriate Vice-Presidents.

### **SUB-COMMITTEES –**

COPE (one for Iowa – one for Illinois)

COMMUNITY SERVICE (one for Iowa – one for Illinois)

Non-active Committees or Committee members shall be subject to removal by the Executive Board of the Central Body.

**Section 2.** All Sub-Committees shall consist of at least five (5) members. The first member named on a Committee shall act as Chairperson. Quorum for Committee action will be a majority.

Any Delegate serving on any Committee may be removed at any time for failure to perform his/her duties on said Committee.

**Section 3.** The President shall appoint, with the approval of the Delegates, all Standing Committees except as herein provided.

## **ARTICLE VIII - DUTIES OF COMMITTEES**

**Section 1.** Duties of Community Service Sub-Committee. It shall be the duty of this Sub-Committee to – Promote the health and welfare of the Union membership. Study and make recommendations on all phases of community development which pertains to a better way of life for our Union families and the entire community. Help establish Community Services

Committees in all affiliated Local Unions. Sponsor training programs that will train our people on how to meet their problems and needs. Study and make recommendations on needed legislation to the C.O.P.E. Sub-Committee. Assist Health and Welfare Organizations to formulate more progressive policies on Health, Recreation and Welfare programs. Take the lead when necessary in inaugurating new programs for the advancement of better living conditions within our Community. Prepare and make available material and information on Veteran's rights.

**Section 2.** Duties of Publicity Committee. It shall be the duty of this Committee to – Formulate publicity programs that will make for better public relations for the Trade Labor Movement and educational publicity for the Federation.

**Section 3.** Duties of Educational Committee. It shall be the duty of this Committee to –

Educate our membership on Trade Labor Movement.

Educate our membership on the purpose of Unions.

Educate our membership on the benefits of Unions.

Educate our membership on how to be good Union members.

Assist all other Committees on matters of education.

**Section 4.** Duties of Union Label Committee. It shall be the duty of this Committee to –

Encourage the use of the Union Label.

Encourage consumer buying Union Label goods.

Work out programs to inform the public on Union Made products.

Formulate "DON'T BUY" programs on Non-Union made goods.

Inform our membership and public as to where Union made goods are available.

**Section 5.** Duties of the Affiliations Committee. It shall be the duty of this Committee to contact all Locals not affiliated with the Federation in an effort to get them to affiliate.

**Section 6.** Duties of the By-Laws and Resolutions Committee. It shall be the duty of this Committee to study and make recommendations on all resolutions and By-Laws presented to them.

**Section 7.** Duties of the Events Committee. It shall be the duty of this Committee to have charge of all entertainment, picnics or celebrations; except as otherwise directed by the Federation.

**Section 8.** Duties of Sub-Committee on Political Education. (C.O.P.E.) It shall be the duty of this Committee to –

- a) Study and make recommendations on needed legislation. Organize legislative programs for the purpose of educating the membership on legislative matters. Prepare information on legislative issues and make it available for use by other standing Committees.

It shall be the duty of This Committee to formulate a Political Program which will –

- b) Encourage people to make themselves eligible to vote by registering,  
Encourage people to vote.

Prepare material on political issues.

Interview candidates for elective office.

Make careful studies of all phases of the political situation as it exists and make regular reports and recommendations of its findings to the Delegates of this organization.

This Committee will have the responsibility of working out the details of registration, get out the vote and educate our members on the political problems of our organization.

They shall work out programs on how to finance the political education of our membership.

This Committee, before making recommendations on Candidates for State or National Office, shall confer and work with the State and National AFL-CIO C.O.P.E.

This Committee shall work with both State and National C.O.P.E. towards the end that all the programs of C.O.P.E. will be coordinated.

This Committee shall make no endorsement of any political candidate for any political office without prior approval of the Federation.

**Section 9.** Allocation of all funds for Committees' use shall be determined by the Executive Board.

**Section 10.** Executive Committee Duties. The Executive Committee shall appoint these Sub-Committees. The Vice-Presidents, with the approval of the Executive Committee, shall appoint Sub-Committees when necessary. It shall designate the Chairperson of the Sub-Committees. It shall meet at least once each month to coordinate all Sub-Committee activities. It shall promote and secure Labor Representation in all State, County, City, and Community services, Health and

Welfare Agencies and Committees. They shall report all activities of these Committees and Sub-Committees to the Federation.

### **STANDING COMMITTEES**

The Standing Committees shall be –

- Publicity
- Education
- Union Label
- Affiliations
- By-Laws and Resolutions
- Events
- Organizing

## **ARTICLE IX - SOCIAL DELEGATES**

**Section 1.** Social Delegates shall be limited to Representatives of National AFL-CIO, International Union, Officers or Representatives of State Federations of Labor, and others that may be approved by this Federation.

**Section 2.** Social Delegates attending meetings shall be entitled to all rights of Delegates but shall not be entitled to hold office or vote.

## **ARTICLE X - PER CAPITA TAX**

**Section 1.** Each affiliated Local Union shall pay per capita tax on all dues paying members working in Scott, Muscatine, and Louisa Counties in Iowa and Rock Island, Henry, Whiteside, Carroll, Jo Daviess, and Mercer Counties in Illinois, and vicinity.

**Section 2.** Each Local Union shall pay monthly, bi-monthly, quarterly, or annually, a Per Capita Tax of seventy cents (70¢) per member, per month. The Per Capita Tax will be divided as follows: Forty-five cents (.45) to the Central Body and Twenty-five cents (.25) to the Area Labor Federation.

**Section 3.** Any Local Union in arrears in per capita, two months or more, will not be considered in good standing with the Federation.



**Section 4.** Other affiliated organizations (as defined in Article III, Section 1) shall pay an annual fee fifty dollars (\$50). Any such organization desiring to affiliate shall pay one year's fee at the time of affiliating. The annual fee for succeeding years shall be due on the first of the anniversary month each year thereafter and, if not paid by the first of the succeeding month after it is due, the organization shall be deemed in arrears.

**Section 5.** A Local Union or other organization which becomes two months in arrears shall be so notified in writing by the Area Labor Federation Secretary-Treasurer and if it becomes three months in arrears shall not be considered in good standing and shall not be entitled to voice or vote in meetings of this Central Body. It shall be so notified in writing by the Area Labor Federation Secretary-Treasurer.

**Section 6.** A Local Union or other organization which becomes four months in arrears shall stand suspended from membership and shall be so notified in writing by the Area Labor Federation Secretary-Treasurer.

**Section 7.** 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. However, the average membership of a reinstated Local Union for purposes of roll call voting shall be computed from the date of reinstatement as if it were a newly affiliated Local Union, unless the Local Union shall pay the back per capita tax for the full base period used to determine the average membership as heretofore defined.

**Section 8.** A Local Union paying Per Capita Tax on less than its full dues paying membership shall be subject to suspension by the Executive Board under the procedures of Article X of the By-Laws. The Executive Board may require a Local Union to produce proof of membership where reason exists to believe such Local Union is violating this provision.

**Section 9.** The Executive Board may exonerate any Local Union from payment of per capita tax for any month that, in the opinion of the Executive Board good cause therefore exists, subject to ratification by the Central Body. Exonerated members shall be regarded, for purposes of the By-Laws, as paid-up members for the period of exoneration, but the Delegates representing such Local shall not vote on the question of exoneration.

## **ARTICLE XI - AMENDMENTS**

Amendments to these By-Laws may be made, subject to the approval of the President of the AFL-CIO, in the following manner:

- a) Proposed amendment must be submitted in writing; signed by at least ten (10) Delegates representing five (5) or more Local Unions at any regular meeting.
- b) The proposed amendments shall be read at the meeting presented and then turned over to the By-Laws and Constitutional Committee for their study and recommendations.
- c) The By-Laws and Constitutional Committee shall report back their findings at the next regular meeting.
- d) It shall require a two-thirds (2/3) vote of all Delegates present at the meeting in which the report of the By-Laws and Constitutional Committee is presented, to amend these By-Laws.
- e) All Delegates shall be notified of the proposed amendments and the date upon which action shall be taken regarding the proposed amendments.

## **ARTICLE XII – AFL-CIO PUBLICATION 13**

AFL-CIO Publication No. 13 (Rules governing Central Local Bodies) is hereby incorporated by reference in these By-Laws.

## **ARTICLE XIII - CHARGES, TRIALS AND HEARINGS**

**Section 1.** Any affiliated organization by vote of its membership, or any officer or Delegate to the Central body shall have the right to file charges (a) Against any Delegate to the Central Body for having engaged in conduct or a course of activity hostile or contrary to the best interests of this Central Body or contrary to its By-Laws, or (b) against any officer of the Central Body for violating the By-Laws or rules of the AFL-CIO or the By-Laws of this Central Body, or for conduct unbecoming an Officer, misappropriation of funds, malfeasance in office or neglect of duty, or (c) against any organization affiliated with the Central Body for having engaged in conduct or a

course of activity hostile or contrary to the best interest of the Central Body or contrary to these By-Laws.

**Section 2.** All charges 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 President or the Secretary-Treasurer of the Central Body, or with any other officer of the Central Body, if both the President and the Secretary-Treasurer are charged.

**Section 3.** Upon receipt of the charges properly filed, the officer receiving the charges shall present them to the Executive Board at its next meeting; and the Executive Board shall determine by a majority vote whether or not the charges merit a hearing.

**Section 4.** The Executive Board may take appropriate disciplinary action, including 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, following a hearing, of which the accused shall have been notified and furnished with a copy of the charges not less than thirty (30) days in advance of the hearing. Both the accused and the charging party shall be accorded full opportunity to be heard and to present evidence.

**Section 5.** The decision of the Executive Board under Section 3 or Section 4 shall be reported to the next meeting of the Central Body. Such decision shall be final and binding unless appealed as hereinafter provided.

**Section 6.** The decision of the Executive Board may be appealed to the Central Body by either party. Notice of such appeal shall be filed in writing with the President or Secretary-Treasurer within ten (10) days of the Executive Boards' report to the Central Body. The appeal shall be heard expeditiously and at a regular meeting of the Central Body, at which time the charging party, the defendant and the Executive Board, through its selected spokesperson, in that order, shall be allowed ten minutes each to present statements of the case, following which the Delegates shall vote on the question of sustaining the decision of the Executive Board. It shall require a majority vote to sustain the decision.

**Section 7.** The final decision of the Central Body may be appealed to the AFL-CIO as provided in the rules of the AFL-CIO governing Local Central Bodies, the decision of the Central Body shall remain in effect during appeal unless reversed, modified, or temporarily stayed by the AFL-CIO.

## **ARTICLE XIV - ORDER OF BUSINESS**

### **Section 1.**

- a) Call to order
- b) Roll call of officers
- c) Reading of credentials
- d) Reading Minutes of the previous meeting
- e) Reading of communications, bills, and resolutions.
- f) Committee reports
- g) Financial report
- h) Unfinished business
- i) New Business
- j) Officers' reports
- k) Good and welfare of the Federation and reports of Unions
- l) Adjournment

**Section 2.** The meeting shall be governed by the Central Body By-Laws and rules previously adopted by Delegates to the meetings. In cases where neither the Central Body By-Laws or rules previously adopted apply, the meeting shall be governed by Roberts Rules of Order.

## **ARTICLE XV - VOTING**

**Section 1.** Except on roll call votes, each Delegate shall be entitled to one vote. 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 Section 2 of this Article. No Delegate shall be permitted to cast the proxy of another Delegate and no Delegate shall be allowed to represent more than one organization.

**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.** On roll call vote, each Local Union shall be entitled to a number of votes equal to the average membership of the Local Union as determined according to the provisions of 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 (13) months. The average membership of a Local Union affiliated for less than this twelve-month 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.

**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, except that to facilitate the calling of the roll, one Delegate may be designated to cast all of the votes of the Delegates representing his/her Local Union provided that if any Delegate shall challenge the correctness of the votes so cast the individual Delegates of that Union shall be polled.

**Section 6.** Affiliated subordinate bodies other than Local Unions, as defined in Section 1 of Article 3, shall be entitled to ONE DELEGATE and one vote each.

## **ARTICLE XVI - OBLIGATIONS**

**Section 1.** Oath of Delegates. Upon acceptance of a Delegate's credential, the presiding officer shall administer the following obligation: "I, (name of Delegate), do solemnly pledge my honor that I will obey the rules and regulations of this Central Body and, to the best of my ability perform all duties I may be called on to discharge as a Delegate thereto. I also pledge that I will patronize only Union labels, shop cards and service buttons when they are available and that I will qualify myself to vote in all Local, state, and federal elections."

**Section 2.** Oath of Officers. Before entering upon his/her duties each officer-elect shall assume the following obligation: "I (give name) do hereby promise to faithfully perform all duties of the office to which I have been elected to the best of my ability and to uphold the By-Laws of this Central Body and of the AFL-CIO. I further promise to deliver all, property in my possession

belonging to this Central Body to my successor in office and to surrender such property to the President of the AFL-CIO upon his/her official demand.”

## **ARTICLE XVII – RESPONSIBILITY OF OFFICERS AND DELEGATES**

Code of Ethics. The success of the Quad City Federation of Labor hereafter referred to as Central Body, and our reputation depend upon the ethical conduct of everyone affiliated with the QCFL. Delegates, staff, and members set an example for each other by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

- a) **PERSONAL AND PROFESSIONAL INTEGRITY:** A personal commitment to integrity in all circumstances benefit each individual as well as Central Body. We therefore:
  - Work from a foundation of integrity, demonstrating honesty, giving respect and earning trust.
  - Value our delegates, members, and staff as stakeholders in the work that we provide to our locals and community.
- b) **ACCOUNTABILITY:** Central Body is responsible to its affiliates, which include Central Body delegates and members. To uphold this trust, we promote good stewardship of Central Body resources; refrain from using organizational resources for non-Central Body purposes; and observe and comply with all laws and regulations affecting the Central Body.
- c) **CONFLICTS OF INTEREST:** Central Body avoids any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of Central Body.
- d) **CONFIDENTIALITY AND PRIVACY:** Confidentiality is a hallmark of professionalism. We, therefore, ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- e) **CIVIC AFFAIRS:** Central Body acknowledges member participation in civic affairs. Central Body will help endorse candidates for public office or political committee keeping in line with the confidentiality agreement.
- f) **HARASSMENT:** Central Body does not condone any harassment noted as illegal under federal, state and local laws. Members, staff, and members are encouraged to report any harassment to the Central Body President and/or Executive Board.

### **GUIDANCE AND DISCLOSURE:**

Affiliated delegates and members are encouraged to seek guidance from the Executive Board and the President of the Central Body. Delegates, staff and members are encouraged to seek guidance from the Executive Board Committee concerning the interpretation or application of the Code of Ethics. Any known or alleged breach of the Code of Ethics should be disclosed to the Executive Board and/or President of the Central Body. Staff should contact the Executive Board or President.

Reports of alleged breaches will be handled in the following manner:

- All reports of alleged breaches will be treated in confidence as much as the Central Body's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the alleged breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code of Ethics.
- Central Body affirms prompt and fair resolution of all reported breaches.

## **ARTICLE XVIII – CONFIDENTIALITY AGREEMENT**

**Purpose:** The purpose of this Confidentiality Agreement is to protect the identity and privacy of our delegates, members, and staff. Staff, delegates, and members at our organizations encounter personal and sensitive information about our delegates, members, and day-to-day operations. Therefore, it is very important to refrain from disclosing any information to third parties about our staff, delegates, or members.

**Confidential Information:** Confidential information should never be discussed in the presence of third parties, except under the Terms outlined below. Any files and/or documents containing confidential information should be kept in a secure space and should never be shared or released to third parties except under the Terms outlined below.

Confidential information includes, but is not limited to, the following:

- Identifying Information about the delegates, members, staff, or family in our community; including name, address, or phone number
- Information relating to labor delegates, members, or staff
- Information of personal history or experiences of staff, delegates, or members

You agree to the highest ethical standards and to abide by the following provisions:

- All communication between delegates, staff, members or others is strictly confidential
- Confidential information should not be disclosed to any third party without the written consent of the specific situation of the staff, delegate, or member

I understand that I have a duty to keep staff, delegate, and member information confidential even beyond my current position with the organization.

## **ARTICLE XIX – CONFLICT OF INTEREST**

Whenever an Executive Board or Committee member has cause to believe that a matter to be voted upon will present a conflict of interest, that member will announce the conflict of interest and will abstain from moving, seconding, or voting on matters that directly affect the level of support to the Central Body.

Potential conflicts of interest exist when the member is:

- a) Owner in part or in whole of the agency or organization's facility or of the land upon which the facility is built.
- b) A director, trustee, or officer of the organization which stands to benefit from a vote.
- c) A vendor or contractor providing services to or in the organization which stands to benefit from a vote.
- d) An employee of the organization which stands to benefit from a vote.
- e) The spouse, children, parents or relative of the organization which stands to benefit from a vote.

If an Executive Board or Committee member has cause to believe that a matter to be voted upon involves a possible conflict of interest, the question of whether a conflict exists will be decided by a majority vote of the members present, excluding any members already disqualified from voting on the issue because of their own conflict of interest. Any other person may raise the question of conflict of interest, or possible conflict of interest, with respect to any Board or Committee member present. The question raised will be decided in the same manner as if the member had announced the conflict or possible conflict of interest. ***All members are expected to exercise good faith and prudent judgment acknowledging and communicating a conflict of interest in any situation involving the Central Body.***