

**CONSTITUTION
of the
TEXAS GULF COAST
AREA LABOR FEDERATION,
AFL-CIO**



Adopted 2015
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PREAMBLE

The establishment of the Texas Gulf Coast Area Labor Federation as a subordinate unit of the American Federation of Labor and Congress of Industrial Organizations is an expression of the desire of the Unions in this community to participate fully in the achievement of the objectives of the parent Federation as it seeks to fulfill the hopes and aspirations of the working people of all America.

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 interests of all 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 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 unions serve.

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

ARTICLE I NAME AND AFFILIATION

This organization known as the Texas Gulf Coast Area Labor Federation, AFL-CIO, is hereinafter referred to as the "ALF" or "TX GC ALF". It shall at all times maintain affiliation with the American Federation of Labor and Congress of Industrial Organizations in accordance with the Constitution and Rules of the AFL-CIO. As a chartered organization of the AFL-CIO this Federation shall conform its activities on state matters to the policies of the Texas AFL-CIO; and, on national affairs, to the policies of the AFL-CIO. The jurisdiction of this Council shall lie within the boundary lines of the counties of Austin, Brazoria, Brazos, Chambers, Ft. Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton, in the state of Texas.

ARTICLE II OBJECTS AND PRINCIPLES

The object of this Council shall be to promote, through appropriate activities in the geographical area covered by the Charter of this Council, the principles of the American Federation of Labor and Congress of Industrial Organizations, to:

- (a) 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);
- (b) Serve as a means of exchanging information among affiliated bodies on matters of common interest;

- (c) Provide aid, cooperation and assistance to affiliated local unions and other affiliated bodies in their common and individual endeavors;
- (d) Propose, support and promote legislation favorable to and to oppose legislation detrimental to the interest of workers and organized labor;
- (e) 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;
- (f) Undertake all reasonable efforts to ensure diversity of representation at every level of the organization and the movement; and
- (g) Engage in such other activities as are consistent with the objects and principles set forth in this Constitution and the Constitution and policies of the AFL-CIO.

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 and shall conform to this constitution 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 Unions chartered directly by the AFL-CIO which have members who live or reside in the TX Gulf Coast ALF jurisdiction;
- (b) Local Unions with Solidarity Charters and Unity Partnerships authorized by the Executive Council of the AFL-CIO, for so long as it remains in effect;
- (c) Local Councils chartered by the Trade and Industrial Departments of the AFL-CIO;
- (d) Joint Boards, District Councils, and similar subordinate organizations that are duly chartered by an affiliate of the AFL-CIO;
- (e) Texas Alliance for Retired Americans State Chapter, or a duly chartered local affiliate thereof;
- (f) Established AFL-CIO Constituency Groups in good standing in the jurisdiction of the Area Labor Federation;
- (g) Labor Assemblies recognized by the TX Gulf Coast ALF, either as successor organizations to formerly chartered Central Labor Councils in existence prior to the time the ALF was chartered (i.e. Harris County, Montgomery County, Tidelands, Galveston, Brazos Valley), or as newly organized entities in areas where an AFL-CIO organizational presence is needed.
- (h) Young Worker Groups established and/or recognized by this ALF or a union affiliated with the ALF.
- (i) Worker Centers chartered or recognized by the AFL-CIO.

Section 2. 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 3.

- (a) Affiliated subordinate bodies other than local unions, as listed in Section 1 (b) through (h) of this Article, shall be entitled to one delegate and one vote.
- (b) Worker Centers affiliated with the ALF are entitled to a voice in the affairs of the Council, but no vote.
- (c) No delegate or Executive Board member representing any AFL-CIO constituency group or the Texas Alliance for Retired Americans 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 delegate or Executive Board member representing any AFL-CIO constituency group or the Texas Alliance for Retired Americans 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 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, that is suspended from, unaffiliated with or disaffiliated from the AFL-CIO.
- (b) No person shall be eligible to serve as a delegate or 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 organization who consistently pursues policies and activities directed towards the achievement of the programs or purposes of authoritarianism, totalitarianism, terrorism and/or other forces that suppress individual liberties and freedom of association.

Section 6. No delegate shall be seated except upon submission of the proper credential from the 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 a

delegate body meeting until the Committee has had adequate opportunity to present the credential committee report.

Section 7. The TxGCALF and Labor Assemblies will work with the State Federation, other Area Organizations and CLCs, and the National AFL-CIO to coordinate an ongoing, unified affiliation campaign focused on the goal of affiliating all eligible union members in Texas at all levels of the AFL-CIO.

Section 8. Throughout this constitution, the term “Labor Assembly” and “Assembly” shall refer to an organization with the same definition and status as the term “Chapter” under the AFL-CIO Constitution and the Rules Governing Area and Central Labor Councils). Assemblies constituted as successors to Central Labor Councils have the same geographic jurisdiction as their former CLC. Otherwise, all Assemblies will share equal status, rights, and responsibilities within the TXGCALF.

ARTICLE IV 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 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 the date that its initial per capita tax check is first receipted into the ledgers of the Texas Gulf Coast 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, prior to the first ALF delegate body meeting in each calendar quarter, calculate the voting strength and number of delegates to which each local union is entitled, as established under the provisions of Article IV, Section 3 and 4. She/He shall provide such roster to the President at least one day before each delegate body meeting, and shall make it available for use and inspection at the delegate body meeting.

**ARTICLE V
MEETINGS & COMMUNICATIONS**

Section 1. It will be the policy of the ALF to utilize state of the art technology whenever possible, available and appropriate, to assure that leaders and delegates have convenient access to fully participate in ALF and Assembly delegate meetings and Executive Board meetings. These steps will include, but are not limited to: teleconferencing, webinars, Skype, email, faxing, and other communications tools. All ALF delegate meetings will be conducted in a way that assures that delegates at every Assembly can join the meeting remotely, with the understanding that weather, technology failure, and other circumstances beyond the ALF's control may impede or prevent reaching this goal for a given meeting.

Section 2. The ALF Board and Assemblies will continually seek out and consider creative options for building region-wide solidarity through greater leader and member participation in meetings and events, including the geographic rotation of meetings and activities, holding meetings and events at varying times and on weekends, and other options the Board and delegates deem useful.

Section 3. Motions to raise per capita tax or fees and for the casting of votes to fill an Officer or Executive Board vacancy require the opportunity for exchange of dialogue, so they may not be conducted by electronic means. Otherwise, any discussions and votes in any meeting that is conducted through use of the tools referenced in Section 1 above will carry the same full force and effect as those carried out in person.

Section 4. The ALF delegate body shall be the supreme governing body of the TXGCALF. Delegate body meetings will be held monthly at times, dates, and locations approved by the Executive Board. Delegate meetings will be rotated and, whenever possible, held in conjunction with Assembly meetings. All Board members and affiliates will be notified at least 10 days in advance of meeting locations, dates and times. The Board will develop and distribute to delegates and affiliate leaders an annual schedule of Delegate and Assembly meeting dates, times, and locations to assure reasonable notice and accessibility throughout the ALF jurisdiction.

Section 5. Each Labor Assembly will determine the schedule and location of its own monthly meetings, provided, however, that, until a majority of an Assembly's delegates vote to change it, the Assembly will continue to conduct meetings in accordance with the schedule of the Central Labor Councils for which they are the successor organizations, below. If a Labor Assembly decides to change its meeting schedule or location, the Assembly Chair will notify the ALF President and Secretary-Treasurer at least 10 days in advance of the new meeting location(s), date(s), and time(s), and they will in turn notify the Executive Board and affiliates.

Harris County Labor Assembly	4 th Wednesday at 6:30 pm 2506 Southerland St, Houston
Galveston Labor Assembly	2 nd Monday at 7:00 pm 2509 FM 2004 Texas City, TX
Montgomery County Labor Assembly	2 nd Wednesday at 6:00 pm <i>Address</i>

Tidelands Labor Assembly

1st Monday at 6:00 pm

Address

Brazos Valley Labor Assembly

4th Wednesday at 6:00 pm

Address

Section 6. Any member of any affiliated organization is permitted and encouraged to attend the ALF delegate meeting and any Assembly meeting that is convenient to her/him. The President of the AFL-CIO, and the President of the Texas AFL-CIO, and his/her designees, shall have the right to participate and have a voice, but no vote, in all Area Labor Federation activities, meetings, and deliberations. All other guests may attend ALF delegate meetings or Executive Board meetings at the invitation of the ALF President and/or by prior vote of the Executive Board. Guests who are not members of affiliated organizations may attend an Assembly meeting at the invitation of the ALF President or the respective Assembly Principal Officer, and/or by prior vote of the Executive Board.

Section 7. Each of the ALF Principal Officers will attend at least one meeting of each Assembly per calendar year.

Section 8. The quorum for transaction of business at an ALF Delegate meeting shall be:

- (a) equal to fifty percent (50%) plus one of the number of members on the ALF Executive Board; and,
- (b) representative of a sufficient number of different affiliates to insure a broad representation of the council's organizations; but,
- (c) no less than five (5) different affiliated local unions

Section 9. TxGCALF Executive Board meetings will be at least held quarterly, at times and locations determined by the Board. Meeting locations will be rotated periodically among Assemblies. If a Board meeting has not previously been included in the annual calendar provided for elsewhere in this Article, at least ten (10) days' advance notice must be given to Board members and affiliates of any Executive Board meeting. No Executive Board member may be represented by any other person, or be permitted to cast the proxy of another Board member, or to represent more than one organization. A special meeting will be convened at the call of the President.

Section 10. The ALF Board and staff will work with the Assemblies to institute and maintain a regular ALF newsletter and an ALF web site that will include space for Assemblies to announce mobilizations and meetings, and present other ALF and Assembly news to union leaders and member families. The meeting schedule of delegate body, Executive Board, and Assemblies will be posted on the web site and listed in the newsletter.

Section 11. Special meetings for consideration of specific matters shall be held when: (a) ordered by the delegate body of the Area Labor Federation; called by the President of the ALF; (b) requested in writing by a majority of the Executive Board; or (c) petitioned by locals representing 30% of the locals or affiliated membership of the ALF. Written notice of special meetings shall be given to all affiliated organizations and to all Executive Board members at least ten (10) 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. Credentials and/or other documents pertinent to the meeting shall be enclosed with the call of the meeting.

Section 12. All meetings shall be governed by the ALF Constitution, the Constitution of the AFL-CIO and its Rules Governing Area Labor Councils and Central Labor Councils and Robert's Rules of Order (Revised).

ARTICLE VI OFFICERS & EXECUTIVE BOARD

Section 1. The Executive Board shall be the governing body of the Area Labor Federation 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 Board and as may be necessary and appropriate to safeguard and promote the best interests of the ALF and its affiliated unions. Each Executive Board member shall be entitled to one (1) vote, with the exception of the Worker Center representative, who shall have voice but no vote.

Section 2. The officers of the Area Labor Federation shall be the President and the Secretary-Treasurer.

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

- (a) Ten Affiliate Representatives from the local union affiliates of the ten International/National Unions whose local union affiliates have the highest number of members affiliated with the Area Labor Federation.
- (b) Three At-Large Affiliate Representatives from among local union affiliates of International/National Unions that do not comprise the ten International/National Unions with the highest number of members affiliated with the Area Labor Federation.
- (c) One representative from a chartered AFL-CIO Constituency Group affiliated with the Area Labor Federation who shall be elected by the Executive Boards of the Constituency Groups within the jurisdiction of the ALF. The AFL-CIO Constituency Group representative will represent all constituency groups, and must be a member in good standing of a local union affiliated with the Area Labor Federation.
- (d) One representative from each Labor Assembly, who shall be the Principal Officer of the Assembly unless she/he declines, in which case the Assembly will elect an alternate.

Section 4. The President and the Secretary-Treasurer shall not be from the same International Union. Labor Assembly Principal Officers will sit as a function of their status representing their Assembly, and their affiliation will not be counted as part of apportionment of affiliate seats in Section 3 (a) and (b).

Section 5. Three Executive Board members shall serve in the dual role of Trustees. The Executive Board shall elect the Trustees. No more than one (1) Trustee shall be from any one International Union.

Section 6. The Executive Board shall have the power in the event of an affiliation with the Area Labor Federation of a major new affiliate after taking all the circumstances into account, to create an additional Executive Board position, pending the next regular election of Executive

Board members, and to select a member of such new affiliate to fill that position until the next regular election of officers.

Section 7. The Executive Board shall may make a temporary appointment to any office not otherwise provided for in this Constitution for the period of a temporary disability or the absence of an officer or, in case of a permanent vacancy, until a special election has been held.

Section 8. For the purpose of increasing and/or assuring that the Executive Board adequately reflects the diversity of the labor movement, the Executive Board may expand the Board by up to three (3) positions and appoint affiliate union members to serve in these roles until the next ALF election, at which point the positions will be filled through the election process.

Section 9. 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, shall serve as an officer or managerial employee of the Area Labor Federation. A

Section 10. All Executive Board members, except the delegate from the Constituency Groups and Alliance for Retired Americans , must be dues-paying union members, either engaged in their trade or occupation, or a full time employee of an affiliate union, Labor Assembly, or State Federation that she/he is representing, and shall remain so at all times during the term of office, except the representative from the Alliance for Retired Americans. Each Executive Board member must also be a delegate from the organization of which she/he is a member in good standing. If an officer ceases to meet any of these criteria, the office shall be declared vacant and filled in accordance with Article VII. These provisions shall not apply to an office that the Executive Board or delegates designate as paid positions with the Area Labor Federation.

Section 11. A quorum for transaction of the business of the Executive Board shall consist of the majority of its members.

Section 12. An Assembly may, by majority vote of its delegates, change its own local leadership/officer structure, excepting that it must maintain a Principal Officer position for representation on the ALF Executive Board. All ALF affiliates must be given at least 45 days advance notice of the date, time, and location for the vote on the structure change. Unless and until such a structure change is made, each Assembly will retain the existing structure in effect as of July 31, 2015. The leaders in office at that time will serve in the same capacities for the successor Labor Assemblies until a new election is held, not later than when the next ALF elections are held. Assembly terms of office will be the same as the ALF Executive Board, and elections will be held simultaneously with the ALF elections.

ARTICLE VII ELECTIONS AND VACANCIES

Section 1. Nominations and elections for officers and Executive Board members shall take place in the first quarter of each odd-numbered year, beginning in the year 2017. Prior to that time, an Interim Executive Board will be constituted, by appointment from the affiliated organizations listed in Article VI, Section 3. The Interim President and Secretary-Treasurer will be selected internally from among the named Board members. Starting at the first election in 2017, the normal election process provided for in the following Sections will be observed. .

Section 2. Nominations shall be at the regular delegate meeting in the month of February, and elections shall be conducted at the regular meeting in the month of March. The term of office shall be for two years. Each affiliated organization that is entitled to a seat as listed in Article VI, Section 3, shall determine its nominee prior to the convening of the nomination meeting.

Section 3. All steps of the nominations and election shall be conducted by an appointed Election Committee.

- (a) No less than sixty (60) days prior to the nomination of officers, the President shall appoint an Elections Committee and a Committee Chair, subject to delegate body approval.
- (b) No less than forty-five days prior to the nomination of officers, the Committee shall notify each affiliated organization of the dates, times, and locations of the nominations and election of officers and executive Board members, and provide any additional information relevant to the election process.
- (c) Members serving on the Election Committee shall not be candidates for any office, nor shall they be significantly involved in any candidate's campaign. Election Committee members shall also serve as ballot clerks.
- (d) The Election Committee shall verify that all affiliates casting ballots are eligible to vote under the provisions of this constitution.
- (e) The Secretary-Treasurer shall verify the eligibility of all candidates and certify their eligibility to the chairperson of the Election Committee. She/He shall also provide the Election Committee with a copy of the voting strength and delegate entitlement roster referenced in Section 3 of this Article.
- (f) Immediately after the completion of the election, the Election Committee shall prepare a written signed report showing the number of votes cast for each candidate. This report and all ballots and election materials shall be retained by the Committee until any appeal period and any appeals have been exhausted, and then presented to the Secretary-Treasurer.
- (g) The Election Committee shall review election appeals in accordance with Article VII, Section 8.

Section 4. No less than 45 nor more than 120 days prior to an election of 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 5. The election shall be held in accordance with Rule 9(b) of *the Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*.

- (a) 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 name, organization and the number of votes cast.
- (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 4, the person who is elected to the Presidency shall be declared elected. The individual receiving the next highest votes for the secretary-treasurer position shall fill the resulting vacancy.

Section 6. 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 7. 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 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. A candidate for office and/or any delegate or Principal Officer of an affiliated organization may make a protest of the Area Labor Federation election of any officer or Executive Board member 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 President 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. The President 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, and/or in person; have the power to interpret the Constitution, subject to ratification of the ALF delegate body; 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 ALF delegate body and/or the Executive Board. The President may appoint as many Sergeants-at-arms as necessary to assist in maintaining order and in the conduct of meetings of the ALF. The President or her/his designee shall represent the ALF on any Board, panel, commission, or committee to which the ALF is entitled to serve. The President shall serve as chair of the screening committee for recruitment and recommendation for hiring of staff. A representative of the National AFL-CIO shall be invited to participate as a voting member of this committee, and the President shall appoint additional

members from the Executive Board to serve on this committee in accordance with other provisions of this constitution.

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 delegate body and 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 abide 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 under the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*; 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. She/He shall prepare and provide to the President a monthly roll of the affiliated organizations and their respective voting strengths no later than the day before the delegate body meeting. Administrative staff may assume some of the aforementioned duties if directed to do so by the Secretary-Treasurer and/or President.

Section 3. In the absence or incapacitation of the President, the Secretary-Treasurer shall perform the duties of the President. If both the President and the Secretary-Treasurer are unable or unavailable to perform the President's duties, the executive board will

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 Executive Board and the delegate body on the condition of these records, using procedures and formats required by the AFL-CIO. They shall also secure the services of a competent Certified Public Accountant who shall conduct an annual audit of the ALF in accordance with AFL-CIO standards and provide an audit report to the Executive Board and delegate body.

Section 5. It shall be the responsibility of each Executive Board member whose seat represents an affiliated organization (Article VI, Section 3) to communicate with the affiliated local unions and/or chapters of that organization to solicit their input, ideas, and concerns and report such information to the ALF Officers and Executive Board at and between meetings. It shall also be their responsibility to regularly report the activities and actions of the ALF to their respective locals and chapters, and to work to mobilize their members to support the political, legislative, and other objectives of the ALF.

Section 6. The ALF will consult and work on an ongoing basis with the State Federation to secure/maintain the right to ALF and Labor Assemblies' representation on the State Federation Executive Board and at State Federation conventions.

Section 7. If the ALF sends a delegate and an alternate to the AFL-CIO National Convention, they will be chosen from different Assembly jurisdictions, unless all nominees are from the same Assembly. An Assembly may elect a non-delegate representative to attend the National AFL-CIO Convention, aside from the TXGCALF delegate and alternate delegate. Any representative chosen by an assembly will be part of the TxGCALF convention delegation, and will assist in

deciding the TxGCALF position on any issue for which the TxGCALF Board and/or delegate body have not already directed how a vote will be cast. Expenses for Assembly representatives will be paid from General treasury funds, if general treasury funds are available and approved by the Executive Board. Otherwise, expenses of Assembly attendees must be paid from the Assembly's escrow fund or by the individual. All members of the delegation will report to the TxGCALF and Assemblies on the actions and results of the Convention.

Section 8. Every officer, Executive Board member, and employee of this Area Labor Federation, whether elected or appointed, has a high fiduciary duty and sacred trust to serve the best interests of the members honestly and faithfully.

- (a) Any person having fiscal responsibility for the ALF shall be bonded.
- (b) No officer, Executive Board member, 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, Board members, and employees shall abide by the applicable standards of conduct mandated by the *AFL-CIO Ethical Practices Code*.
- (d) Officers, Executive Board members, and employees will avail themselves of financial and ethical practices training as prescribed by the AFL-CIO.

ARTICLE IX CHARGES, HEARINGS, AND APPEALS

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

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 ALF, or with any other officer of the ALF, if both the President and Secretary-Treasurer are charged. Two (2) or more members may be jointly charged with having participated in the same act or acts charged as an offense or with having acted jointly in commission of such an offense and may be jointly tried.

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 majority vote whether or not the charges merit a hearing.

Section 4. If a hearing is determined to be appropriate, the accused shall be notified, by receipted registered or certified mail within seven (7) days after the charge(s) have been reviewed by the Executive Board. The accused shall be provided a copy of the charge(s) not less than thirty days in advance of the scheduled hearing date. The Executive Board, by two-thirds (2/3) vote may suspend or expel any delegate or affiliated organization or remove any

officer or board member found guilty of the charge(s). By majority vote, the Executive Board may initiate appropriate disciplinary action short of suspension or expulsion. 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 delegate body meeting of the ALF and shall be final and binding unless appealed as hereinafter provided.

Section 6. The decision of the Executive Board under Section 3 or Section 4 may be appealed to the ALF delegate body by either the charging party or defendant. Notice of such appeal shall be filed in writing with the President (or acting President) or Secretary-Treasurer (or acting Secretary-Treasurer) within ten (10) days of the Executive Board's report to the ALF delegate body. The appeal shall be heard expeditiously at a regular meeting of the ALF delegate body, at which time the charging party, the defendant and the Executive Board, through its selected spokesperson, in that order, shall be allowed fifteen (15) minutes each to present statements of the case, following which the delegates shall have up to ten (10) minutes to ask questions of each of the three parties. The delegates shall then 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 ALF may be appealed to the AFL-CIO as provided in the Rules Governing AFL-CIO Area Labor Area and Central Labor Councils. The decision of the ALF shall remain in effect during appeal unless reversed, modified or temporarily stayed by the AFL-CIO.

Section 8. No organization or individual subject to this Constitution shall resort to any court until redress to the AFL-CIO has been exhausted.

ARTICLE X PER CAPITA TAXES AND FEES

Section 1. Affiliated local unions shall pay a monthly per capita tax of sixty-three cents (\$0.63) on all its members regularly employed within the jurisdiction of this Council, with the exception below:

- (a) A local union affiliated with and paying a lower per capita tax rate to a CLC that was a predecessor organization to one of the ALF Assemblies will, upon request to the Executive Board, be permitted to pay amounts that gradually increase to the sixty-three cents (\$0.63) level.
- (b) An affiliate requesting this exemption will arrange a schedule of the increasing per capita tax rate, with the exemption period concluding in no more than two (2) years.

Section 2. A local union desiring to affiliate shall pay one month's per capita tax at the time of affiliation. Per capita tax for succeeding month 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 fourth month (i.e. approximately 90 days) after it is due, the local union shall be deemed in arrears.

Section 3. Other affiliated organizations (as defined in Article III, Sections 1 and 2), shall pay an annual fee of fifty dollars (\$50) and it shall pay one year's fee at the time of affiliation. The

annual fee for succeeding years shall be due on the first of the anniversary month thereafter and, if not paid by the first of the succeeding month, the organization shall be deemed in arrears.

Section 4. Any affiliated organization, which becomes three (3) months in arrears shall be so notified in writing by the Secretary-Treasurer. Any affiliated organization that becomes nine (9) months in arrears in payment of per capita tax or annual fees, and is so notified in writing by the Treasurer, shall, unless it has returned to good standing within twenty (20) days of such notification, be suspended automatically from the Council and can be reinstated only after such arrearages are paid in compliance with Article X, Section 4, below.

Section 5. Any 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. A union that has been suspended for nonpayment of per capita tax may pay only the amounts in arrears, but cannot pay for additional months to increase voting strength.

Section 6. 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 IX of this Constitution. 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. If the local union fails or refuses to produce such proof on request, the Executive Board may base its determination on such evidence as may be available. The provisions of this Section 5, if invoked, must be uniformly applied to all affiliates. A local union that has paid per capita tax on less than its full, dues-paying membership cannot retroactively pay additional per capita tax to increase its voting strength.

Section 7. The Executive Board may recommend exoneration for any affiliate from payment of per capita tax for any month upon proper showing that, in the opinion of the Executive Board, good cause exists. The ALF delegate body must ratify the exoneration recommendation, Delegates from the exonerated affiliate may not vote on the question of exoneration. Exonerated affiliates shall be regarded, for purposes of this Constitution, as paid-up affiliates in good standing for the period of exoneration.

ARTICLE XI FINANCIAL PRACTICES AND AUDITS

Section 1. The ALF Officers and Executive Board shall be responsible for the creation and management of all financial and administrative records of the organization. All funds of this Area Labor Federation shall be placed on deposit in a bank or banks (or other federally insured financial institutions) designated by the Executive Board, and such funds shall be paid out by check bearing two original authorized signatures. In addition to the President and Secretary-Treasurer, two additional Executive Board members from the affiliate representatives enumerated in Article VI, section 1 (a) and (b), and who are not Trustees, shall be recommended by the President and approved by the Executive Board as alternate signatories, who may sign checks when the absence or unavailability of one or both of the Principal Officers prevents the necessary operation of the ALF. No funds shall be expended unless they have

been approved by the ALF to defray necessary expenses for the advancement of the objects and principles of the ALF and the AFL-CIO. An exception to the foregoing shall be made in the event of an emergency, in which case the Executive Board may authorize "emergency expenditures" that, in the aggregate, do not exceed \$250 on any one occasion.

Section 2. The Fiscal Year of the ALF shall begin on the first day of January of each year and end the last day of December.

Section 3. As stipulated elsewhere in this constitution, the books and financial records of the ALF, including all committees and subordinate agencies of the ALF, shall be audited annually by a Certified Public Accountant in accordance with AFL-CIO policies. The audit shall cover the immediate preceding fiscal year. All relevant invoices, receipts and other supporting documents shall be attached to the original, signed, expense voucher. The voucher shall bear the signature of the Secretary-Treasurer, countersigned by the President (or alternates, as provided in Section 1 above), authorizing the expenditure as being in compliance with this constitution and established policies of the ALF and AFL-CIO. The annual audit shall be submitted to the Executive Board and shall be reported to the delegate body and a copy sent to the AFL-CIO. The Executive Board, at its discretion, may require more frequent audits or examination of the financial records of the Secretary-Treasurer.

Section 4. The Executive Board shall prepare an annual budget and adopt written, uniform policies and procedures on travel, expenses, and reimbursements, to be applied consistently to all ALF and Assembly expenditures. These policies and procedures must be approved by majority vote of the delegate body. The policies shall provide that authorized persons shall be reimbursed for necessary and legitimate expenses, which may include actual loss of salary, when incurred in the performance of authorized activities for the ALF. An itemized accounting of such expenses on a prescribed voucher shall be submitted with itemized receipts to the Secretary-Treasurer. If the Executive Board approves the use of a credit card in the ALF's name, the use of the credit card for personal use is prohibited.

Section 5. All officers and agents of this ALF having a financial responsibility shall be covered by a fidelity bond in an amount equal to no less than ten percent (10%) of its revenue in the prior fiscal year. Should the amount of this bond exceed the \$2,500 amount of the bond furnished without cost by the AFL-CIO, the ALF shall pay the additional cost of such bond.

Section 6. Labor Assemblies shall have the right to access and use of the treasury previously held by their respective former CLC, in accordance with the conditions in this constitution and the expense policies of the ALF.

- (a) The ALF will hold in escrow, for the sole use of the Assemblies, all bank accounts, certificates of deposit, property and shares in property, and other assets and monies transferred to the ALF from the Central Labor Councils which were the predecessor organizations to the Assemblies. The Assemblies shall have the right to conduct fundraising efforts to add to their escrowed funds.
- (b) The Assemblies' escrowed funds will be held in the ALFs general account, but will be accounted for as line items for each separate Assembly in the ALF budget. These segregated funds will only be dispersed upon the majority vote of the delegates of the respective Assembly, upon such information being transmitted to the Secretary-Treasurer by the Principal Officer of the respective Assembly.

- (c) Labor Assemblies must submit invoices for cause/expense in advance. Upon receipt of a check request from the Labor Assembly's Principal Officer, specifying the requested amount, the purpose, and the payee, the ALF Secretary-Treasurer will promptly issue the Check.
- (d) The Assembly will submit appropriate receipts and completed vouchers, in accordance with ALF expense policies and the Rules Governing Area and Central Labor Councils, to substantiate the expenditure per.
- (e) The Secretary-Treasurer will include an accounting of the Assembly funds with her/his regular monthly financial reports, as will the Trustees I their quarterly Audits, and the Certified Public Accountant in their annual audits.

Section 7. If determined necessary by the Executive Board and/or delegate body, the ALF will establish one or more Political Action accounts, in accordance with the laws of the State of Texas, in order to accept the transfer or contribution of funds from labor Political Action accounts and/or union members. Funds received from predecessor CLCs or from Assemblies will be held in escrow, in separate accounts if required, and dispersed solely at the request and authorization of the delegates of the respective Labor Assembly, as described in Section 6 above. General political action funds will be dispersed upon majority approval of the COPE Committee.

Section 8. Beginning with the 2016 calendar year, the ALF Executive Board will develop with the Assemblies an annual budget that includes earmarked funding for the local programs of the Assemblies. Prior to adoption of a budget, or in the case of emergency or unexpected expenses, Assemblies may submit detailed requests for funding on an as-needed basis. The following ongoing Assembly expenses and continuing programs will be continued as follows, first through use of escrowed Assembly funds, and then with general treasury monies:

ARTICLE XII COMMITTEES

Section 1. The following standing committees shall be appointed by the President with the advice and consent of the Executive Board: Committee on Political Education (COPE) and the Ethical Practices Committee.

Section 2. The President, with Executive Board approval, may create such other committees, as necessary or advisable, to pursue the objectives of the ALF and to develop and implement policies of the ALF. Committees shall be composed of Executive Board members, ALF delegates and such other members from affiliated and/or ally organizations as the President appoints.

Section 3. Committee members, with the exception of the Committee on Political Education (COPE), shall be appointed by the President, subject to the approval of the Executive Board.

Any unresolved appointment dispute between the President and Executive Board shall be resolved by the ALF delegates at the next regularly scheduled meeting.

Section 4. Committee chairs and members shall make regular reports to the Executive Board and delegate body. Committees that fail to function shall be dismissed and reconstituted.

Section 5. Duties of standing committees shall be as follows:

- (a) The Committee on Political Education (COPE) shall be comprised of the Officers, Executive Board and additional affiliate appointees designated by the President and approved by the Executive Board. It shall not be a delegate body, but shall function as a committee. The ALF President and Treasurer shall be the COPE Chair and Treasurer, respectively; and, the Vice President shall serve as Program Director. The Committee shall comply with the Rules Governing Committees on Political Education and, in so doing, shall be responsible for developing and executing ALF programs of sound political education aimed at encouraging union members and their families to exercise their full rights and responsibilities as citizens and to take their rightful place in the political life in the ALF's local communities, the State of Texas and the United States. These educational programs shall include, but not limited to, the following activities: registration and get-out-the vote (GOTV), recruitment of qualified union members as candidates for public office, screening of candidates for public office (including, linking "the right to organize" to labor endorsements), educating members and their families on issues pertaining to their economic and social wellbeing and candidate's positions relevant to those issues.
- (b) The Ethical Practices Committee (EPC) shall be comprised of at least three members of the Executive Board, serving on a rotating basis, and the ALF President or Treasurer, both officers may not serve at the same time. The EPC shall be responsible for enforcing the substance of the Ethical Practices Code for AFL-CIO Officers and Representatives. This committee shall only be appointed when there is a charge of an ethical practice code violation filed with the ALF.

ARTICLE XIII LEGISLATIVE AND POLITICAL ACTION

Section 1. The legislative and political activities of the ALF shall be under the direction of the Executive Board. These activities shall conform to the policies adopted by the ALF delegate body and the decisions of the Executive Board on local matters.

Section 2. The ALF 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.

Section 4. The President and Secretary-Treasurer of the Board shall be the President and Secretary-Treasurer respectively of the Committee on Political Education. The Executive Board

shall constitute the ALF'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 and Central Labor Councils, and State COPE.

Section 6. The ALF's Committee on Political Education shall have power to formulate By Laws to govern COPE.

Section 7. The ALF's Committee on Political Education recommendations and endorsements shall be limited to races that do not fall under the jurisdiction of a state federation. The endorsement process shall include a pledge of candidates to support an Employees Right to Organize.

ARTICLE XIV RULES, PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1. This ALF is a chartered, subordinate Central Body of the AFL-CIO that is governed by this Constitution and the Constitution and the current version of the Rules Governing Area and Central Labor Councils. These Rules establish policies and regulations with regard to Strikes, Collective Bargaining, Boycotts and Unfair Lists, and Publications and Advertising, as well as other central ALF administrative activities that the ALF must comply with; and, moreover, if any conflict should arise between this Constitution and/or actions of the ALF and the Constitution of the AFL-CIO and/or its Rules Governing, the latter shall prevail. If this ALF's charter is revoked, the ALF will surrender the charter to the President of the AFL-CIO.

Section 2. When and if a circumstance or action causes the ALF to be in non-compliance with the AFL-CIO, the Executive Board shall initiate corrective action to bring the ALF into conformity with the Constitution of the AFL-CIO and its Rules Governing. The President of the AFL-CIO may order revisions to the constitution if it is not in compliance with the Rules Governing or the AFL-CIO Constitution and, if this occurs, the ALF must give written notice that this has occurred and a copy of the revised constitution.

Section 3. The parliamentary rules contained in Robert's Rules of Order, Revised, shall govern this ALF in all cases to which they are applicable and are not inconsistent with the Constitution and Bylaws or special rules of order adopted by the ALF.

Section 4. This Constitution may be amended by submitting the proposed amendment(s), in writing, to the Secretary-Treasurer at the preceding regular meeting. Amendments to this Constitution may be proposed by any delegate, affiliated organization, the Executive Board, an appointed Constitution and Bylaws Committee, or by the President. All proposed amendments to this Constitution must be read in full at the meeting at which they are first received and/or presented and copies shall be made available upon request to all delegates prior to final consideration at the subsequent meeting. Votes on amendments are subject to the quorum provisions of this constitution, and shall require a two-thirds (2/3) vote of the delegates present and voting. The amendment(s), once adopted, shall not become effective until two (2) paper copies of the revised Constitution and the amendments have been submitted to the President of the AFL-CIO and she/he has issued a letter of approval to the ALF. If the approval by the AFL-

CIO President is conditional upon revisions to the amendments adopted by the ALF or the insertion of additional language, the ALF will submit a new copy of the constitution with the required changes, to the AFL-CIO. Proposed amendments may be submitted for preapproval to the President of the AFL-CIO.

ARTICLE XV LISTS

All lists of affiliates or members of affiliates in possession of the ALF shall be used exclusively in carrying out the authorized programs and work of the Board and shall not be released to any person or organization for any other purpose unless such release has been duly authorized by the Board and the appropriate officers of the affiliate or affiliates involved.

ARTICLE XVI COLLECTIVE BARGAINING, STRIKES AND BOYCOTTS

Section 1. This ALF shall not take part in any collective bargaining activities or in any 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 ALF shall have no power or authority to initiate a boycott. This ALF can endorse and provide support for a boycott campaign of an affiliate. This ALF can place an employer on an "unfair" or "do not patronize" list, if the proper conditions apply as outlined in the regulations below, and that all such action 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 ALF shall be governed by the following regulations:

- (a) The Secretary-Treasurer of the AFL-CIO, or her/his designated agent, shall be notified in writing of all boycott requests, whether local, regional or national in scope.
- (b) Disputes affecting contractual interests of other unions--If the requested action is directed against an employer which has a contract or working agreement with any union or unions affiliated with the AFL-CIO, other than the aggrieved union, then the written consent of such other union or unions shall be required. If such consent is not given, no further action shall be taken by this ALF except as authorized by the President or by the Executive ALF of the AFL-CIO.
- (c) Local Disputes--If the requested action is directed against an employer for a dispute arising within the area of jurisdiction of this ALF which does not involve the contractual interest of other AFL-CIO unions, the ALF may take the requested action if, in its judgment, such action is warranted and shall provide written notice to Secretary-Treasurer of the AFL-CIO of such action. The ALF will notify the Secretary-Treasurer of the AFL-CIO when a boycott is terminated.
- (d) Disputes in areas of other area ALFs or central ALFs--If the requested action is directed against an employer for a dispute arising wholly outside the area of jurisdiction of this ALF, no action shall be taken unless the AFL-CIO and the area ALF, central ALF or state central ALF in whose area the dispute arose has first acted favorably on the request of the aggrieved union in keeping with applicable rules.

- (e) National and regional disputes--If the requested action is directed against an employer for a dispute which is national or regional in scope, no action shall be taken by this ALF unless the affiliated national or international union involved has first secured approval of the AFL-CIO.

ARTICLE XVII ASSEMBLIES

Section 1. Labor Assemblies will decide their local program and operation procedures, in accordance with the TxGCALF Constitution. The TxGCALF will assist the Assemblies in planning and carrying out local program when requested, but each Assembly will control the mobilization activity, political and legislative action, organizing support, and solidarity work in their own jurisdictions.

Section 2. The elected leaders of the Assemblies will have primary responsibility to direct program efforts described in Item 6, and will serve as the liaisons between their respective assembly and the TxGCALF Executive Board and staff. The Assembly may adopt policies and procedures as needed to carry out their program, and/or additions may be made to the TxGCALF Constitution as needed.

Section 3. All endorsement procedures are subject to the AFL-CIO Rules Governing State Federations and Labor Councils.

- (a) Decisions on candidate and issue endorsements and endorsement recommendations in political jurisdictions that fall entirely within the jurisdiction of an Assembly will be made exclusively by the Assembly, unless they refer the decision to the TxGCALF. Where the State Federation or National AFL-CIO has final endorsement authority, Labor Assemblies will have recommendation authority for the races that fall entirely within their jurisdiction. The Assemblies and TxGCALF Board will work with the State Federation to develop a uniform screening and endorsement process to be used throughout the TxGCALF. ALF Principal Officers and Field Staff will be included in all Assembly screenings and endorsement decisions for consistency and continuity purposes. In cases of overlapping jurisdictions, the affected Assemblies will work to assign primary responsibility to one Assembly, and make recommendations to that Assembly.
- (b) When legislative redistricting is carried out, the TxGCALF Board and Assemblies will redefine these assignments as needed. If Assemblies cannot resolve a difference on an endorsement in an overlapping jurisdiction, the TxGCALF will be responsible for conducting the screenings and making the final decision, or, where appropriate, the recommendation to the state Federation. The TxGCALF will coordinate details of screenings and endorsements with the State Federation in Congressional elections and similar races.

Section 4. All Community Service Liaisons will continue to serve workers and affiliates through the Labor Assembly that is the successor organization of their respective CLC. If requested by the Assembly, the TxGCALF will enter into a Memorandum of Understanding with the local United Way organization in order to maintain the Community Services program and relationship.

ARTICLE XVIII

AREA LABOR FEDERATION STAFFING

Section 1. The Executive Board shall be empowered to employ staff to carry out the programs and meet the goals of the Council, subject to the requirements of this Article, and conditional upon the approval of the Delegate Body.

Section 2. Diversity & Equal opportunity: This Council is an equal opportunity employer that is committed to actively building diversity among our staff. The Executive Board shall assure that announcements of staff vacancies are widely distributed, at least 15 days before the application deadline, to affiliates, the State Federation and National AFL-CIO, other Labor Councils in the state, community allies, state and regional union offices, and internet job sites that serve Labor and progressive organizations. Women, people of color, LGBTQ, Veteran, disabled, and multi-lingual candidates will be encouraged to apply for all staff vacancies.

Section 3. Staff Resources Committee: The President will appoint, with the Concurrence of the Executive Board, a Staff Resources Committee. The Committee shall have responsibility to develop staff policies on pay, benefits, expenses, recognition, evaluation, discipline, and other appropriate practices for review and adoption by the Executive Board. All post-hiring personnel actions will be referred to the Committee for their recommendation for Executive Board action. All personnel actions shall be written.

Section 4. Staff Contracts: The Executive Board is empowered to enter into a collective bargaining agreement and/or individual staff contract covering any employee of the Council. The Staff Resources Committee shall represent the Council in the bargaining of any collective bargaining agreement and/or negotiation of any individual staff contract, after which it will be reviewed by the Executive Board and shall not be in force until approved.

Section 5. Staff Selection Process:

- (a) The Executive Board shall adopt a standard application process, including an application form, uniform interview questions for each vacancy, and other requirements as needed.
- (b) The President will appoint, with Executive Board concurrence, an odd-numbered Screening & Selection committee that represents the diversity of our movement, and that includes:
 - ALF President
 - ALF Secretary-Treasurer
 - Executive Director (for positions other than the Executive Director)
 - 6-8 Local Union Principal Officers from the International Unions with the 10 highest numbers of affiliated members
 - 2 Principal Officers from International Unions with less affiliated members than the 10 highest
 - 1 representative of an affiliated Constituency Group
- (c) For all positions except Executive Director, the Screening and Selection Committee may recommend the candidate they deem best qualified to the Executive Board, who shall have the opportunity to conduct its own interview before acting on the recommendation for hiring.
- (d) For the Executive Director position, the Screening and Selection Committee shall recommend at least two, but not more than three, of the best qualified candidates for the position. At a regular or special meeting of the Executive Board, the President shall

provide the Board with copies of applications and other materials from the recommended candidates, and introduce the candidates, who shall make presentations on their qualifications and avail themselves of up to ten minutes of questions. The President will excuse the candidates and the Board will have the opportunity to review the candidates' qualifications with the Screening and Selection Committee, before voting on selection. The selection decision, which includes the option to hire no candidate, will be made by majority vote.

Section 6. Staff Code of Conduct & Review: Each staff member employed by the Labor Federation has a high fiduciary duty and sacred trust to serve the best interest of the members honestly and faithfully, and is obligated to adhere to the same ethical practices and policies as are required of any officer under the AFL-CIO Rules Governing Labor Councils and such policies as adopted by the Delegate Body and/or Executive Board. Staff members will certify their understanding of this obligation upon hiring, and their ongoing compliance in accordance with the schedule when officers and Executive Board members perform this certification. All staff are required to adhere to this Constitution, the policies of the Area Labor Federation, and personnel practices adopted by the Executive Board. The Staff Resources Committee shall develop, for Executive Board approval, a position description for each staff position. The Committee shall also create comprehensive procedures for regular performance and conduct review of all staff, and fair procedures for disciplinary action where called for. These procedures will not apply to any staff who are already covered by such procedures in a collective bargaining agreement.

Section 7. Staff Membership & Delegate Status: All staff employed by the Area Labor Federation shall be, at the time of hiring, or become within 30 days thereafter, a member of an affiliated Local Union, and remain so throughout their employment with the council. Staff are required to attend Delegate Body meetings unless exempted by the Executive Board. Any staff member may serve as a delegate if chosen to do so by her/his affiliated Local Union, but a staff member may not be a candidate for or serve in any elected position of the Council. In cases where delegate voting on an issue before the Council would constitute a conflict of interest with her/his employed position, a staff member must abstain from said vote.

Section 8. Executive Director: The Executive Director shall be an ex officio member of the Executive Board, with voice, but no vote. She/he is required to attend and assist with all Executive Board, Delegate Body, and Special meetings of the Council, and any committee meetings or other gatherings as determined appropriate by the President and/or Executive Board. She/he will prepare and present a report on the operations and program activities of the Council at Board and Delegate Body meetings, and provide details on the needs, opportunities, and potential obstacles facing the Council.

- (a) Services, facilities, and other Area Labor Federation needs, but all contracts and other final financial commitments must be executed by the President. The Executive Director is not authorized to sign organization checks or withdraw funds. She/he may not make financial commitments for the organization without prior authorization of the Executive Board.
- (b) She/he shall assist the President and the Executive Board whenever called upon, in work including but not limited to:
 - Drafting the long term strategic plan and annual budget;
 - Organizing, coordinating, and administering the day-to-day work of the Area Labor

- Federation;
- Working with the Secretary-Treasurer to manage the financial affairs of the Council, including the collection of per capita tax, maintenance of records, filing of required reports, accurately accounting for all income, expenses, savings, securities, and property of the Council, and depositing all monies in accordance with AFL-CIO and Area Labor Federation rules;
 - Prepare checks and deposit forms for authorization and execution by the President and Secretary-Treasurer;
 - Creating and maintaining a current roll of affiliated organizations, with their respective delegates and voting strengths;
 - Exercising general supervision over the work of other Area Labor Federation staff, affiliate and ally released staff, volunteers, and interns;
 - Planning and overseeing Council programs, projects and campaigns;
 - Planning and directing the new affiliate recruitment program;
 - Preparing agendas and materials for Board and Delegate Body meetings;
 - Tracking legislation of interest to affiliates at national, state and local levels;
 - Preparing and disseminate information on issues important to Labor;
 - Representing the Council before national, state and local governing bodies;
 - Establishing and maintaining effective working relations with representatives of unions, all levels of elected officials, community allies, and employer representatives;
 - As called upon by the Executive Board, assisting in resolving disputes of affiliated unions;
 - Seeking out grant funding and other untapped resources for Area Labor Federation programs;
 - Overseeing the Area Labor Federation communications program, including producing and disseminating the Area Labor Federation newsletter and other written and electronic material;
 - Maintaining an up-to-date mobilization roster of affiliate leaders, ally leaders, and individual activists; and
 - Carrying out such other duties as are outlined in the Executive Director position description.

**APPENDIX “A”
OBLIGATION OF DELEGATES & OFFICERS**

DELEGATES

“I, (state your name), do solemnly pledge my honor that I will obey the rules and regulations of this Council and, to the best of my ability, perform all the 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, if eligible to do so.”

OFFICERS

"I, (state your name) do hereby promise to faithfully perform all the duties of the office to which I have been elected to the best of my ability and to uphold the Constitution and Bylaws of this Council and of the AFL-CIO. I further promise to deliver all property in my possession belonging to this Council to my successor in office and to surrender such property to the President of the AFL-CIO upon official demand."