pConstitution and By-Laws of the Wichita / Hutchinson Labor Federation of Central Kansas AFL-CIO

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WICHITA, KANSAS

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PREAMBLE

The Wichita Hutchinson Labor Federation of Central Kansas. American Federation of Labor and Congress of Industrial Organizations is an expression of the hopes and aspirations of working people of America.

We resolve to fulfill the yearning of the human spirit for liberty, justice and community; to advance individual and associational freedom; to vanquish oppression, privation and cruelty in all their forms; and to join with all persons, of whatever nationality or faith, who cherish the cause of democracy and the call of solidarity, to grace the planet with these achievements.

We dedicate ourselves to improving the lives of working families, bringing fairness and dignity to the workplace and securing social equity in the Nation. We will prevail by building a strong, free and democratic labor movement.

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

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

We will enable workers to shape a changing global economy. We will speak for working people in the international marketplace, in the industries in which we are employed and in the firms where we work. We will expand the role of unions in securing workers' influence in all the decisions that affect our working lives from capital investment to the quality of products and services to how work itself is organized.

We will establish unions as active forces in our communities. We will make the voices of working families heard in our neighborhoods. We will create vibrant state, local and community labor councils. We will strengthen the ties of labor with our allies. We will speak out effectively and creatively on behalf of all working Americans.

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

ORDER OF BUSINESS

1. Opening (Pledge to Flag)
2. Roll Call of Officers & Delegates (sign in sheet)
3. Reading of Credentials and Obligation of New Delegates
4. Reading and approval of the Minutes
5. Communication
6. Treasurer's Report
7. Executive Board Recommendations
8. Committee reports, COPE Director and/or staff reports
9. Report of Organizers
10. Unfinished Business
11. New Business
12. Nominations, Election, Installation of Officers
13. Good of the Order
14. Adjournment

ARTICLE I - Name and Jurisdiction

Section 1. This organization shall be known as the Wichita/ Hutchinson Labor Federation of Central Kansas, AFL-CIO, and shall have jurisdiction over all AFL-CIO affiliates in this area of the State of Kansas, now comprising the Counties of Butler, Cowley, Harvey, Kingman, Reno, Sedgwick and Sumner.

Section 2. Headquarters, as approved by the Assembly of Delegates shall be maintained by the Executive Officers in a convenient place, within the jurisdictional boundaries of the Federation.

Section 3. The Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO shall at all times maintain affiliation with the American Federation of Labor and Congress of Industrial Organizations and conduct all of its affairs in accordance with the Constitution of the AFL-CIO and the AFL-CIO's Rules Governing Area Labor Councils and Central Labor Councils. As a chartered organization of the AFL-CIO, this Council 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.

ARTICLE II - Objects and Principles

Section 1. The objects and principles of the Federation are: To implement, within its jurisdiction, the program and aims of the American Federation of Labor and Congress of Industrial Organization and assist in all ways possible, the similar program and aims of the Kansas AFL-CIO.

Section 2. To aid workers in securing improved wages, hours and working conditions with due regard for the autonomy, integrity and jurisdiction of affiliate unions.

Section 3. To aid and assist affiliated unions in extending 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, protection and advancement, giving recognition to the principles that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.

Section 4. To affiliate all local unions with this Federation; and to help form organizing

committees and assist to secure their affiliation to appropriate state, national, international and all affiliated organizations.

Section 5. To encourage all workers without regard to race, creed, color, sex, national origin, religion, age, disability or sexual orientation to share equally in the full benefits of union organization.

Section 6. To secure legislation that will safeguard and promote the principle of free collective bargaining, the rights of workers, fans and consumers, and the security and welfare of all people and to oppose legislation adverse to these objectives.

Section 7. To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the right and liberties to which we are justly entitled and to preserve and perpetuate the cherished traditions of our democracy.

Section 8. To give constructive aid in promoting the cause of peace and freedom in the world and aid, assist and cooperate with free and democratic labor movements throughout the world.

Section 9. To preserve and maintain the integrity of each affiliate union by fostering respect for the established bargaining and work relationships of every other affiliate and providing that each affiliate shall refrain from raiding the established bargaining relationship of any other affiliate.

Section 10. To encourage the elimination of conflicting and duplicating organizations and jurisdictions through the process of voluntary agreement or voluntary merger in consultation with the appropriate officials of the Federation, to preserve, subject to the forgoing, the organizing, jurisdiction of each affiliate.

Section 11. To aid and encourage the sale and use of union-made products and union-supplied services through the union label and other symbols and by other means.

Section 12. To promote labor's print and broadcast media and other means of communications in order to foster worker education and public awareness and support of the labor movement.

Section 13. To protect the labor movement from any and all corrupt influences and from the undermining efforts of authoritarianism, totalitarianism, terrorism and all other forces that suppress individual liberties and freedom of association and oppose the basic principles of our democracy and of free and democratic unions.

Section 14. To safeguard the democratic character of the labor movement and to protect the autonomy of each affiliate local, state, national and international union.

Section 15. While preserving the independence of the labor movement from political control, to encourage workers to register to 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 Affiliates

Section 1. The Wichita/Hutchinson Labor Federation of Central Kansas shall be composed of local unions, district lodges, local councils, organizing committees, a union retiree group, and any local AFL-CIO constituency groups that are affiliated with but are not subordinate to, or subject to the general direction and control of, the American Federation of Labor and Congress of Industrial Organizations, and such other subordinate bodies as the Federation may determine as eligible for affiliation.

Section 2. All affiliates of the Wichita Industrial Union Council, or the Wichita Trades Council and Labor Assembly, or the Hutchinson Central Labor Council, at the time of the adoption of this Constitution shall become affiliates of the Federation and subject to its rules and regulations.

Section 3. Any local union not affiliated with the Wichita/ Hutchinson Labor Federation of Central Kansas, AFL-CIO, at the time of adoption of this constitution shall be eligible to make an application for affiliation. Any question that may arise with respect to the proper area labor council or central labor council to which local unions or other subordinate bodies or constituency groups are to affiliate shall be determined by the president of the AFL-CIO.

Section 4. No organization officered, controlled or dominated by officers or persons whose policies and activities are consistently directed toward the achievement of the program or purposes of authoritarianism, totalitarianism, terrorism and other forces that suppress individual liberties and freedom of association shall be permitted as an affiliate of the Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO.

Section 5. This central body shall have the power to suspend or expel any organization affiliated with it upon conviction, after charges, notice and hearing of having engaged in conduct or a course of activity hostile or contrary to the best interest of the Wichita / Hutchinson Labor Federation of Central Kansas, AFL-CIO, or contrary to its constitution or By-laws.

Section 6. No AFL-CIO constituency group or its delegate or Alliance for Retired American delegate may be present for or have voice or vote in any meeting or proceeding concerning the endorsement of a political candidate or other partisan political activity concerning public elective office by this central labor council, nor may any AFL-CIO constituency group, or its delegates, be present for or have voice or vote in any meeting or decision of this Federation's Committee on Political Education (COPE).

ARTICLE IV Assembly of Delegates, Annual, Regular and Special Meetings

Section I. The Assembly of Delegates in session shall be the supreme governing body of the Federation, and except as otherwise provided in this Constitution, all its decisions shall be by a majority vote.

Section 2. The regular meeting held in the month of March shall be known as the Annual Meeting. At least forty-five (45) day notice in writing shall be given to all affiliates and delegates of the Annual Meeting. Any special meeting for Constitution and By-laws changes must have at least a forty-five (45) day notice in writing to all affiliates and delegates.

Section 3. Regular meetings of the Assembly of delegates shall be held on the 4th Thursday of each month and special meetings may be called:

A. By direction of the assembly of delegates in regular meetings; or
B. By order of the Executive Board; or
C. Upon request often (10) affiliate organizations, provided they represent ten (10) percent of the paid per capita of the Federation. In the event that a special meeting of the

Assembly of Delegates is called, all affiliated organizations shall be given at least five (5) days notice, with a statement of the subject or subjects that will be considered at the special meeting. The business of special meetings of the Assembly of Delegates shall be limited to the subject or subjects specifically and definitely indicated in the call for such special meetings.

D. One regular meeting per year of the Wichita/ Hutchinson Labor Federation of Central Kansas, AFL-CIO may be held in Hutchinson, Kansas.

Section 4. The basis of representation and voting at an Assembly of Delegates shall be based on the average per capita tax paid for the six (6) months prior to the month in which the Assembly of Delegates shall meet, provided, that the average membership of affiliated local unions not having been in affiliation for six (6) months shall be determined by dividing the total per capita tax paid for all months affiliated by six.

Section 5.

(a) Each affiliated local union shall be entitled to the number of delegates indicated on the following scale:

100 members or less	2 delegates
101 to 300 members	3 delegates
301 to 600 members	4 delegates
601 to 1000 members	5 delegates
1001 to 1500 members	6 delegates
1501 to 2100 members	7 delegates
2101 to 2800 members	8 delegates
2801 to 3600 members	9 delegates
3601 to 4500 members	10 delegates
4501 to 5500 members	11 delegates

5501 or more members	12 delegates

(b) A union retiree group, district lodges, local councils, organizing committees, and any other constituency group shall be entitled to one delegate with one vote see Article IV, Section 19 and 20, in this constitution.

Section 6. On a roll-call vote, each affiliated local union shall be entitled to one vote for fifty members or less plus one vote for each additional fifty members or any fraction thereof, based upon affiliation membership as determined in Section 4 of this Article. A roll call on election may be conducted orally or it may be conducted by written or printed ballots. Each ballot is to clearly show the name, organization, and number of votes of the delegate casting the ballot. Such ballots shall become part of the records of the 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, or until an election appeal is resolved.

Section 7. The votes of an affiliate, in case of a roll-call vote, shall be divided equally among all its accredited delegates present and each delegate shall be entitled to cast only his assigned number of votes.

Section 8. No organization shall be entitled to representation unless such organization has applied for and obtained a certificate of affiliation, at least one month prior to the meeting in which it demands representation, except a newly organized local union receiving its certificate during the month preceding the meeting, which shall then be entitled to representation. No person shall be eligible to serve as a delegate unless he is a member in good standing of a local union affiliated with the Federation. **No delegate shall be permitted to cast the proxy of another delegate.** No delegate shall represent more than one affiliate.

Section 9. The Recording Secretary of the Federation shall supply each affiliate, immediately upon affiliation, with proper blank credentials. The credentials shall be returned to the office of the Federation at least three (3) days previous to the meeting at which the delegate or delegates appear for obligation. No delegate shall be recognized unless and until credentials have been presented and signed by the President and Secretary of the organization they seek to represent.

Section 10. Should any delegate to the Assembly of Delegates absent himself from three (3) consecutive meetings and fail to present a valid excuse, submitted in writing, explaining his

absenteeism; said excuse shall be mailed or given to the Recording Secretary of the Federation prior to the next regular scheduled meeting of the Federation, his seat shall be declared vacant, and the Recording Secretary of the Federation shall notify the proper officer of the organization from which the credentials have been received, and request that the vacancy be filled at once.

Section 11. No person shall be eligible to serve as a delegate who consistently pursues policies and activities directed toward the achievement of the program or purposes of authoritarianism, totalitarianism, terrorism and other forces that suppress individual liberties and freedom of association. No person shall be eligible to serve as a delegate representing a Union or any subordinate branch of a Union which has been suspended or is unaffiliated with the AFL-CIO.

Section 12. Any delegate to the Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO, upon conviction, after charge, notice and hearing can be expelled or suspended from such body for having engaged in conduct or a course of activity hostile or contrary to the best interest of the local central body or contrary to its constitution or bylaws.

Section 13. Delegates to this Federation shall be as prescribed in affiliate By-laws or Constitution.

Section 14. An accredited representative of the AFL-CIO or its affiliated national or international unions, shall be entitled the privileges of regular delegates except that they shall not be permitted to vote unless they are credentialed delegates of an affiliate of the Federation.

Section 15. No affiliated organization who, at the time of any regular or special meeting of the Federation, is in arrears for per capita tax for three (3) months or more shall be entitled to representation or recognition in this Federation.

Section 16. No organization that is unaffiliated or has been suspended by this Federation, the American Federation of Labor and the Congress of Industrial Organizations, or by any national or international union or organizing committee affiliated with the AFL-CIO, shall while under such suspension or unaffiliation be allowed representation or recognition in this Federation.

Section 17. No less than fifty percent plus one delegate of the size of the Executive Board from five (5) or more affiliated separate international local unions present at any regular or special meeting of the Assembly of Delegates shall constitute a quorum for the transaction of business of the Federation.

(a) Questions may be decided by division, show of hands or voice vote but a call of the roll may be demanded by twenty (20) percent of the delegates present at an Assembly of Delegates.

Section 18. The Recording Secretary of the Federation shall have in his/her possession, at all regular, annual, and/or special meetings of the Assembly of Delegates, a roll-call list of delegates which shall be complete.

Section 19. A union retiree group, district lodges, local councils, organizing committees, and any AFL-CIO constituency group may be admitted as affiliates with **one delegate and one vote.** The Union retiree group, organizing committees, district lodges, local councils and any AFL-CIO constituency group shall be charged an annual fee of $25.00.

Section 20. Where two or more retiree groups desire to affiliate with the Wichita/Hutchinson Labor Federation of Central Kansas. AFL-CIO, that affiliation will be through a council of retiree groups; a retiree council shall be entitled to **three** delegates and **three** votes.

Section 21. The Federation will undertake all reasonable efforts to ensure diversity of representation at every level.

ARTICLE V
Elections and Vacancies

Section 1. The Executive Officers of the Federation shall consist of a President, two (2) Vice-Presidents, Treasurer, and Recording Secretary.

Section 2.

- **(a)** There shall be eighteen (18) Executive Board members who, with the Executive Officers shall constitute the Executive Board of the Federation.
- **(b) Additionally, in areas with one or more viable AFL-CIO constituency groups, the combined constituency groups affiliated with the Federation shall be entitled to one voting seat (or more, if the Federation's constitution so provides) on the Executive Board.**

Section 3. The Executive Officers shall be elected by the Assembly of Delegates, at the annual meeting for a term of two (2) years. A majority vote shall be required for election. In the event that more than two (2) candidates are nominated for any office and no candidate receives a majority of the votes cast, all except the two candidates receiving the highest number of votes shall be eliminated and a second vote taken. The election of uncontested officers may be by acclamation.

Section 4. The Executive Board shall be elected by the Assembly of Delegates at the annual meeting for a term of two (2) years. Candidates receiving the greatest number of votes shall be elected. If a run off election is necessary, in case of a tie vote, for the final position, a second vote shall be taken between the tied candidates. The election of uncontested Executive Board positions may be by acclamation.

Section 5.

(a) Each officer and executive board member shall be a delegate and a member of an affiliated Local Union in good standing.

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

Section 6. The elections and installations shall be held at the annual meeting in the month of March (in odd numbered years). Prior to the nomination meeting an election committee shall be appointed. Nominations shall be opened at the meeting in the preceding meeting, and may be reopened at the annual meeting in March, by a majority vote, prior to the election. The election shall not be postponed except for lack of a quorum or by order of the AFL-CIO. A postponed election shall be held at the first succeeding regular meeting with due notice being given to all affiliated organizations, or as may be directed by the AFL-CIO.

(a) No member shall be nominated for any office or executive board position who is not present at the meeting when nominations are made, except when a written acceptance for the position is given to the President or Recording Secretary prior to the nominations meeting.

(b) Officer positions shall be as follows:

One (1) President
Two (2) Vice Presidents
One (I) Recording Secretary.
One (I)Treasurer.
Officers shall be from different national or international unions.

Eighteen (18) Executive Board positions shall be as follows:
Two (2) positions from Hutchinson area unions
Six (6) positions from the largest locally affiliated national or international union, unless that union declines to fill all the positions.
Ten (10) board positions from all other affiliated unions.

(c) No less than 45 nor more than 120 days prior to an election of Labor Federation officers, the Labor Federation 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 Labor Federation elected officers (including executive board members); (ii) the name and mailing address of each of the organizations affiliated with the 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. An area labor council a major central labor council, as defined by the AFL-CIO, shall compile and notify each affiliated organization of the availability of a list containing the information set forth above in each non-election year in the same month in which the information was last provided. Officers of organizations affiliated with the area labor council or central labor council shall also be entitled at the place where the records are kept, to inspect and to make their own notes concerning the most current underlying records relating to the information included in the lists provided for above.

(d) Election and installation of Officers and Executive Board members shall be at the annual meeting in March.

(e) The Election Committee shall be responsible for making election decisions in accordance with, and within the confines of, the AFL-CIO constitution, the Rules Governing Area and Central Labor Councils and the Federation's constitution. The Committee:

- **Will work with the Treasurer to verify all affiliates' eligibility to participate in the election and cast ballots under the provisions of this constitution;**
- **Will confirm that each nominated candidate is a member in good-standing of an affiliated local union in good-standing with the Federation, and that the candidate is an official credentialed delegate to the Federation;**

- **Will serve as the first level of deciding authority on procedural issues;**
- **Will confirm that each candidate accepts the nomination for office, either in person or in writing to the Election Committee;**
- **Will confirm with the Recording Secretary that each delegate is duly credentialed and eligible to cast ballots;**
- **Cannot be overruled by the Executive Board during the election process, but their decisions and actions may be appealed to the board after the election, in accordance with this constitution.**
- **Will cooperate with the national AFL-CIO in any review, investigation, or appeal of the election.**

(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, who shall preserve the materials for no less than six (6) months from the date of the election or the conclusion of all appeals, whichever is later. The Election Committee shall review election appeals in accordance with Article V, Section 11.

Section 7. Officers and Executive Board members shall take office immediately upon their election and shall serve until their successors are elected, provided, however, that the outgoing Executive Officers shall insure the proper transfer of official records, documents and files, and assist the auditing of the finances of the Federation.

Section 8. In the event of a vacancy in the office of President, or the Vice Presidents, Treasurer, Recording Secretary, by reason of death, resignation, or otherwise, the remaining Executive Officers shall perform the duties of the vacant office until the next regular meeting of the Federation at which time, the vacancy will be filled by election. Notice of said election shall be as early as possible to all delegates and affiliates.

Section 9. In the event of a vacancy in the office of Executive Board member, by reason of death, resignation or otherwise, the Executive Board shall be empowered to fill the vacancy by a majority vote of all its members for the period of the unexpired term.

Section 10. No individual shall be eligible to serve as an officer, as an Executive Board Member or as a delegate who consistently pursues policies and activities directed toward the achievement of the program or purposes of authoritarianism, totalitarianism, terrorism and other forces that suppress individual liberties and freedom of association. No person shall be eligible to hold office or serve as a delegate, who holds a salaried position or any other position of administration or executive authority in a Union, or any subordinate branch of a Union, which has been suspended or expelled from the AFL-CIO.

Section 11. A candidate for office and/or any delegate or principal officer of an affiliated organization may make a protest of the election of any elected position of the Federation.

(a) Such protest must:

- **Be filed with the Election Committee;**
- **Be in writing and signed by the protesting party;**
- **Be filed within 30 days of the election, or the election certification, whichever is later;**
- **Contain any information that the filing party wishes the Election Committee to consider regarding the conduct of the election and any procedural requirements that are alleged to have been violated.**

(b) The Election Committee shall familiarize themselves with the issues raised in the protest, take into consideration any pertinent facts and procedural requirements, solicit information from interested parties, and review the conduct of the election for compliance with this constitution, the AFL-CIO constitution, and other applicable AFL-CIO rules and policies. Within thirty (30) days of their receipt of the protest, the Committee will deliver their report to the executive board at its next meeting and the executive board shall determine by majority vote whether the protest merits a hearing.

(c) If a hearing is warranted, all parties to the dispute shall be given adequate notification of not less than thirty (30) days of the hearing date, along with a copy of the protest and a record of action taken by the Election Committee to date. Both the accused and the charging party shall be accorded full opportunity to be heard and to present evidence.

(d) Following a hearing, the executive board, by a two-thirds (2/3) vote, may order appropriate remedies up to and including the rerun of the election.

(e) The executive board shall notify all parties of its decision within thirty (30) days after the hearing. Said notification shall be sent by certified mail.

(f) The decision of the executive board shall be reported to the next delegate body meeting and shall be final and binding unless appealed as hereinafter provided.

(g) The decision of the executive board may be appealed to the delegate body by any delegate or principal officer of an affiliated organization. Notice of such appeal shall be filed in writing with the President (or acting President) or Secretary (or acting Secretary) within ten (10) days of the executive board's report to the delegate body. The appeal shall be heard expeditiously at a regular meeting of the delegate body, at which time the party appealing to the delegate body, each candidate in the challenged race(s), 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 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.

(h) The decision of the delegate body may be appealed to the President of the AFL-CIO within thirty (30) days of receipt of notification. The decision of the delegate body shall remain in effect during the appeal unless reversed, modified or temporarily stayed by the President of the AFL-CIO.

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

ARTICLE VI
Duties of the President

Section 1. The President shall function as the Chief Executive Officer of the Federation. The President shall exercise supervision of the affairs of the Federation, sign all official documents and preside at the regular and special meetings of the Assembly of Delegates and of the Executive Board. The President shall administer the Committee on Political Education of the Federation.

Section 2. The President shall have the authority to interpret the Constitution between meetings of the Executive Board and his/her interpretations shall be in full force and effect unless reversed or changed by the Executive Board or meeting of the Assembly of Delegates.

Section 3. The President shall make a report of the administration of his/her office and the affairs of the Federation, to the Assembly of Delegates, through the report of the Executive Board, at regular or special meetings of the Federation from time to time, and not less frequently than the annual meeting of the Federation.

Section 4. The President shall appoint a Sergeant-at-Arms to assist in the conducting of regular and special meetings of the Assembly of Delegates as shall be necessary from time to time.

Section 5. The President shall direct the appointment, compensation, supervision, suspension and removal of organizers, representatives, agents and employees of the Wichita/Hutchinson Labor Federation of Central Kansas. Suspension and removal of employees shall also be confirmed by the Executive Board see Article X, Section 5, in this constitution.

ARTICLE VII
Duties of the Vice Presidents

Section 1. The Vice-Presidents shall assist the President and shall perform the duties of the President in the case of the absence of the President.

Section 2. The Vice-Presidents shall be the Co-Chairs of the Auditing Committee. **The Auditing Committee shall, quarterly, examine the financial books and records of the Treasurer and report their findings to the council at the next regular meeting following the completed examination.**

ARTICLE VIII
Duties of the Treasurer

Section 1. The Treasurer shall be the chief financial officer of the Wichita/Hutchinson Labor Federation of Central Kansas and shall oversee and manage the receiving and collection of all monies due the Federation and the issuing of an official receipt for the same. The Treasurer shall oversee the council's finances, bookkeeping, budget supervision, tax requirements, the Annual Report to the AFL-CIO and any other related areas.

Section 2. The Treasurer shall oversee and preserve all monies, properties, securities, and other evidences of investment, books, documents, files and effects of the Federation which shall be at all times subject to the inspection of the President and the Executive Board.

Section 3. The bookkeeping system shall be in compliance with the current Financial Officer's Resource Manual for AFL-CIO Central Labor Councils.

Section 4. The Treasurer will present a monthly report for the Assembly of Delegates, covering all activity in the accounts including receipts and disbursements, bank balances and other relevant information.

Section 5. It shall be the duty of each affiliated organization upon demand to furnish the Treasurer an official statement of their membership in good standing and also to furnish a correct and up-to-date list of the names and addresses of their principal officers.

Section 6. The Treasurer or any staff having access or dealing with funds shall furnish, at the expense of the Federation, a bond for the faithful performance of his/her duties in such amount as shall be determined by the Executive Board **but no less than 10% of the Federation's revenue in the prior year**.

Section 7. The Treasurer shall be responsible for an annual audit of all books, accounts, records, expense vouchers, receipts and financial transactions of the Federation, and submit copies to the Executive Board. **If the Federation has annual receipts of $200,000 or more, the books shall be submitted to an independent, outside CPA firm every year for the AFL-CIO's agreed-upon procedures to be performed**.

Section 8. The Treasurer shall provide annually a financial statement of the Federation to all Affiliated local unions.

Section 9. The Treasurer will see that all Local, State and Federal tax requirements and reports are filed in a timely manner.

Section 10. The Treasurer will see that all bills are paid in a timely manner.

Section 11. All books, records, reports, and papers are property of the Federation and shall not be removed from the office except by permission of the President and/or Executive Board.

Section 12. The treasurer shall prepare an annual budget and uniform expense policies that includes, at a minimum, expense reimbursement through a voucher system, the submission of original receipts and approval of the expenditures, the prohibition of labor council credit cards for any personal expenditures and barring the use of debit cards.

ARTICLE IX
Duties of Recording Secretary

Section 1. The Recording Secretary shall issue the call for and act as secretary at all meetings of the Assembly of Delegates and the Executive Board. The Recording Secretary shall prepare minutes of all meetings of the Assembly of Delegates and the Executive Board. Minutes shall be prepared in an orderly and legible manner, and all recorded proceedings should be kept in a file.

Section 2. All books, records, reports, minutes and papers are property of the Federation and shall not be removed from the office except by permission of the President and or Executive Board.

Section 3. The Recording Secretary shall read the minutes for adoption and read correspondence at the Assembly of Delegates.

Section 4. The Recording Secretary of the Federation shall supply each affiliate, immediately upon affiliation, with proper blank credentials see Article IV, Section 9, in this constitution.

Section 5. The Recording Secretary of the Federation shall have in his/her possession, at all regular, annual, and/or special meetings of the Assembly of Delegates, a roll-call list of delegates which shall be complete.

ARTICLE X Executive Board

Section 1. The Executive Board shall consist of the President, two Vice-Presidents, Treasurer, Recording Secretary and eighteen (18) Executive Board Members.

Section 2. The Executive Board shall meet at least once each month, and shall determine its own time and place of meeting. Special meetings of the Executive Board may be called by the President upon at least five (5) days written notice.

Section 3. The Executive Board shall be the governing body of the Federation between meetings and 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 Federation and as may be necessary and appropriate to safeguard and promote the best interests of the Federation and its affiliated unions. All Executive Board actions must be in keeping with the By-laws and Constitution of this Federation and of the Kansas State Federation of Labor, AFL-CIO and the National AFL-CIO.

Section 4. The Executive Board shall have the power to make rules to govern matters consistent with the Constitution and shall report accordingly to the Federation, through written bulletins to the affiliated organizations, or verbal reports to the Assembly of Delegates.

Section 5. The Executive Board, subject to the approval of the Federation, shall confirm the President's appointment or removal of employees of the federation. The Executive Board shall be authorized to negotiate and enter into contracts when necessary.

Section 6. No less than fifty percent plus one delegate of the size of the Executive Board shall constitute a quorum for the transaction of business of the Board including special meetings called.

Section 7. The Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO, acting through its executive board and delegate body, may suspend or remove any officer, executive board member, delegate or any organization affiliate found guilty after notice and hearing for violations of the Constitution or By-laws, misappropriation of funds, malfeasance in office, neglect of duty, or for engaging in conduct or a course of activity hostile or contrary to the best interest of this organization.

Section 8. Charges can be filed by any delegate or official of a local union that is affiliated. The Executive Board shall have power to suspend or remove from office an Executive Officer, Executive Board member, a delegate, or affiliate organization found guilty of violations of any of the provisions in Article V, Section 10 or Article IV Section 11 and 12 or Article III Section 4 and 5 of this Constitution. The executive Board shall exercise such power of suspension or expulsion after:

(a) Filing written charges or protest with the accused 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 Recording Secretary or with any other officer of the Federation if both the President and the Recording Secretary are charged.

(b) Upon receipt of the charges or protest properly filed, the officer receiving the same shall present them to the Executive Board at its next meeting and the Executive board shall determine by majority vote whether or not the charges or protest merit a hearing.

(c) If a hearing is warranted, all parties to the dispute shall be given adequate notification of not less than five days (5) of the hearing date, along with a copy of the charges or protest and a record of action taken by the Executive Board.

(d) Granting the accused and the charging party adequate hearings, including the right to produce witnesses, cross-examine witnesses before the Executive Board, after due and proper notice. A two-thirds (2/3) vote of the Executive Board shall be required for suspension or expulsion of any delegate or affiliated organization, or to suspend or remove any officer found guilty of charges.

(e) The decision of the Executive Board shall be reported to the delegate body at the next general meeting. Such decision shall be final and binding unless appealed as hereinafter provided.

(f) The decision of the Executive Board may be appealed to the Central Labor Council by either party. Notice of such appeal shall be filed in writing with the President and the Recording Secretary or any other executive officer of the assembly if charges are against the president and recording secretary within ten days (10) of the Executive Board's report to the Council. The appeal shall be heard expeditiously and at a regular meeting of the Federation. The charging party, the defendant and the Executive Board, through selected spokesperson shall in that order, be allowed ten minutes each to present statements of case. One half (1/2) hour shall

then be allocated for general discussion and questions by the delegates. Delegates shall vote on the question of sustaining the decision of the Executive Board. It shall require a majority vote to sustain the decision.

(g) The final decision of the Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO, may be appealed to the AFL-CIO as provided under Rules #25, #26, or #27 as appropriate in the Rules Governing AFL-CIO Central Labor Councils. The decision of the Federation shall remain in effect during the appeal unless reversed, modified or temporarily stayed by the National President of the AFL-CIO.

Section 9. All expenditures shall be referred to the Executive Board for their recommendation to the Delegate Body, except for regular bills such as: utilities, rent, salaries, petty cash, taxes, postage, and supplies.

Section 10. When the Executive Board recommends a certain amount of expenditures an amendment to change the recommendation by the Central Body to another amount would require two-thirds vote for adoption.

Section 11. The Executive Board shall monitor legislative measures directly affecting the interests of working people, and shall initiate legislative action as appropriate. Officers and staff shall not make any public statements advocating a policy position while representing the Wichita/ Hutchinson Labor Federation of Central Kansas, AFL-CIO unless directed by the National AFL-CIO, Kanas AFL-CIO or by a majority vote of the executive board.

Section 12. Available technology, such as teleconferencing, and other tools will be used to allow the broadest participation by Executive Board members, provided, however, that votes cast on motions to raise per capita tax or fees, and for the casting of votes to fill an Officer or Executive Council vacancy, may only be carried out in person.

ARTICLE XI Committees of the Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO

Section 1. The President, with the approval of the Executive Board shall create such committees as may be necessary or advisable in order to pursue the objects of the Federation and develop and implement policies of the Executive Board.

(a) The Mobilization Committee which members are selected by the Presidents of current affiliated unions, will assist in the development of the Federations goals and action plans. The plans will be presented to the Executive Board with recommendations for appropriate committees that may be necessary or advisable in order to pursue the goals and objects of the Wichita/Hutchinson Labor Federation of Central Kansas, AFL-CIO.

(b) The President shall appoint five members of the Executive Board to a standing Ethical Practices Committee who shall also function as the oversight to ensure compliance with the Anti-Discrimination and Anti-Harassment Policy and Code of Conduct Complaint Procedure of the Wichita Hutchinson Labor Federation. The Wichita Hutchinson Labor Federation shall adopt and conform to the Ethical Practices Code of the AFL-CIO. Said codes shall be made part of this Constitution.

The President shall designate that the two Vice Presidents shall be the designated contact points for any discrimination or harassment complaints. Upon receipt of any complaints the Vice-President must communicate complaints to the executive board and oversee the process mandated by the Anti-Discrimination and Anti-Harassment Policy and Code of Conduct Complaint Procedure for this organization.

Discrimination or harassment based on race, color, ethnicity, religion, sex, age, national origin, sexual orientation, disability, gender identity or expression, or any other characteristic protected by law will not be tolerated.

ARTICLE XII Per Capita and Fees

Section 1.

(a) Effective Jan. 1, 2019 a per capita tax of eighty-five (85¢) per member per month shall be paid upon the full paid-up membership of each affiliated local union within the jurisdiction of the Federation. The Executive Board will set aside funds to be used for political education, the balance of per capita to be set aside into the General Fund.

(b) Local councils, district lodges, a union retiree group or council, organizing committees and the AFL-CIO local constituency groups, shall pay an annual affiliation fee of twenty-five dollars ($25.00) prior to the annual meeting each year.

Section 2. Per capita tax shall be due and payable on or before the tenth (10th) day of the month, for the month preceding such payment.

Section 3. Any affiliated local union failing to pay its per capita tax upon its fully paid-up membership on or before the tenth (10th) day, as provided in Section 2 of this Article, shall be notified in writing of the fact by the Treasurer of the Federation. Any organization which becomes three (3) months in arrears in payment of per capita tax shall be notified in writing of suspension from membership in the Federation and can be reinstated by the payment of all amounts due at the time of suspension and the current per capita tax or annual fee.

The average membership of a reinstated local union for purposes of roll call voting shall be computed from the day of reinstatement as if it were a newly affiliated local union. **A union that has been suspended for nonpayment of per capita tax shall pay only the amounts in arrears due at the time of the suspension, but cannot retroactively pay for any additional unpaid months, including those months from suspension to reinstatement, to increase voting strength.**

Section 4. 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 is justified, subject to ratification by the Central Labor Council. Exonerated members shall be regarded for purposes of this constitution, as paid up members for the period of exoneration. However the delegates representing such locals shall not vote on the question of exoneration.

Section 5. Any Officer, Delegate, Member or Employee serving in the interest of the Wichita/Hutchinson Labor Federation of Central Kansas, outside the Wichita area, shall receive a minimum of Twenty-five ($25.00) dollars per-diem, except in travel locations eligible for Higher Standard Meal Allowance in Accordance with the current IRS recommendation, air and/or rail transportation, transportation to and from airport or train station, single room accommodations, local taxi or metro charges incurred in conjunction with meetings or events, or the mileage rate for operating your car according to the current recognized IRS standards per mile, not to exceed three hundred miles from Wichita.

Section 6. No officer, Delegate, Member or Employee serving in the interest of the Wichita/Hutchinson Labor Federation of Central Kansas shall be compensated or receive compensation as reimbursement for wages lost while conducting business for the Wichita/Hutchinson Labor Federation of Central Kansas**.**

ARTICLE XIII
Amendments

Section 1. This Constitution can only be amended or altered wherein the proposed amendment has been included in the call for such meeting, at the regular annual meeting of the Assembly of Delegates or a special meeting of the Assembly of Delegates, duly called in accordance with Article IV, Section 3 of this Constitution, by a two-thirds (2/3) majority vote of the delegates present and voting, either by a show of hands or if a roll-can vote is properly demanded as provided in Article IV, Section 6 of this Constitution, by such roll call, provided such amendment or alteration does not conflict with the Constitution of the American Federation of Labor and Congress of Industrial Organizations.

Section 2. This constitution and bylaws must be changed when necessary in order to bring them into conformity with the provision of Rules Governing AFL-CIO Central Labor Councils and the Constitution of the AFL-CIO.

Section 3. Copies of this Constitution and any amendments thereto, must be approved and filed with the American Federation of Labor and Congress of Industrial Organizations in Washington, DC. **Amendments shall not become effective until approved by the President of the AFL-CIO.**

ARTICLE XIV
Oath of Office

Section 1. Before entering upon the duties each officer-elect shall assume the following obligation:

"I, (give 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 of the Wichita/Hutchinson Labor Federation of Central Kansas and the AFL-CIO. I pledge to abide by the ethical practices code of the AFL-CIO and the anti-harassment and anti-discrimination policy and code of conduct of the Wichita Hutchinson Labor Federation. I further promise to deliver all property in my possession belonging to this Labor Federation to my successor in office and to surrender such property to the President of the AFL-CIO upon his/her official demand."

ARTICLE XV
Obligation of Delegates

Section 1. All delegates properly accredited to the Federation as provided in Article IV, Section 9, of this Constitution shall take the following obligation administered by the presiding officer:

"I (name of delegate), do solemnly pledge on my honor that I will obey the rules and regulations of the Wichita Hutchinson Labor Federation of Central Kansas and the AFL-CIO, 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. **I pledge to abide by the ethical practices code of the AFL-CIO and the anti-harassment and anti-discrimination policy and code of conduct of this council."**

ARTICLE XVI

Lists

Section 1. All lists of affiliates or members of affiliates in possession of the 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 XVII

Chapters

Section 1. Chapters of this Federation may be created if the Federation determines an organizational presence is needed in a specific geographic area within its jurisdiction. Chapters shall have no right of representation or involvement in the affairs of this Federation. Chapters may be authorized to enact bylaws consistent with the Federation's constitution; elect a chapter president and secretary-treasurer, hold meetings of delegates from local unions within the chapter's geographic jurisdiction and make recommendations to the state federation, the area labor council or the central labor council for its consideration. Chapters may not assess a per capita or membership fee. In accordance with the endorsement procedure for this Federation, the chapter may endorse candidates running for local public office within the chapter's geographic jurisdiction and may screen, interview and recommend to the Federation candidates for state and federal legislative office but such recommendation is not binding on this Federation.

ARTICLE XVIII

COLLECTIVE BARGAINING, STRIKES AND BOYCOTTS

Section 1. This Federation shall not take part in any collective bargaining activities. The Federation shall not have the authority to order a strike. The Federation may give proper assistance to a local union engaged in a strike only upon the request or consent of the national or international union with which such local union is affiliated, except upon the request or consent of the AFL-CIO President

Section 2. This Federation shall have no power or authority to initiate a boycott. This Federation can endorse and provide support for a boycott campaign of an affiliate. This Federation 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 Federation 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 Federation except as authorized by the President or by the Executive Council 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 Federation which does not involve the contractual interest of other AFL-CIO unions, the Federation 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 Federation will notify the Secretary-Treasurer of the AFL-CIO when a boycott is terminated.

(d) Disputes in areas of other area labor councils or central councils--If the requested action is directed against an employer for a dispute arising wholly outside the area of jurisdiction of this Federation, no action shall be taken unless the AFL-CIO and the area labor council, central labor council or state central council 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 Council unless the affiliated national or international union involved has first secured approval of the AFL-CIO.