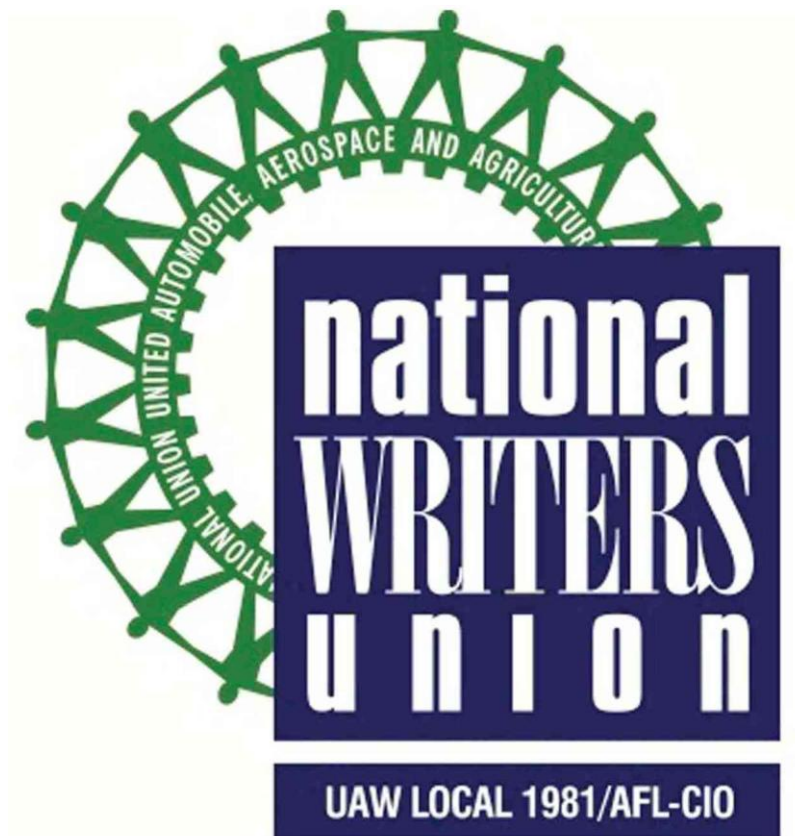


Bylaws of the National Writers Union, UAW local 1981
Adopted at the 2013 NWU Delegate Assembly, Chicago, Illinois



**Bylaws of The National Writers Union, Local 1981, International Union, UAW
Adopted August, 2013**

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Article I. Name

This Organization shall be known as National Writers Union, Local 1981, International Union, UAW; Referred to herein as NWU, Local 1981.

Article II. International Union, UAW Constitution and Bylaws

The Constitution of this Local Union shall be the Constitution of the International Union, UAW (Constitution), and these Bylaws shall be subordinate to the UAW Constitution.

Local Chapters of NWU, Local 1981 may have Unit Bylaws. Such Unit Bylaws must be submitted to the Local and International Union for approval and must include the following language in those Unit Bylaws:

These Unit Bylaws are in effect a supplement to the Bylaws of NWU, Local 1981 and wherein these Unit Bylaws do not provide for Constitution provisions, the Bylaws of Local 1981 will be used. In addition, the Unit and Local Bylaws shall be in all respects subordinate to the Constitution and all applications and interpretations thereof.

Article III. Purpose

- A) The purpose of the NWU, Local 1981 shall be to promote and protect the rights, interests, and economic advancement of members; to organize writers to improve professional working conditions through collective bargaining action; and to provide professional services to members.

- B) The NWU, Local 1981 commits itself to representing the interests of the full range of writers in the US. in all genres, media and formats. These include writers of diverse cultures, ethnicities, politics, religions and racial identities; writers of all ages and all sexual/gender orientations; writers with disabilities; and writers at all levels of economic and commercial success.

Article IV. Fiscal Year

The fiscal year of NWU, Local 1981 shall begin January 1 and end on December 31.

Article V. Membership

- A) NWU, Local 1981 shall be composed of writers eligible for membership in the International Union, UAW over whom NWU, Local 1981 has jurisdiction.

- B) Membership in NWU, Local 1981 is open to all qualified writers. No one shall be barred from membership or discriminated against in any way within the Union on account of race, age, sexual orientation, disability, national origin, religion, or ideology.
- C) Qualifications for membership are as follows: You are eligible for membership if you have published a book, play, three articles, five poems, one short story, or an equivalent amount of newsletter, publicity, technical, commercial, government or institutional copy. You are also eligible for membership if you have written an equivalent amount of unpublished material and you are actively writing and attempting to publish your work. Evidence of meeting these qualifications should be provided in a good faith statement of these works at the time of application.
- D) Each member in good standing of NWU, Local 1981 has the right to nominate and vote; to express opinions on all subjects before the Local Union; to attend all membership meetings and express views, arguments, and opinions on all matters and business, including candidates for office; to meet and assemble freely with other members; and generally, to participate in the activities of the Local Union in a responsible manner in order to present and discuss factually and honestly the issues and personalities upon which the membership must base its decisions. These rights shall be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Constitution and in these Bylaws and other official rules of the NWU, Local 1981.
- E) A member, in exercising the foregoing rights and privileges, shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either NWU, Local 1981, or the International Union as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the International Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the International Union.
- F) Violations or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, shall be considered conduct unbecoming a union member.¹
- G) The membership shall strive to attain the objectives set forth in the Constitution and additional objectives as established as the policy of the International Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labor movement; to cooperate with its Regional

Director and International Representatives and help promote organization activities.

¹ This provision is necessary for the Local to fully protect itself under the law.

Article VI. General Principles

- A) Every member has the right to participate in collective bargaining and to vote on contracts and agreements with publishers, employers, or others for whom he or she writes. Every member, in his or her professional endeavor, has the duty to respect and support the collective bargaining decisions and activities of all NWU, Local 1981.
- B) Majority rule shall prevail in all union decisions, unless a greater number is stipulated by these Bylaws. Every member shall promote the acceptance and implementation of fair terms for writers, as enunciated in bargaining objectives and model and standard contracts of the NWU, Local 1981.
- C) The strength of the NWU, Local 1981 rests in the solidarity of its members. The union's effectiveness depends on its success in democratically translating the individual energies of writers into collective decision and action.
- D) NWU, Local 1981 is committed to freedom of the press, freedom of speech, and freedom of expression in all media, including print, film, and electronic media of any sort. NWU, Local 1981 is committed to full public access to information and to the means of distributing ideas or information.

Article VII. Membership Meetings

A. General Rules of Procedure

- 1) Questions of a parliamentary nature not already stipulated by the Constitution and these Bylaws shall be decided by Robert's Rules.
- 2) A quorum for a Local Chapter meeting shall be set by each Local Chapter.

B. Delegate Assembly

The Delegate Assembly shall meet once every two years in the fall.

C. Executive Board

The Executive Board shall meet once annually.

D. Executive Committee

The Executive Committee shall meet at least three times annually.

E. Local Chapter membership meetings

Local Chapter membership meetings shall be held at least once quarterly. (This requirement does not apply to the At-Large Local Chapter.)

F. Local Chapter Steering Committee

Individual Local Chapter Steering Committees shall meet at least every other month. (At-Large Steering Committee meetings may be by telephone.)

Article VIII. Structure of the Local

A. General Membership

The membership is the highest authority of the NWU Local 1981 and shall exercise that authority in elections and referenda.

B. Local Chapters

The NWU, Local 1981, shall be organized in Local Chapters. Local Chapters shall be established in a defined geographical area. There shall also be an At-Large Local Chapter composed of members who do not reside in the jurisdiction of any other Local Chapter.

C. Delegate Assembly

- 1) The Delegate Assembly, composed of delegates elected by the members of each Local Chapter, is the legislative and policy making body of the NWU, Local 1981, subject to the authority of the members.
- 2) The Delegate Assembly shall meet biennially (every two years). Meetings shall be open to members. The Delegate Assembly shall adopt plans, resolutions, and regulations necessary to carry out the aims of the NWU, Local 1981 and to implement its program and matters of national policy.
- 3) No less than 8 weeks preceding the regular meeting of the Delegate Assembly, Units shall complete elections for delegates. Members must be in good standing (i.e. paid-up members) at the time of their nomination.
- 4) By virtue of the office they hold, Executive Committee members are national delegates, commencing with the Delegate Assembly following their election and ending when they cease to hold office. Regardless of whether

they have been elected Delegates by their Units, each Executive Committee member shall be entitled to cast one vote as Delegate.

- 5) Units and Members through their Delegates planning to submit resolutions to any Delegate Assembly shall send copies of same to the national office as soon as possible, in accordance with deadlines established by Rules and Procedures of the Delegate Assembly. The national office shall disseminate these resolutions to other Delegates together with any resolutions that the Executive Committee plans to submit, the financial report, the meeting's proposed agenda and the names and addresses of all delegates.
- 6) The Delegate Assembly shall elect the chairs of the Grievance and Contract Division and the Community Action Program (CAP) and may delegate whatever authority it has in accordance with the Constitution and these Bylaws.
- 7) Chairs of the BizTech, Journalism, Book, and the Grievance and Contracts Division shall be elected from nominations carried to the floor by the Divisions after their strategic meetings. All such nominations shall be by majority vote of Delegates in those Divisions. The Delegate Assembly may delegate whatever authority it has in accordance with the Constitution and these Bylaws. Except as otherwise provided herein (e.g., the Elections Committee), Delegates may volunteer to serve on those committees and in those Divisions to which their primary genre of writing belongs.
- 8) Special Delegate Assembly meetings shall be called by the President when:
 - a) So instructed by a two-thirds (2/3) vote of the Executive Committee, and
 - b) By a referendum vote of the membership representing a majority of Units (chapters), provided that those units represent at least 60% of the total NWU, Local 1981 membership.
- 9) The Delegate Assembly shall set dues at its regular meeting. Dues cannot be raised except by vote of the membership in accordance with Article 47 of the Constitution.

- 10) Bylaws, election rules, and referenda procedures shall be subject to approval by the Delegate Assembly.

- 11) Count: The number of members in each Unit, for the purpose of delegate allocation, shall be determined by the average number of monthly per capita dues paid by the Local to the International on behalf of the members of the Unit for the six month period ending on the last day of the month preceding delegate nominations. Units shall also elect one or more alternate Delegates to the Delegate Assembly to replace any delegate unable to serve at the same time of the election of Delegates. The number of alternates may be less than but not more than the number of regular delegates. Alternates will be seated with full voting rights at that assembly only to replace an elected Delegate unable to serve. The replacement of an elected delegate by an alternate is temporary and only for so long as the elected delegate is unable to perform his or her duties. Only when a delegate resigns, moves out of the chapter's jurisdiction, lapses as a member, or is otherwise unable to function as a delegate on a permanent basis, may an alternate permanently replace an elected delegate. The order of filling such vacancies shall be according to number of votes received (i.e., the highest vote-recipient in the alternate election will be the first designated to fill the first vacancy, and so on in like manner.

DELEGATE ALLOCATION TABLE

(Adopted 1997 Delegate Assembly)

# of members in Chapter	# of delegates
1-75	3
76-150	4
151-225	5
226-300	6
301-375	7
376-450	8
451-525	9
526-600	10
601-675	11
676-750	12
751-825	13
826-900	14
901-975	15
976-1050	16
1051-1125	17
1126-1200	18

1201-1275	19
1276-1350	20
1351-1425	21
1426-1500	22
1501-1575	23
1576-1650	24
1651-1725	26
1801-1875	28
1876-1950	29
1951-2025	30

- 12) Referenda: The Delegate Assembly may direct that a matter of Union policy be decided by mail referendum.
- 13) The EC, in the process of planning the assembly, will adopt a set of draft rules to be approved as the first order of business of the Delegate Assembly.
- 14) Delegate Assembly Resolutions Rules:
 1. A call for resolutions shall be submitted to Delegates no later than 8 weeks preceding the regular meeting of the Delegate Assembly. The call shall be accompanied by a copy of these rules.
 2. A resolution must be submitted (“signed”) by at least ten Delegates or submitted by a duly constituted NWU Division or Committee or by action of the National Executive Board or the National Executive Committee.
 3. Except as provided in Rule 4 below, Delegate resolutions must be submitted to the First Vice President at least 14 days prior to the start of business of the Delegate Assembly.
 4. After the resolution due date, resolutions may be submitted only (a) by official action of duly constituted NWU Divisions or Committees, (b) by the National Executive Board or National Executive Committee, (c) in accordance with rules adopted by the Resolutions Committee for the consideration of resolutions introduced by Delegates after the cutoff date for advance resolutions, or (d) by two-thirds vote of the Delegate Assembly to suspend the rules. The Resolutions Committee shall set deadlines for submissions by standing committees, divisions, the NEC, and the NEB, and shall establish procedures under which last-minute resolutions can be considered by the Delegate Assembly.
 5. In reviewing resolutions, the Resolutions Committee may:

- a) Determine that the resolution be considered as submitted or combined with one or more resolutions of similar content.
 - b) Require clarification, or more information, from the maker(s).
 - c) Recommend that action on a resolution be postponed; or recommend that the resolution is inappropriate for DA consideration.
 - d) Initiate resolutions of its own, according to the format set out below.
4. The Resolutions Committee may create a "Resolutions Consent Calendar" made up of resolutions perceived to be non-controversial and widely supported. Such a "consent calendar" will be presented to the Assembly for a single vote without debate. Any three delegates may request that an item be removed from the "consent calendar."
 5. The fiscal impact of a resolution must be verified by the Treasurer. If a fiscal impact has not been verified by the Treasurer, the resolution will not be considered.
 6. Resolutions must be submitted electronically or on disk to be viewed electronically at the DA.
 7. All resolutions must conform to the specified format and must provide all required information. Resolutions that do not address all required components (fiscal impact, resources needed, staff or leader time requirements and parties responsible for implementation) will not be considered.
 8. The Resolutions Committee will enforce the guidelines for resolutions and eliminate ineligible resolutions.
 9. Once a Chapter or Unit certifies its delegate elections and notifies the National Office of its election results, Delegates will receive a packet that includes information regarding the format and deadline for DA resolutions.

RESOLUTION FORMAT:

1. All resolutions for the Delegate Assembly must be submitted using the format below:
 - a) Full Text of Resolution
 - b) Fiscal Impact: Provide cost detail for ALL cost items contained in the resolution, including proposed source of funding. (Fiscal impact information

must be verified by the Treasurer before any resolution with a fiscal impact can be reported out of the Resolutions Committee.)

- c) **Responsible Parties:** Provide specific information about who is expected to implement this resolution.
- d) **Resources Needed:** Provide detail regarding the officer or staff time or NWU National Office resources that will be needed to implement this resolution. Have these resource people been consulted regarding this resolution and provided input regarding the effort needed to implement it?
- e) **Contact Person(s):** Who should be contacted for more information regarding this resolution? Please provide ALL contact information.
- f) **Resolution Sponsors:** List At least ten (10) Delegates for resolutions not submitted by Divisions, or Committees, or the Executive Board or Executive Committee.

D. Executive Board

The Executive Board shall be comprised of the Executive Officers and one Chair from each Unit. Each Unit Chair shall have one vote per 100 members or major fraction thereof. However, no Unit representative shall be entitled to less than one vote. Units with more than 800 members shall be entitled to send the Unit chair and may send additional representatives at their own expense in accordance with the one vote per 100 members or major fraction thereof. The Executive Officers shall have votes equal to the total number of votes of the Unit representatives. The votes held by the Executive Officers shall be divided equally among them, and, in addition, the President shall hold one additional vote.

1. The Executive Board shall approve the annual budget prepared by the Executive Committee.
2. The Executive Board shall meet at least once annually to review and assess the implementation and progress of the decisions and policies adopted by the Delegate Assembly.

E. Executive Committee

The Executive Committee (EC) shall consist of the Executive Officers. The EC shall administer the national affairs of NWU, Local 1981, raise funds and keep the national treasury, organize and provisionally charter new Units, publish a national newsletter, administer national services, and coordinate standing committees and direct the Local union's organizing activities. The EC shall be responsible to the Delegate Assembly and exercise only those powers set forth in these Bylaws and those delegated to it by the Delegate Assembly.

1. The EC's duties shall include organizing and setting the preliminary agenda for the delegates' meetings. The President, subject to the approval of the EC, shall maintain a national office and hire and direct the activities of a national executive director and any other paid national staff.
2. The EC shall publish a national newsletter, to be sent to all NWU, Local 1981 members, that shall reflect the diversity of opinion among members. Equal space shall be made available for all candidates for executive office. The President, subject to EC approval, shall hire the editor.
3. The EC shall provide an annual financial report and other reports in accordance with Article 40, Section 11 of the Constitution. Minutes of EC meetings shall be available to all Units' presiding officers and to all members upon written request.
4. The EC shall meet not less than three times a year. For urgent matters, the President may poll the EC members by telephone or by email to reach a decision. The President shall announce meetings and agenda to EC members three weeks in advance and shall send such announcements and agenda concurrently by email and postal mail to each unit's presiding officers and delegates. EC meetings shall be open to all Union members.
5. The EC and the Financial Secretary/Treasurer shall prepare an annual budget for approval by the Executive Board.

F. Bargaining Councils

- 1) Negotiations with Publishers shall be carried out by bargaining councils composed of members whose work has been published by or who have worked on assignment for the publisher with which negotiation is proposed. (The term publisher shall be understood for these purposes to include any publication, publishing house, business, or employer for which a member works as a writer.) Formation of a bargaining council shall be initiated by either a Unit or a group of NWU, Local 1981, members and certified by the EC.
- 2) All NWU, Local 1981 members who write for the publication targeted by a bargaining council are eligible

to participate in the council's decisions. The bargaining council, further, shall initiate negotiations according to the bargaining guidelines and model contracts of the NWU, Local 1981.

- 3) Bargaining councils shall choose a committee to negotiate with a targeted publication. The negotiating committee shall consult with the Advisory Committee on Bargaining and the Vice President for external organizing, who shall advise the bargaining council of NWU, Local 1981 bargaining guidelines and provide whatever other assistance, including that of experienced NWU, Local 1981, negotiators, the NWU, Local 1981 is able to provide. All contracts and agreements negotiated by bargaining council representatives shall be subject to approval of all members of the council by mail referendum.

G. Trade Committees/Divisions

- 1) Units are encouraged to organize and strengthen Trade Committees and Divisions composed of members who write in the same genre, to develop information and strategy about their fields, provide grievance assistance, elaborate model contracts, carry out other writer self-help activities in line with the goals of the NWU, Local 1981.
- 2) Trade groups may include, but shall not be limited to Journalism, Nonfiction, Fiction, Poetry, Small Press, and Business/Technical Writing.

H. Grievance and Contract Division

In addition to the chair of the Grievance and Contract Division, there shall be Chairs based on genre, i.e. Book, Journalism and BizTech.

Article IX. Local Headquarters

The union will maintain its headquarters in New York. The union's books, accounts and membership list shall be maintained at the national office.

Article X. Local Staff

The President, subject to approval by the EC, shall employ staff members, including the editor of the newsletter. Where qualifications are approximately equal, preference for Union members and staff shall be balanced with our commitment to affirmative action hiring.

Article XI. Other Bodies

Other bodies not elsewhere described by these Bylaws shall be established by the President and approved by the Executive Committee, subject to approval by the Executive Board at its next regular meeting. The Executive Committee shall appoint the leaders of these bodies.

Article XII. Structure of the Chapters

A. Formation & Activity of Chapters

1. Chapters that meet and maintain the following requirements shall petition the Executive Board for recognition: Twenty-five or more members residing in geographic proximity to each other. (The geographic proximity requirement shall not apply to the At-large Chapter.)
2. Chapters shall elect a Steering Committee that shall consist, at a minimum, of Chapter Chair and Chapter Financial Secretary. The Chapter shall have no more than nine (9) Steering Committee members.
3. Chapters shall recruit members, initiate bargaining councils, and carry out educational and grievance activities on behalf of writers. Chapters may raise funds and shall direct the use of their funds, in accordance with Article 35 of the UAW Constitution.
4. Chapters shall be autonomous in conducting their Chapter affairs, except as otherwise stipulated in these Bylaws and the Constitution, and may carry out any other activities that advance the goals of the NWU, Local 1981.
5. Each Chapter (except the At-Large Chapter) shall hold regular meetings, including not fewer than four general membership meetings per year.
6. Chapters shall be responsible in their jurisdiction for matters concerning membership and discipline, including expulsion of a member from the Union. No disciplinary action shall be taken against a member except according to procedures guaranteeing a fair hearing and appeal, as provided in Article 31 of the Constitution.
7. The Chapter shall also elect delegates to the Delegate Assembly in accordance with the Delegate Allocation Schedule adopted by the 1997 Delegate Assembly.

8. The National Executive Committee shall establish financial policies and procedures for the Union. The Financial Secretary/Treasurer shall disburse Chapter_funds when requested by the appropriate Chapter provided that requests have been preapproved and meet the documentation requirements established under these policies. The Financial Secretary/Treasurer shall provide reporting of income and expenditures to the Chapters twice a year.

Article XIII. Local Union Officers and Duties

A. President

It shall be the duty of the President to preside at all meetings of the Local Union, sign all orders on the treasury authorized by the Local Union, countersign all checks issued by the Financial Secretary/Treasurer against accounts of the Local Union when ordered by the Union, enforce the provisions of the Constitution and appoint committees not otherwise provided for. S/he shall be a member ex-officio of all committees.

B. First Vice President

The duties of the First Vice President shall be to assist the President in her/his duties. Should a vacancy in the office of President occur, the First Vice President shall assume the President's office and duties until the next regular election. The First Vice President shall chair the Resolutions Committee at the Delegate Assembly

C. Second Vice President (External Organizing)

The Second Vice President for external organizing shall create and chair programs to recruit new members, organize new Units and promote union bargaining campaigns. S/he shall also coordinate the activities of the Advisory Committee on Bargaining, and shall submit an annual report on bargaining, including general bargaining regulations and guidelines prepared by the EC for the approval of the Executive Board.

D. Third Vice President (Internal Organizing)

The Third Vice President for internal organizing shall, with the President, establish and coordinate the national grievance structure; the national databases; and shall develop and coordinate leadership training and other programs designed to expand the capacities of the Units.

E. Other Executive Officers

The following officers shall fulfill duties as specified in the Constitution, Article 40 and carry out other responsibilities designated by the Executive Board subject to approval by the Delegate Assembly.

- 1) Recording Secretary
- 2) Financial Secretary/Treasurer

- 3) Trustees (3 positions)
- 4) Sergeant-At-Arms
- 5) Guide

F. Succession

Vacancies in these offices shall be filled by special election, except that a vacancy in the office of President shall be filled by the first vice president for the remainder of the president's term. The Executive Committee shall designate an elected Executive Board Member to fill the 1st VP Vacancy until the special election.

Article XIV. Powers of Administration

- A) The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or these Bylaws; the membership shall exercise that authority in elections and referenda, in general meetings of units, and in bargaining councils.
- B) Between such meetings and votes of the membership, the Delegate Assembly shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership.
- C) Between meetings of the Delegate Assembly, the Executive Board shall be empowered to act on behalf of, and take action assigned to the Delegate Assembly and shall be accountable to the Delegate Assembly.
- D) Between meetings of the Executive Board, the Executive Committee shall be empowered to act on behalf of and take action assigned to the Executive Board and shall be accountable to the Executive Board.
- E) Between meetings of the Executive Committee, the President shall be empowered to act on behalf of, and take action assigned to the Executive Committee and shall be accountable to the Executive Committee.
- F) The Executive Committee shall mediate any dispute that arises between Units, and if that mediation is unsuccessful, the dispute may be appealed in accordance with these Bylaws.

Article XV. Local Publication: American Writer

The Local Union Publication, currently called *American Writer*, shall conform to the rules under Article 29, Section 7 of the Constitution and the International Union, UAW Ethical Practices Codes, which read in part: "Each member shall have the right freely to criticize the policies and personalities of Union officials; however this does not include the right to undermine the Union as an institution; to vilify other members of the Union and its elected officials, to carry on activities with complete disregard of the rights of other members and the interests of the Union; nor to subvert the Union in collective bargaining or to advocate or engage in dual unionism."

Article XVI. Standing Committees

Standing Committees, which shall conform to the rules stipulated under Article 44 of the Constitution shall include an Elections Committee, an Advisory Committee on Bargaining (ACB), and a Community Action Program (CAP) Committee.

A. Advisory Committee on Bargaining (ACB)

The Advisory Committee on Bargaining shall be chaired by the 2nd Vice President, EOVP, and consist of the EOVP, President, at least two bargaining council representatives (when such exist), the National Grievance Officer, the division chairs, and other persons as are appointed by the President and approved by the Executive Committee. The ACB shall formulate general guidelines for bargaining with publishers based on union policy for contracts and bargaining and assist the Unit bargaining councils to implement the policies. The ACB shall review for conformance with national policy any contracts or agreements with publishers that have been negotiated by bargaining councils. Such contracts or agreements cannot be signed or put into force until the ACB has reviewed and approved them. If the ACB concludes that a draft agreement is not in conformance with national bargaining guidelines and policy, the ACB will work with the bargaining council to resolve the problem. If the bargaining council and the ACB are unable to resolve differences, the matter will be submitted to the EC for resolution. The bargaining council may appeal the EC ruling to the EB for final resolution.

B. Election Committee

1. The Delegate Assembly at its regular meeting shall elect an Election Committee of five members who shall serve until the next regular Delegate Assembly meeting following their election. The chair of the Election Committee shall be elected by the Election Committee.
2. Candidates for the Election Committee must be members in good standing with at least one year of membership immediately prior to nomination.
3. If a member of the Election Committee accepts nomination to run for NWU Local 1981 Union office, s/he must resign from the Election Committee.
4. The Election Committee shall supervise elections in accordance with Article 38 and any other relevant provisions of the UAW International Constitution and the UAW Guide for Local Election Committees, supplemented by rules and regulations adopted by the Delegate Assembly that are not in violation of said Constitution.

C. Attendance Requirements

All Members holding an elected position are required to attend:

1. Two out of every three meetings expected of their office or position, in accordance the Constitution.

2. Failure of any elected official to comply with the above attendance rules shall result in automatic removal from office, and they shall not be permitted to run for any elective office for the balance of the term of office from which they were removed, except as a Delegate.

D. Delegates to International Bodies

Delegates From Local to the International Union Convention and the Community Action Program(s) (CAP) Councils:

1. All Delegates from the Local Union to the International Convention shall be chosen pursuant to provisions of Article 8 of the Constitution.
2. Delegates to CAP Council shall be by Unit, in accordance with the appropriate CAP state, county or city Council's Bylaws.

Article XVII. Appeals

Members of the Local Union may file appeals in accordance with Article 33:

- A. Members of the Local may file complaints and appeals, in accordance with Articles 30, 31 and 33 of the Constitution against any action, decision or penalty by the Local, or any entity thereof; and any entity of the International Union. Unit questions are appealed to the Unit Steering Committee meeting or the Unit Membership meeting, whichever meets earliest after the appeal arises. Appeals of actions or decisions of the Executive Officers or Executive Board shall go to the Executive Committee or Executive Board, whichever meets earliest after the appeal arises

Article XVIII. Per Diem Expense Policy

The Executive Officers may approve Per Diem and transportation expense reimbursements up to maximum amount allowed by the International Union. The Local Union shall pay no lost time except by explicit approval of the Executive Committee. The Local Union shall pay a representative or member who is performing necessary duties for and on behalf of the Local Union during a time for which s/he would be otherwise compensated by the employer. The amount of lost time should never exceed the amount that the Local Union representative member is being compensated by the Local Union.

Article XIX. Formation and Activities of Units

- A. Units shall elect a Steering Committee that shall consist, at a minimum, of a Chair (or two co-Chairs) and a Financial Secretary. The Unit shall also elect delegates to the Delegate Assembly, raise funds, recruit members, initiate bargaining councils and recruit members thereto and carry out educational and

grievance activities on behalf of writers. Units shall be autonomous in conducting their Unit affairs, except as otherwise stipulated in these Bylaws and may carry out other activities that advance the goals of the National Writers Union.

- B. Units shall maintain a mailing address. (A mailbox rented in the Unit name is sufficient. A mailing address in care of someone else is not allowed.) This requirement can be waived upon application to the President provided an alternative, adequate means of communication be established
- C. Units shall maintain a phone number in the Unit name. This requirement can be waived upon application to the President provided an alternative, adequate means of communication be established.
- D. Each Unit shall hold regular meetings, including not less than four general membership meetings per year. (This requirement does not pertain to the At-Large Unit.)
- E. Units shall be responsible in their jurisdiction for matters concerning membership and discipline, including expulsion of a member from the Union. No disciplinary action shall be taken against a member except according to procedures guaranteeing a fair hearing and appeal, as provided for in these Bylaws and in Article 31 of the Constitution.
- F. Once a month the 3rd Vice President (IOVP) shall distribute to the Unit Chairs each unit's membership list, to include member's names, mailing addresses, phone numbers, genres, and email addresses. Unit Chairs are empowered to use these lists for union-related business.

Article XX. General

All Local Union Officers, Committees, and other members handling funds or other property of the Union shall, at the completion of their duties, turn over all papers, documents, funds and/or property to the properly constituted Local Union officers.

Article XXI. Salaries and Stipends for Officers

- A. The salaries of NWU, Local 1981 President, 1st VP, 2nd VP (EOVP) and 3rd VP (IOVP) and Financial Secretary/Treasurer in full for services rendered by each of said officers shall be the following sums per annum.
- B. President, sixty-four thousand, two hundred dollars and no cents (\$64,200.00) (full-time).
- C. The stipends and salaries for the three Vice Presidents, (deemed part-time positions), will be \$500 a month, the Financial Secretary will receive \$1,500 a month, and the Recording Secretary will receive \$450 for in-person meeting of the EC, EB or DA and \$45 for each

conference call meeting of the EC or EB to be paid upon submission of an invoice by the Recording Secretary following an EC vote approving the minutes prepared.

- D. Each of the three trustees shall receive \$200 for each of the semi-annual Trustee Audits in which s/he participates in person.
- E. The National Contract Adviser and National Grievance Officer of the Grievance and Contract Division shall each receive a monthly stipend of \$200 (on a quarterly basis), for total stipends of \$2400 each.
- F. GCD Coordinator shall receive a salary based on a rate of \$20 per hour, for up to 20 hours a week (on average). An additional \$500 will be reserved for paying a coordinator back-up when necessary and approved.
- G. Two to three facilitators of the GoCa training sessions will receive a stipend of \$150 per training session each.
- H. In addition, the salaries may be adjusted annually in accordance with changes in the cost of living based on the current formula as developed by the International Executive Board.
- I. The President shall receive, in addition to salary, fringe benefits medical-surgical health insurance, dental, vision and life insurance, and three weeks vacations the first year and four weeks in subsequent years.
- J. The President and any EC officer, if a need is determined and voted on by the EC, may receive a cell phone with equipment and service paid for the NWU.
- K. From time to time a unit may hire an individual to assist with various tasks/projects on their behalf. Upon submission of a proposal to the EC and an affirmative vote by the EC, these types of payments shall be honored, subject to any applicable policies and procedures.

Article XXII. Amendments

These Bylaws may be amended by presenting a motion in writing to the Delegate Assembly meeting. The motion setting forth the amendments shall be read to that meeting. A favorable vote of two-thirds of the Delegate Assembly is required for adoption and the amendment shall be submitted to the International Executive Board for review and approval in accordance with Article 37 of the Constitution.

Article XXIII. Local And Chapter Elections

A. Local Union Elections

- 1. The election of Local Union Officers shall take place by secret ballot every three years during May and June. Newly elected officers shall be installed at the next regular meeting of the EC but in no case less than two weeks or more than one month after the

election. If there is no Executive Committee meeting scheduled within that time frame, a special ceremony shall be held.

2. Candidates for Local Union Executive Office must be members in good standing with at least one year of membership immediately prior to nomination.
3. Local Union elections and a call for nominations may be sent to members via email. Members without an email address must be contacted by USPS.
4. A member cannot simultaneously hold two elected positions on the Executive Board.
5. EC nominees shall submit to the Elections Chair a statement not exceeding 250 words giving their views and any other information they see fit to provide. The statement shall be accompanied by the candidate's Chapter affiliation, address, email address, and phone number. The statements of all candidates shall be included with the ballot distributed to members.
6. Union staff members, like all others who participate in union activities, are entitled to express opinions about matters of union policy and leadership. Staff may not use their position or union resources to influence NWU elections. Election tasks performed by the staff must be carried out in a neutral manner. Nothing in this paragraph limits the right of

B. Chapter Elections

1. All chapters shall abide by the provisions set forth in this Section.
2. Chapters shall hold elections for Chair, Financial Secretary, Steering Committee, and Delegates every two years in the spring of odd-numbered years.
3. Elections must be completed at least eight weeks before the date of the Delegate Assembly.
4. Officers, Steering Committee members and Delegates serve for two years.
5. Candidates for all positions must be members in good standing from the time of nomination.
6. The elected Steering Committee may vote to appoint additional members of the committee in the interim between elections.
7. The Steering Committee may not appoint Alternate Delegates. Alternate Delegates must be elected according to provisions of Article VIII.
8. Chapter Officers and Steering Committee members must meet attendance requirements spelled out in Article XVI. C. or be removed from office.
9. If a Chapter Chair or Financial Secretary is unable to continue in office, either because of lapse in membership or transfer to another Chapter, the Steering Committee shall appoint a replacement to serve until an election can take place. This

person shall be known as the Acting Chair or Acting Financial Secretary. The Chair or Financial Secretary duly elected will serve until regularly scheduled biennial elections.