International Constitution

As amended at the 43rd Annual International Convention

May 22, 2014
Atlanta, Georgia
ARTICLE I

Section I - Rights to Membership
No person otherwise eligible for membership in this Coalition shall be denied membership on a basis of race, creed, color, national origin, sex, sexual orientation, political belief, or religion.

Section II - Freedom of Speech
Member shall suffer no impairment of freedom of speech concerning the operations of this Coalition. Active discussion of Coalition affairs will be encouraged and protected within this organization.

Section III - Accounting of Funds
Members shall have the right to a full and clear accounting of all Coalition funds at all levels. Such accounting shall include, but not be limited to, annual reports to the membership by the appropriate fiscal officers and annual audits by officers elected to that purpose, or by independent auditors not otherwise connected with the Coalition.

Section IV - Participation in Decisions
Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the Coalition, and to the pertinent information needed for the exercise of this right. All members shall have an equal right to vote, and each vote cast shall be of equal weight. In order to be an eligible candidate for election to serve on the Executive Committee a member shall have been in good standing for a period of (1) year.
ARTICLE II

**Name, Affiliation and Headquarters**
This Coalition shall be known as the International Coalition of Black Trade Unionists (CBTU).

The CBTU shall be composed of trade unionists and shall always adhere to the highest principles of trade unionism.

The headquarters of this Coalition shall be Washington, D.C. or the immediate metropolitan area.

ARTICLE III

The Objectives of this Coalition are the following:

**Section I - Organizing**
To promote the organization of workers in general into bona fide trade union organizations and to adhere to objectives and principles as outlined in the Program of the CBTU.

**Section II- Collective Bargaining**
To promote the welfare of the Coalition membership and to provide a voice in determination in the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic and effective method to achieve this. Both as union members and as citizens, in pursuit of these goals we shall also employ legislative and political action.

**Section III - Research and Education**
To provide resourceful research areas that will aid unionists to better understand their role within the Trade Union Movement.

To develop educational services and activities toward achieving the goals and objectives embodied within the contents of the International CBTU Constitution and to maintain and support the maintenance of records at the Educational and Training Institute.

**Section IV -- Social Progress**
To cooperate with other labor organizations, community groups and other segments of our society in general so that the economic improvements of the American society can be more justly distributed and the moral promise of American life is realized.

ARTICLE IV

Statement of Purpose
Except as otherwise provided in these by-laws, any persons, without regard to race, creed, color, national origin, sex, religion or political belief who meets one or more of the requirements hereafter listed shall be eligible for membership in the Coalition. With this understanding, that one of the primary objectives of the CBTU is to organize Black workers into the trade union movement to improve their economic and social well-being and to strengthen the total trade union movement in our society.

ARTICLE V

Convention Call
Not less than 75 days prior to the opening of any convention, a call shall be issued in the name of the Executive Council. Such call shall state the time, date and place of the convention and shall be sent to all subordinate bodies and individual members together with the appropriate registration form.

In order to be credentialed and seated as a delegate, the individual’s full dues must be paid, to the International office, no later than 30 days prior to the start of the annual convention. Individuals not meeting this deadline may attend the convention as a guest.

The registration fee shall be the same for delegates and guest. The Executive Council shall have the right to establish a late registration fee for individuals registering within 30 days prior to the opening of the convention. Registration for individuals 18 and under, or students 23 and under, shall be one-half of the delegate fee. I.D. may be required for youth and/or student registration.
ARTICLE VI

Basis of Representation
The International convention, being the highest governing body of the Coalition, shall allow bona fide trade unionists the right to participate in the policies and decisions of that body. The only requirement shall be proof of membership in a local or International body being a legitimate part of the trade union movement. For conventions or conferences hereafter, representation shall be contingent upon the delegate being a member, as established in Article XVII of a local chapter of the Coalition of Black Trade Unionists, or, where no local chapter exists, a member of the International Coalition.

ARTICLE VII

Convention Committee Appointments
Prior to each convention the Executive Council shall appoint a credentials committee, a committee on rules and order of business, constitution committee, a resolutions committee and a sergeant-at-arms committee designating two co-chairs. At the convention, the Executive Committee shall appoint any additional committees required under the rules of the convention designating two co-chairs of each committee.

ARTICLE VIII

Committee On Rules And Order Of Business
The Committee on Rules and Order of Business shall report to the convention its recommendations concerning rules of procedure for the convention. The rules of procedure governing the opening of any convention shall remain in effect until new rules have been adopted by action of the convention.
ARTICLE IX

Sergeant-At-Arms
The Sergeant-at-Arms Committee shall arrange for the seating of all delegates in the convention hall. Under the direction of the presiding officer of the convention, the Sergeant-at-Arms committee shall maintain proper decorum within the hall and shall perform such other duties as required by the presiding officer.

ARTICLE X

Resolutions
Resolutions, including proposals to amend the constitution, to be introduced for consideration at any convention must be adopted and signed by an officer or officers from a local chapter. Such resolutions shall be prepared and signed in duplicates and sent to the International office of the Coalition at least forty-five (45) days prior to the opening of the convention. The Executive Council shall make or have made copies of all such resolutions available to the delegates and shall properly identify those who submitted the resolutions. No resolutions, including proposals to amend the constitution, may be introduced thereafter unless consent is given by two-thirds vote of the convention.

ARTICLE XI

Section I – Women’s Committee
The Women’s Committee shall be a standing committee of the International Coalition of Black Trade Unionists. The Women’s Committee will promote the concerns of Black Trade union women, educate trade union women and develop programs, which will benefit Black women in the trade union movement.

Members will be added to the Standing International Women’s Committee by election from their regions. Elections will be held at the same time as regularly scheduled regional elections. A maximum of ten
members can be added to the Women’s Committee and the regional body. The Regional Representative shall also provide assistance to the chapter’s women committees in her region in the development and the implementation of local and regional educational programs and activities that benefit women workers and that promote the goals and objectives of CBTU.

Section II – Men’s Committee
The Men’s Committee shall be a standing committee of the International Coalition of Black Trade Unionists. The Men’s Committee’s primary objective is to empower men of color, including men who are in the trade union movement and those who are not.

Members will be added to the Standing International Men’s Committee by election from their regions. Elections will be held at the same time as regularly scheduled regional elections. A maximum of ten members can be added to the Men’s Committee and the regional body. The Regional Representative shall also provide assistance to the chapter’s men committees in his region in the development and the implementation of local and regional educational programs and activities that benefit our union workers, our homes and our communities. We will also promote the goals and objectives of CBTU.

Section III – Special Funds Committee
The Special Funds Committee shall be a standing committee of the International Coalition of Black Trade Unionists and shall have the responsibility of securing sufficient funding to keep the organization operating in an efficient manner.

The committee shall consist of a Chairperson with a minimum of five (5) members and a maximum of twelve (12) members. The committee shall be responsible for infusing funds into the operations of CBTU at least annually.

The President shall appoint the Chairperson of the committee who shall serve as a non-voting member of the International Executive Council. All other members shall be elected by the International Executive Council.
Section IV – Under 40 Young Leaders Committee
The Under 40 Young Leaders Committee shall be a standing committee of the International Coalition of Black Trade Unionists. The Under 40 Young Leaders Committee will provide younger members with the opportunity to learn about the right history of CBTU and the labor movement through mentorship and education, and will both empower and help in the development of young leaders from the next generation to carry the torch for issues impacting our Black youth.

Members will be added to the standing Under 40 Young Leaders Committee by election from their Regions. Elections will be held at the same time as regularly scheduled regional elections. A maximum of ten (10) members can be added to the Under 40 Young Leaders Committee and the regional body. The Regional Representative shall also provide assistance to the Chapters’ Under 40 Young Leaders Committees in their region in the development and implementation of local and regional mentorship opportunities, educational programs, and activities that benefit our young workers and out communities, in a manner that promotes the goals and objectives of CBTU.

ARTICLE XII

Coalition Executive Council
The Executive Council shall be the governing body of this Coalition between conventions and shall be composed of the Executive Committee, at-large members, and Regional Representatives. The Executive Committee shall be composed of the President, Executive Vice President, First Vice President, Second Vice President, Secretary, Corresponding Secretary, Treasurer, eight Trustees and the President Emeritus. The Executive Council shall meet on the call of the Executive Committee.

The Executive Council shall set the number of at-large members from the jurisdictional areas to be elected to serve on the Executive Council prior to each election Convention.
Effective May 2014, Executive Council members shall be elected for four (4) year terms. Regional Representatives shall be elected from each jurisdictional area. The President with the approval of the Executive Council shall fill unexpired terms. Such appointee shall remain on the Executive Council until the next regular election is held for all at-large members of the Council.

The Executive Council is authorized and empowered to take such action and render such decisions as may be necessary to carry out fully and enforce the provisions contained in this Constitution. Between conventions it shall have the power to direct the affairs of the Coalition and to take such action and render such decisions as are necessary and appropriate to safeguard and promote the best interest of the Coalition and shall meet upon the call of the President at least four times each year at a time and place designated by the President. It shall be the duty of the Executive Council to review carefully such particular measures, and to initiate wherever necessary, such action as the convention may direct.

The Executive Council shall prepare and present to the convention in printed form a statement of all matters of interest to the convention and the activities of the Executive Council and Executive Committee between conventions.

The Executive Council shall have power to make rules to govern matters consistent with this Constitution, and majority of the members in the Executive Council shall constitute a quorum for the transaction of business of the Council.

The Executive Council shall have the power to establish an annual assessment for Executive Council Members. Such assessment must be paid by March 1 of each year. Failure to do so will result in removal from the Council by majority vote.

All members of the CBTU Executive Council must attend at least two (2) meetings of the Council annually. Members of the Council must uphold the provisions of the CBTU Constitution and such programs or projects that are mandated by the Convention or voted upon by the Executive Council between conventions. Failure to do so will result in removal from the Council by majority vote.
A majority of the members of the Executive Council shall have the right to call a special meeting at a time and place designated by them to discuss or rule on matters relative to the entire Coalition of Black Trade Unionists.

Prior to each convention or meeting, the President, with the advice and consent of the Executive Council, shall appoint a Parliamentarian.

**ARTICLE XIII**

**Duties of Officers**

**Section I – President**
The President shall preside at all regular and special meetings of the Executive Council and the International Convention. The President shall enforce compliance of the Constitution and Rules of the Convention, and shall appoint all special and standing committee chairpersons. As the Executive Officer, the President shall perform such duties as by usage and custom pertaining to the office. The President shall report at the International Convention all activities of the Coalition of the past year. The President shall be an ex-officio member of all committees. The President shall be bonded.

**Section II – Executive Vice President**
In the absence of the President, the Executive Vice President shall perform the duties of the President. The Executive Vice President shall serve as Membership Chairperson. The Executive Vice President shall assist the Executive Director in compiling membership data for reporting to the Executive Council. The Executive Vice President shall be bonded.

**Section III – Vice Presidents**
In accordance to rank, shall perform relative duties to the Coalition as deemed necessary by the President in addition to performing in the absence of the President and Executive Vice President.

**Section IV – Secretary**
The Secretary shall serve as recorder for the Executive Council and the International Convention and shall maintain formal records of all official proceedings.
Section V – Corresponding Secretary
The Corresponding Secretary shall be responsible for the dissemination of publications, announcements and other related materials as approved by the President and the Executive Council. The Corresponding Secretary shall ensure that a regulated registry of membership is maintained and in compliance with the Constitution of this Coalition. The Corresponding Secretary shall perform other related duties as deemed necessary to promote the organization upon the approval of the Executive Council.

Section VI – Treasurer
The Treasurer shall be the custodian of all funds of the Coalition. The Treasurer shall establish an account in the name of the Coalition; all funds shall be deposited by the treasurer in a bank approved by the Executive Council. The Treasurer shall maintain accurate records of receipts and disbursements and make quarterly reports of the Coalition’s accounts to the Executive Council. The Treasurer shall countersign with the President and/or Executive Vice President all checks drawn against funds of the Coalition. The Treasurer shall be bonded.

Section VII – Trustees
The Trustees shall make quarterly inspections of the financial records of the Coalition and shall be responsible for the annual audit of the books.

The President with the approval of the Executive Council may fill vacant positions between conventions where such appointment is in the best interest of the membership. All Trustees thereafter will stand for election with the members of the Executive Council.

Section VIII – President Emeritus
The President Emeritus shall serve as a voting member of the Executive Committee and Executive Council. Additionally, shall represent the organization as assigned by the President or Executive Council.

The President Emeritus shall have lifetime gratuitous membership status and shall not be subject to dues payments listed in Article XVII.
ARTICLE XIV

Investigative Committee
An Investigative Committee, consisting of the Executive Committee of the Executive Council, shall have the responsibility for objectively and fully investigating, reviewing and hearing charges or allegations involving chapters and/or individual members when such have been alleged to be participating or involved in activities, which are in direct conflict with the International Constitution.

The Investigation Committee shall have the authority to order the immediate suspension, or expulsion, pending full investigation, of officers or member(s) who in its opinion are engaging in conduct imminently dangerous to the welfare and growth of such chapter or the International body. In any such situation, the Investigative Committee will notify the Executive Council of any action(s) taken and such action(s) in effect pending action by the full Executive Council.

The affected chapter or member(s) shall have the right to appeal, first to the Executive Council and secondly, to the Annual Convention for the binding decision or action.

The Investigation Committee shall receive and act on all reports regarding non-active chapters from the Regional Representative and make remedy recommendations to the Executive Council.

ARTICLE XV

Executive Director
The Executive Council shall have the authority to appoint an Executive Director for the purpose of conducting the day-to-day administrative affairs of the Coalition.
ARTICLE XVI

Meetings
The President of the Coalition shall preside at all meetings of the Executive Council but may call any other member of the Executive Council to preside in their stead. The President shall serve as chairman of the Executive Committee, as chairman of the Finance Committee and as an ex-officio member of all other committees of the Executive Council.

ARTICLE XVII

Dues
The annual dues for the International Coalition and its subordinate bodies shall run from January 1 through December 31 of each year. The minimum dues shall be thirty dollars ($30.00) per year for rank-and-file members of the Coalition. The minimum dues for all International officers shall be one hundred-fifty dollar ($150.00) per annum. All other full-time staff minimum dues shall be seventy-five dollars ($75.00) per annum. In order to support the program of the Coalition at the local level, $5.00 of the rank-and-file membership dues, $37.50 of the International Officers membership dues and $18.75 of the full time staff dues shall be retained by the local chapter. The dues for retirees shall be based on their membership category at the time of retirement. The dues for retirees shall be divided equally between the local chapter and the International office.

In addition to the above, members may choose to pay dues to the International at the following levels; contributing members shall pay two hundred dollars ($200) per annum and sustaining members shall pay two hundred and fifty dollars ($250) per annum.

Any dues received by the International office directly from a member where a local chapter exists shall automatically return to the local chapter their share of the dues and the chapter shall be notified of the new members. The International office shall assume the responsibility of notifying those new members as to their nearest local chapter.
A local chapter shall have the right to establish a dues structure, which may exceed that which has been established by this Constitution.

Any dues structure established by a local chapter must be reasonable and shall not be deterrent to the participation of any bona fide trade unionists who is eligible for membership in the Coalition of Black Trade Unionists.

The Executive Council shall have the right to review the dues structure of a local chapter.

Any person who pays dues as established in this Article shall be a member in good standing and afforded all rights and privileges of the CBTU.

A special and separate registration table(s) or area shall be set up at each annual Convention to accept and properly process the memberships and registration forms for new members. The Executive Director will be responsible in seeing that the appropriate chapters are notified and all appropriate monies paid to same.

ARTICLE XVIII

Budget
In advance of each fiscal year the Executive Director shall submit to the Executive Council a proposed budget for the coming year setting forth-anticipated income, the source thereof, and the anticipated expenditures and their purposes. The proposed budget shall be subject to revision and approval by the Executive Council. Insofar as possible the Executive Director shall adhere to the budget adopted by the Executive Council.

ARTICLE XIX

Audit of Books and Records
The books, records and accounts of the Coalition shall be audited on an annual basis under the direction of the Executive Council. All individuals
responsible for handling of funds shall be bonded. All subordinate bodies must submit a report of expenditures and income to the International office prior to December 31st of each year and these reports along with the International financial report will be submitted to the first meeting of the Executive Council in the incoming year.

ARTICLE XX

Chapters
Chapters subordinate to the International Coalition may be established and chartered by the International Coalition. Where there is a chapter in existence that has been chartered by the International body of the CBTU for that particular area individuals must have their membership applications processed through the local chapter; in order to participate in the business and decision making process of the CBTU at an International convention, all conferences and meetings, each member shall be a member in good standing as established in Article XVII. Prior to the issuance of charters the International Office shall notify the regional representative of such action.

Section I – Requesting Charters

Jurisdictions requesting charters must work through their Regional Representative. A Request for Charter Application must be completed and must meet all of the following minimum criteria:

a) A minimum of 25 members;
b) A minimum of 5 unions represented;
c) A proposed set of By-Laws;
d) Temporary Officers
e) A short and long range strategic plan
f) Requested jurisdiction for the Chapter
g) Charter Application Fee

Section II – Maintaining Charters

Once charters are granted by the International Executive Council, it is the responsibility of the Chapter to continually meet or exceed the minimum criteria listed in Section I above to maintain a charter. Continuous failure to meet these minimum criteria shall be grounds for
the International Executive Council to withdraw the charter from the jurisdiction.

Section III – Chapter By-Laws

All Chapters of the CBTU must have By-Laws. Chapter By-Laws must be reviewed and approved by the International President of the CBTU prior to being effective. Therefore; any new or revised By-Laws must be sent to the International Office for review and approval.

Section IV – Officers and Duties

All Chapters shall have a President, a Vice President, a Secretary, and a Treasurer. Other officers may be elected if the Chapter deems necessary. The duties of the offices shall be commensurate with their position and shall be defined in the Chapter’s By-Laws. Effective with their election in 2016, the Chapter officers shall be elected for four (4) year terms.

Section V – Reports to the International and Region

Each Chapter shall submit a quarterly report to the International Office and the Regional Representative. Such reports shall include all Chapter activities, Chapter meeting minutes and a complete written financial report.

Section VI – 501(c)3 Sub-Bodies

Chapters with 501(c)3 sub-bodies must submit semi-annual reports to the International Office and Regional Representative. Such reports shall include all entity activities, meeting minutes, copies of appropriate IRS tax filings, other financial forms and a complete written financial report.
ARTICLE XXI

Regional Structure

Section I
The Coalition shall be divided into the following geographic regions for the purpose of electing regional representatives:

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<th>GEOGRAPHIC REGION</th>
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<tr>
<td>Region I</td>
<td>Connecticut, New Jersey, New York, Massachusetts and Ontar</td>
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<td>Region III</td>
<td>Florida, Georgia, North Carolina and South Carolina</td>
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<td>Region IV</td>
<td>Alabama, Kentucky, Louisiana, Mississippi and Tennessee</td>
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<td>Region V</td>
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<td>Region VI</td>
<td>Illinois, Indiana, Iowa, Minnesota and Wisconsin</td>
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<td>Region VIII</td>
<td>Arkansas, Kansas, Missouri, New Mexico, Oklahoma and Ta</td>
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<td>Region IX</td>
<td>Arizona, California, Nevada, Oregon and Washington</td>
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The regional structure may be expanded and/or altered by the President with the approval of the Executive Council.
ARTICLE XXII

Regional Representatives

Section I – Election
Regional Representatives shall be elected from each constituted region as established in Article XXI, by the delegates of each respective region in a duly authorized assembly within ninety (90) days but no later than 120 days following the convention election which is held every four (4) years, effective with their 2014 election.

Section II – Duties
It shall be the duty of each Regional Representative:

1. To serve as liaison between the Executive Council and the Chapters within here designated region.

2. To ensure that the Chapters under their jurisdiction are carrying out the goals and objectives of the organization and are meeting the requirements of this Constitution.

3. To attend and participate in at least two (2) meetings annually of the Executive Council.

4. To attend and participate in the activities of the CBTU annual convention. The cost of such expenses shall not be required of the region.

5. To implement the program of CBTU as set forth by the Constitution, convention resolutions and/or actions of the Executive Council.

6. To submit written activity reports quarterly to the Executive Council.
ARTICLE XXIII

Regional Boards
It shall be the additional duty and responsibility of the Regional Representative to establish a regional board in their respective region.

1. A Regional Board shall consist of the chapter presidents in the region, two members from each Chapter, the Regional Representative to the International Women’s Committee, the Regional Representative to the International Men’s Committee and the Regional Representative from the Under 40 Young Leaders Committee.

2. The Regional Board shall meet at least two (2) times a year. During the election year, the Board will elect three (3) officers.

3. The Regional Representative will chair all meetings of the Board and will attend all other meetings, conferences and conventions as deemed necessary by the Board which is responsible for equal sharing of all expenses incurred by the Regional Representative in carrying out this function. All chapters should notify Regional Representatives of meetings, activities and special functions.

4. The Regional Board, in conjunction with, and under the direction of the Regional Representative, shall plan and formulate an agenda for the annual meeting of the entire region. The program should include: Organizing, Legislative/Political Action; Community Services and Education.

5. If membership in a region exceeds 200, two (2) additional at-large members will be elected to serve on the Regional Board. These members will be elected at the same time as the Regional Representative during the election year.

6. The term for all officers is four (4) years, effective with their 2014 election.
ARTICLEXXIV

Charters
The President of the Coalition, subject to the approval of the Executive Council, shall issue charters to subordinate bodies of the Coalition and shall, subject to the appeal to the Executive Council, determine all matters related to the jurisdiction and affiliation of subordinate bodies. All by-laws adopted by Chapters shall be subject to approval by the Executive Council between conventions.

ARTICLEXXV

Publications
The Executive Director under the direction of the President with the advice and consent of the Executive Council, may initiate, edit and manage a publication. It shall be the official publication of the Coalition. Title of any such publication shall be vested in the Coalition of Black Trade Unionists. A copy of official publication shall be furnished to each member.

ARTICLEXXVI

The Constitution of the International Coalition of Black Trade Unionists shall be read in its entirety to members by each chapter president once a year or made available to each member.