



a guide to envisioning our future

Dear Sisters and Brothers

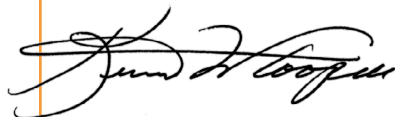
THANK YOU for becoming part of the new wave of young members ready to energize and redefine the labor movement. The future of our union will be determined by you—your talents, your energy, and your commitment will set the course to advance our organization.

This toolkit is designed to help you create a successful RENEW committee at your local union. If you already have a young workers committee, congratulations: You are an early adopter! Within these pages you will find best practices from other successful young worker groups around the country, sample mission statements and bylaws, tips on recruiting new members, guidelines for establishing an organizational structure, and strategies for developing a successful action plan.

I recommend working closely with your local union's leaders to develop relationships, rally support, and show how this type of group can be key to labor activism. Local leaders are a great source of valuable knowledge and expertise and will help to guide you along the way.

Thanks again for all of your hard work and for taking on an active role in the future of your union. I look forward to all of the innovative and exciting ideas that you will bring to the IBEW.

In Solidarity,



Kenneth W. Cooper
IBEW International President

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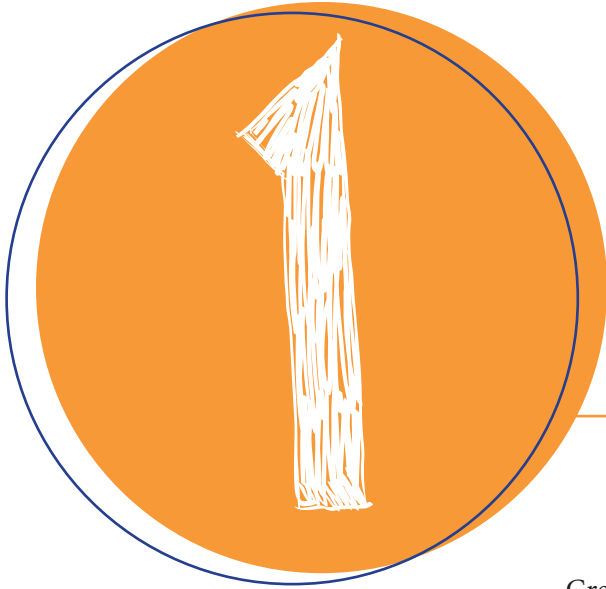
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Establishing **THE RENEW INITIATIVE**

Greater involvement by local union members of all ages is critical to the growth of the IBEW. Reach out and Engage Next-gen Electrical Workers (RENEW) is an IBEW-wide initiative dedicated to creating opportunities for members ages 35 years and younger to develop the skills necessary to become active in the union and play a role in shaping its future.

Ensuring that the IBEW is reflective of ALL members is essential to a strong and sustainable workforce. The RENEW Initiative is an effort to better understand the perspective of younger workers while continuing to engage members of all ages to foster proud and active union members.

Goals of the RENEW Initiative:

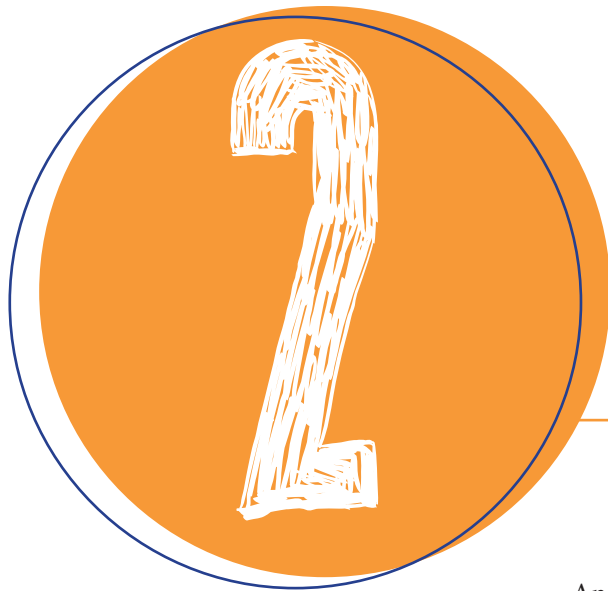
- To educate the next generation of workers about the benefits of the IBEW
- To provide a space for younger members to discuss issues relevant to their workplace and community
- To encourage participation in programs focused on strengthening the local union and the labor movement

Each local union is encouraged to develop its own RENEW committee. This committee will set its own goals based on the needs of the local union and the interests of its members. A strong RENEW program will energize young workers and has the potential to increase attendance at union meetings, create meaningful engagement among members and local union leadership, and bolster confidence.

The International RENEW Advisory Committee, a council comprised of young IBEW leaders from each district and the Electrical Workers Minority Caucus, has been created to support the advancement of the activities of emerging RENEW committees. The council meets periodically to strategize ways to increase union participation and activism among its peers and facilitate communication and cooperation between RENEW committees, district RENEW groups, and the International Office.

Mission Statement

The mission of the Reach out and Engage Next-gen Electrical Workers (RENEW) Initiative is to inspire the next generation of IBEW workers to become active in their local unions by focusing on issues important to younger workers, providing education about the IBEW and the labor movement, and fostering relationships with members and local union leadership.



Creating AN EFFECTIVE COMMITTEE

An effective committee begins with your local union leadership approving a RENEW committee. Once a committee has been approved by your local union's Executive Board, the following steps will help ensure a successful start.

1

Write a Statement of Purpose

One of the first orders of business for your committee is to write a statement of purpose and establish a set of goals and objectives to carry out your stated mission. For guidance, we have included some sample mission statements on [page 28](#). Your committee can build on one you like or it can be completely original.

2

Schedule a Regular Meeting Time

The committee should also establish a regular meeting time and place. Having a set meeting time and location can build commitment to the program by allowing members to plan in advance, which can help boost attendance.

3

Set Designated Roles

It is important to elect or appoint a leadership team that will have specific roles. The term of the committee leadership may be the same as the those of other standing committees of your local union or the terms may be different. It is also important to designate an officer to take the minutes of each meeting. The minutes should be retained for future use or distribution.

Your committee
can become a
valuable resource
in strengthening
your local union

4 Create Meeting Agendas

The chairperson or another designated individual should create an agenda to be sent out with a reminder notice at least 1 week before the RENEW committee meeting. This keeps committee members in the loop and allows them to come prepared with materials or formulate ideas they wish to discuss at the meeting. A sample meeting agenda can be found in the samples section on [page 30](#).

5 Communicate With Local Union Leaders

Your RENEW committee should also make periodic reports to your local union business manager, president, or Executive Board on its activities and make recommendations when appropriate. Keeping the leaders of your local union informed about your activities and goals will open up communication lines and increase your committee's legitimacy. We've included a sample introduction letter on [page 29](#) to help your committee reach out to your leadership. Another way your committee can connect with your local union leadership is by working in close cooperation with other committees to advance policies and programs for the union with the needs of young workers in mind. It is recommended that at least one local union officer serve as a mentor for the committee.

6 Plan Training Sessions

To be effective, your committee must have a sound working knowledge of your collective bargaining agreements, the IBEW Constitution, your local union's bylaws, and any other provisions that might affect your agenda. If necessary, set up some training sessions to familiarize your committee members with this essential information.

7 Divide Tasks

Consider setting up subcommittees or special task forces to perform your RENEW committee's work. Dividing up your tasks is an efficient way to research and obtain information before your committee takes action.

8 Develop Committee Activities

Take Action ([p. 5](#)) and *Local Union Outreach* ([p. 6](#)) list specific committee activities for your group to consider. These suggestions can be tailored to your local union and committee. Remember that these are only suggestions: Each committee will have particular issues that it may want to pursue.

9 Reach Out Beyond Your Local Union

Some activities you may want to get involved in might already be taking place within your local labor movement, so try to communicate and collaborate with the broader union constituency when possible. One of the great advantages of your young worker group is that you can bring new and creative ideas and perspectives to the movement as a whole.

Take Action

Establishing a connection with your state or area labor federation or central labor council can build support and help your RENEW committee to stay connected, organized, and energized.

10

Foster Diversity

It is important to make sure that your committee is inclusive and represents your local union in terms of diversity of race, gender, ethnicity, age, and job classification. Having a diverse committee will help you to gain knowledge from people in different trade classifications and various places of employment. Keep in mind that your group is not a separate bargaining committee for workers who may experience discrimination.

By participating in union activities that promote equality for all workers, your committee can become a valuable resource in unifying and strengthening your local union membership. A number of union-building strategies can be found in the Sample Committee Activities list on [pages 36–37](#).

Write articles covering your committee's activities for your local union's newsletter

Conduct educational workshops for shop stewards and other members

Plan fundraising activities to cover your expenses

Distribute RENEW information at meetings and conferences

Organize a postcard or letter-writing party to encourage people to take action while having fun and learning

Create mentoring programs to advance opportunities for young workers

Build coalitions and working relationships with other unions, associations, schools, and community groups to advocate for issues of mutual interest



Local Union Outreach



Encourage workers, particularly young workers, to participate in union activities.



Send out surveys to determine member needs.



Discuss the extent, if any, of discriminatory practices that affect your committee members.



Work with your local union business manager or president to set up sessions to discuss issues confronting young workers.



Review arbitrations undertaken for young workers to decide where contract language needs strengthening.



Look at wage patterns for possible discrimination in placement, promotion, wages, merit, and other terms of employment.



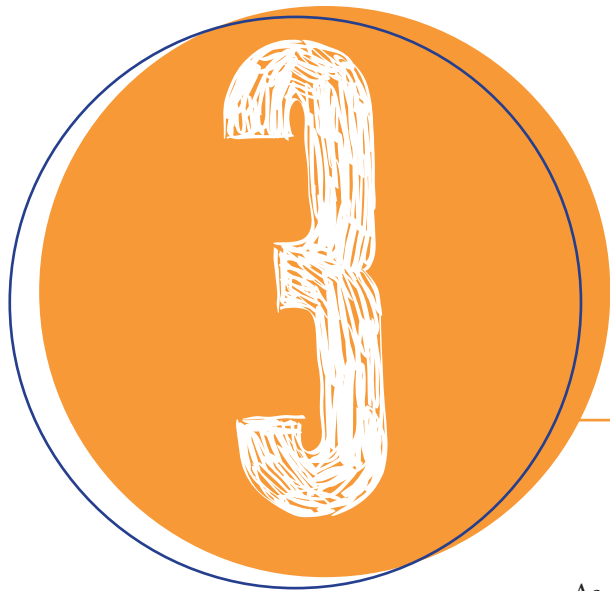
Check contract provisions to see whether any clauses have a discriminatory impact on particular groups of workers and suggest revisions or improvements.



Propose an equity program to end discrimination in hiring, assignments, and promotions; to end job classification segregation; and to create openings to nontraditional jobs and assignments for all workers.



Determine whether family leave provisions adequately protect caretakers and dependents and meet the requirements of the Family and Medical Leave Act and any other state and local legislation. If not, suggest improvements.



Structuring YOUR COMMITTEE

As a group, your committee needs to decide how to structure itself and how the work will get done.

The following questions may help:

- How do actions get planned and executed?
- Who calls the shots?
- How do we all work together so we don't go insane?

Determining a structure for your RENEW committee does not have to happen immediately. Take some time to talk with your peers across the IBEW about what has worked well and what hasn't and study different models. Consider the pros and cons of each. When you are building a new committee from scratch, having some flexibility in the beginning will make the process run more smoothly.

Although there are many different organizational models to consider, the nontraditional model and the traditional model are the most commonly used by young worker groups around the country. New groups often opt for the nontraditional model because fewer people are needed and it offers more flexibility within roles. Once your group grows, it may be helpful to transition to a traditional model that fits within your local union's existing structure. Remember that there is no right or wrong way to organize your committee; what's most important is to find the right way for you and your members to work best together.

What's most important is to find the model that's right for you and your members

MODEL 1: NONTRADITIONAL (COMMITTEE BASED)

The nontraditional committee model can be customized to best fit you and your members. This structure is predicated on finding out what your members are interested in and empowering them to take an active role on projects related to their interests. This kind of structure requires more work in building consensus, but its strength is that everyone has a voice.

Most groups have some sort of leadership team, whether there is a formal structure or not. Some have codirectors, and others govern all matters by popular vote. The main thing to consider when using a nontraditional model is that there needs to be a designated person, or a small group of people, to plan the work around a shared vision and ensure that the work gets done.

Because nontraditional groups have a horizontal leadership structure, it is beneficial to divide work into subcommittees. This allows your committee to get a lot of work done while keeping people accountable for a manageable amount of work. Subcommittees to consider may include: education and communications, organizing and mobilization, political action, events, and fundraising (the same areas of focus as the traditional model).

MODEL 2: TRADITIONAL

The traditional model closely reflects the existing union structure. This model lends itself to a group that has been established for some time and has enough members to fill the various leadership roles. It is defined by a hierarchical leadership structure, including an Executive Board, officers, and working committees.

If your local union leans toward well-defined structure and relies heavily on rules, the traditional model can be an easier one to adopt and can help your group gain acceptance with the local union membership more quickly.

In this model, the Executive Board is composed of every elected officer, along with the chairpersons from each committee. There also can be “at-large” Executive Board positions to include more opportunity for stakeholders to hold leadership roles.

Characteristics of traditional committees:

- The Executive Board meets monthly
- The general membership meets quarterly
- The committees meet monthly
- The committees are structured to address anticipated needs: education and communications, organizing and mobilization, political action, events, and fundraising



Committees
and task forces
help to focus
and distribute
work and help
members feel
included



Under the traditional model, your RENEW committee should have a strong set of bylaws outlining the roles and responsibilities of your leadership and the overall governing structure of your group. Bylaws are written rules that control the internal affairs of an organization or group.

Bylaws often define details such as:

- Your group's official name, purpose, and requirements for membership
- Officer titles and responsibilities, as well as how offices are to be assigned
- How meetings should be conducted
- How often meetings will be held

The sample bylaws on [pages 31–35](#) are taken from existing groups and are intended as a model. Some groups may want to begin with general bylaws that leave out the details and allow for flexibility (simple bylaws). More developed groups may have a clearer idea of what works for them and will want to include those details in their bylaws (advanced bylaws). Newer, less established groups may find that the simple bylaws fit their needs better. Advanced bylaws are likely better for groups that are well established and require more definition (e.g., electing officers, becoming chartered by their local union, etc.).

Determining exactly how your group is going to operate and putting it down on paper can help keep things running smoothly, provide concrete answers to tough questions, and save time and deliberation.

MEETINGS

Regular meetings are important to keep people engaged and to maintain momentum. However, people will not continue to show up if meetings are boring or perceived as a waste of time. Make sure your meetings are engaging experiences where real decisions are being made and issues are being discussed. Do not use your meetings as a time for updates only—they should include real work and discussion so that your leaders and members have a sense of ownership in the committee.

DUES STRUCTURE

Some young worker groups have implemented dues-paying structures. Doing so is completely up to you and your members. One benefit is that systemized dues payments can help to create a steady stream of funding and minimize your fundraising time. However, it is important to note that the key to this type of financing is accountability. We recommend seeking guidance from a trusted mentor about best practices.

Make sure
meetings are
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relevant issues
discussed

ORGANIZING THE WORK

Working committees, subcommittees, and task forces can be useful to focus and distribute the work that needs to be done and allow more members to participate and feel included. The following are some types of task groups to consider.



Communications

This task group should be involved in informing members, other unions, and community partners about the work your committee is doing. Ideas include contributing to your local union or regional AFL-CIO newsletter or website or creating and maintaining social media accounts (a blog, a Facebook page, a Twitter account, or a Google group).



Organizing and Mobilization

Committees need members, and without a conscious effort to organize, people will not show up to events, meetings, or actions. This task group may identify issues that would attract members, plan events, or create educational pieces.



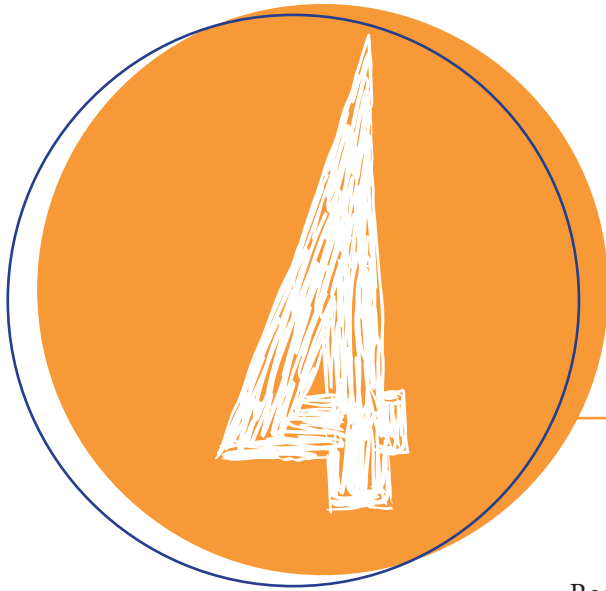
Community Service

Union members are known for community work. It's always important to connect with your community by helping others and building local allies, and a community service task group can devote time to assessing needs in your area.



Political Action and Civic Engagement

It is important for young people to be aware of and get involved in their government. Getting out the vote, volunteering for a political campaign, or lobbying a government official are all important and worthwhile ways to engage your membership.



Recruiting

STRATEGIES AND METHODS

Recruitment is a fundamental element of building and sustaining a strong RENEW committee. Although most recruitment for volunteer organizations requires a commitment of time, energy, and resources, when your group grows, the rewards can be highly satisfying.

Recruitment Objectives:

- Start, build, or develop a RENEW committee
- Build the membership of your committee
- Create personal and working relationships with your members to instill committee motivation and stability

As a new or developing RENEW committee, it is important to inform and engage existing leadership—the principal officers of your local union—about your committee. Having a good overall idea of what the RENEW initiative is about and what it means to you in particular is helpful. Remember that no two RENEW committees are alike; they are reflections on what your members are passionate about and where you live and work, so what works in New York City might not work in San Diego or Toronto. If your committee doesn't have its goals and objectives laid out yet, you can talk to officers about why you think it's important for your local union to engage young workers.

Have a clear,
concise, and
relevant pitch for
your committee

DEVELOPING A RECRUITMENT GAME PLAN



Find Your Targets

Determine strategies for recruiting and developing your RENEW committee.



Compile a “Hit” List

Develop a target list of people who might be interested in supporting or joining your RENEW Committee.



Set Your Goals

Determine a recruitment goal for regular meetings and overall membership.



Make Connections

Talk to friends who are interested in getting more involved with issues that affect young union members. Reach out to specific people in your local union and apprenticeship program. See whether you can meet with new members to recruit them to join your RENEW committee.



Get Recommendations

Ask leaders if they know of any hardworking and dynamic young people who might be interested in getting involved in your committee.



Use a Personal Approach

Have one-on-one conversations with others about the RENEW initiative, invite them to a meeting or event, and follow up with them. Have members of your leadership team meet and talk with every new member who joins the group.



Be Available

Make sure you are reachable and provide multiple ways for people to get in touch with you.



Host a Variety of Events

Not only should your meetings and events be worth your members’ time, they should be topically diverse, which will in turn diversify the interests of your members. Don’t be afraid to embrace issues that are different, new, or that fall outside the realm of “union work.”



Develop an “Ask”

Create a standardized pitch for getting people to try out your RENEW committee.

Quick Tip

Don't limit your strategies. Remember that the sky's the limit when it comes to effective recruitment strategies. Always continue to evolve and find new and creative ways to engage young workers.



Market Your Committee

Consider developing a logo or a look for your committee's communications. Think about what separates you from other groups or programs within your union. Use this to your advantage to impress upon union members the importance of their supporting the RENEW Initiative.



Communicate Success

People want to be a part of something that gets things done. If your fellow members and potential recruits can see your energy, commitment, and willingness to follow through, they'll be more likely to engage with the cause.

RECRUITMENT STRATEGIES



Establish a RENEW Rap

We are not asking you to become the next Jay-Z, but it is beneficial to have a clear, concise, and relevant pitch for your committee. Make sure your leadership team knows your committee's message and can communicate it well. This will help you build recognition for the program and help with recruitment.



Socialize

Meetings are important, but social events are also great opportunities for sharing what your committee is about and what you want to accomplish. Hosting happy hours, potlucks, or game nights get interested people in one place to check out your committee.



Develop a Listserv for Your RENEW Committee

Build a list for sign-ups and email blasts to inform your members about activities and meetings. Be conscious about not abusing this list once it's built. A Google group is a good way to get started.



Use Social Media in a Smart and Effective Way

Start a RENEW fan page on Facebook and encourage members to join the page. Post about joining your district's social media feeds and pages, the [IBEW RENEW page](#), and the [AFL-CIO Next Up page](#). Post relevant information and events as often as possible.

Communicate
success—people
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gets things done



Connect With Local Union Leadership

Find out whether local union officers and business managers would be willing to let you speak or send information to members.



Forge Partnerships

Contact your RENEW district advisory representative and RENEW committees of nearby local unions. We are stronger together!

Quick Tip

No matter how you decide to use these strategies, approaches, and methods, remember that a person's initial interest must be matched by your ability to motivate them and establish a sense of personal camaraderie. Remember, this is a long-term project. Successful groups take time to develop. Set realistic expectations and expect some frustration, but be patient and flexible. Most importantly, keep a sense of humor and have fun!



Learning THE FRAMEWORK

This section offers a brief summary of the organizational structure of the IBEW. For more detail, consult your copy of the IBEW Constitution or IBEW *History & Structure* (Form 169).

THE CONSTITUTION: THE LAW OF THE IBEW

The IBEW Constitution contains more information about the Brotherhood than any other single document. It sets forth the purpose, the philosophy, and the structure of the union; the laws by which its members are governed; and the rights and duties of its members. It is the Brotherhood's supreme law; but it is not inflexible and may be amended by action of the membership when necessary.

Article XXVII, Sec. 1, of the IBEW Constitution lists methods by which the Constitution may be amended:

- By referendum, on petition of 15 local unions, of which no two may be from the same state or province, with the approval of the International Executive Council (IEC)
- By referendum, at the initiation of the IEC
- By the majority vote represented at a regular session of the International Convention

The Objects

Most constitutional amendments are adopted by International Convention action. All amendments become effective 30 days after adoption and are binding for all members of the IBEW.

INTERNATIONAL CONVENTION

The IBEW International Convention is the highest governing body of the IBEW. It elects all international officers and determines the basic laws of the IBEW by votes on proposed resolutions and constitutional amendments. The International Convention is also the final authority on appeals. The IBEW Constitution provides that the Brotherhood shall meet in regular convention every 5 years.

The objects of the International Brotherhood of Electrical Workers are:

- **To organize all workers in the entire electrical industry in the United States and Canada, including all those in public utilities and electrical manufacturing, into local unions,**
- **To promote reasonable methods of work,**
- **To cultivate feelings of friendship among those of our industry,**
- **To settle all disputes between employers and employees by arbitration (if possible),**
- **To assist each other in sickness or distress,**
- **To secure employment,**
- **To reduce the hours of daily labor,**
- **To secure adequate pay for our work,**
- **To seek a higher and higher standard of living,**
- **To seek security for the individual,**
- **And by legal and proper means to elevate the moral, intellectual and social conditions of our members, their families and dependents, in the interest of a higher standard of citizenship.**

DELEGATES

The International Convention is attended by delegates elected by secret ballot from and by the membership. Delegate representation is based on the number of members in a local union, with a maximum of 15 delegates per local union. No local union is entitled to representation at an International Convention

unless its per capita to the International Office has been paid on its membership for a period of 6 months prior to the first of the month in which the convention is held. Article II, Sec. 7–13, of the IBEW Constitution lists detailed information on delegate eligibility and selection.

CONVENTION COMMITTEES

The IBEW Constitution authorizes the International President to appoint committees to perform the basic work of the International Convention. Proposals for amending the IBEW Constitution must be approved by the local unions submitting them and must be submitted to the International Secretary-Treasurer 45 days prior to the International Convention.

RESOLUTION ACTION

Resolutions submitted by local unions that are unrelated to constitutional amendments must be submitted to the International Secretary-Treasurer 45 days prior to the International Convention in order to be considered. These items are presented to the Resolutions Committee, which reviews the resolutions submitted by the local unions and makes a report and recommendation relative to each resolution to the delegates. The IEC serves as the Committee on Rules and Credentials, which is concerned with the operation of the International Convention.

ELECTION OF OFFICERS

Although the International Convention takes place every 5 years, the business of the Brotherhood continues on a daily basis. The daily administration of the Brotherhood is the duty of the international officers—the International President, International Secretary-Treasurer, 11 International Vice Presidents, and nine IEC members—nominated and elected by delegates at the International Convention. They assume office 30 days after their election and serve for 5 years, or until their successors are elected and qualified.

THE INTERNATIONAL EXECUTIVE COUNCIL

The IEC consists of nine elected members. The chairman is elected at large, and the other members are elected from each of the eight IEC districts. (See the International Executive Council Districts map on [page 18](#).) The IEC meets quarterly to deal with its judicial, pension fund, and other responsibilities.

The IEC is the final authority on applications for and the granting of pensions, disability benefits, and vested rights of members. The council may serve in any of the following capacities:

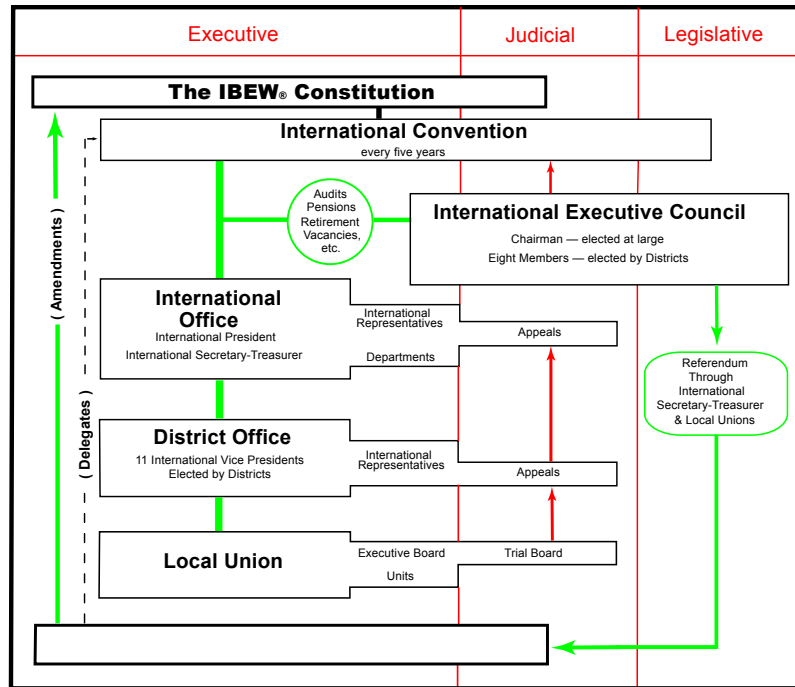
- Acting on appeals from the decisions of the International President and on charges filed against pensioned members
- Trying any member of a local union charged with violation of IBEW laws or the obligation of membership
- Naming a successor to the office of International President in case a vacancy occurs
- Approving or recommending constitutional amendments for submission by referendum to local unions

The minutes and report of each IEC meeting are published in *The Electrical Worker*, the IBEW's monthly publication.

IBEW® International Executive Council Districts



Functional Organization



THE INTERNATIONAL OFFICE

The International Office of the IBEW provides a comprehensive array of services for its members; for leaders of industry, government, and labor; and for the general public. Departments in the International Office assist local unions with jurisdiction in the industries of construction and maintenance, manufacturing, government, broadcasting, telecommunications, railroad, and utilities. These branch departments offer a wide range of duties and services, including:

- Organizing
- Negotiations, grievances, and arbitrations
- Jurisdictional disputes with other local unions
- National and international agreements
- Coordination and administration of activities within branches

INTERNATIONAL PRESIDENT

Administration of the IBEW is entrusted to the International President. The responsibilities of the office include varied duties to serve the best interests

of the Brotherhood and the labor movement. Some of the many duties of the International President include:

- Carrying out laws of the Brotherhood
- Deciding all controversies, including questions of law
- Acting on all appeals from decisions of the International Vice Presidents
- Deciding and establishing IBEW policy and procedure
- Approving all agreements and bylaws
- Chartering, merging, or amalgamating local unions
- Assigning local unions their jurisdiction
- Suspending or revoking local union charters

INTERNATIONAL SECRETARY-TREASURER

The International Secretary-Treasurer is responsible for handling the financial matters of the IBEW and is empowered jointly with the International President to invest IBEW and pension funds. The International Secretary-Treasurer is tasked with:

- Collecting, disbursing, and accounting for all funds
- Keeping records of the membership
- Receiving and signing applications for local union charters upon authorization of the International President
- Maintaining charge of the IBEW seal
- Receiving all petitions for referenda and other votes and mailing out the same for vote by the local unions
- Acknowledging all appeals submitted to the IEC
- Publishing the IBEW *Local Union Directory* (Form 75) in printed format at least once per year
- Preparing annual audits for publication in *The Electrical Worker*
- Reporting the financial status of the Brotherhood to the International Convention

DISTRICT OFFICES

The IBEW is divided regionally into 11 International Vice Presidential districts (see map on [p. 22](#)). These districts are headed by an International Vice President, along with a staff of international representatives, who service the local unions within the district. The district office staff assists the local unions within the district with membership development (including organizing), collective bargaining, and contract administration. Each district holds an annual progress meeting, with the business manager and a delegate from each local union from the district in attendance.

INTERNATIONAL VICE PRESIDENTS

International Vice Presidents supervise the affairs of local unions in their respective districts. The 11 International Vice Presidents, elected by the local unions in their respective vice-presidential districts, work under the instruction and authority of the International President. Within their districts, the International Vice Presidents are responsible for the affairs of the IBEW and act on all appeals from members of local unions and all charges against local union officers. The International Vice Presidents also act on appeals from local union trial board decisions and on charges filed by members against local union officers and representatives.

LOCAL UNIONS

The IBEW's regional autonomy is achieved through the establishment of local unions. The local unions develop bylaws to take care of their business and responsibilities as effectively and efficiently as possible. Upon authorization of the International President, a charter is issued by the International Secretary-Treasurer to a local union organized by no fewer than 10 workers under the IBEW's jurisdiction.

The International President is responsible for determining each local union's trade and territorial jurisdiction and the types of membership covered. The type of work, the territory or jurisdiction, and the types of membership must be defined in the approved local union bylaws. If deemed necessary, the International President can divide or change the jurisdiction of a local union or take charge of and direct certain jobs or projects. The International President also has the authority to merge or amalgamate local unions when conditions warrant and to suspend or revoke the charter of a local union that does not organize or protect its jurisdiction.

The responsibilities of all local union officers are set out in the IBEW Constitution. Article XV, Sec. 6, of the IBEW Constitution provides that "L.U.'s are empowered to make their own bylaws and rules, but these shall in no way conflict with this Constitution. Where any doubt appears, this Constitution shall be supreme." To ensure that this intent is carried out, all bylaw changes, amendments, rules, or agreements of any kind must be approved by the International President. Without such approval, a change is null and void. Further, this constitutional provision empowers the International President to correct all bylaws or amendments to conform to the Constitution and policies of the IBEW.

RAILROAD COUNCILS

Railroad councils are chartered by the International President and are subject to the same rules governing local unions. Bylaws, amendments, rules,

IBEW® International Vice Presidential Districts



agreements, and similar acts of governance are subject to approval by the International President.

SYSTEM COUNCILS

Local unions outside the railroad industry may form system councils for bargaining purposes with the approval and direction of the International President. When system councils are formed, local unions within the system council's jurisdiction shall affiliate. The affiliates pay for the support, and conform to the approved bylaws, of such councils.

LOCAL UNION OFFICERS

Today's union leaders require a wide range of knowledge and skills. Union officers need experience in negotiation, mediation, and arbitration to improve the welfare of the membership through collective bargaining and the grievance process. Officers must be informed about economics and changing technology, be familiar with the requirements of labor laws, and understand the importance of political involvement to achieve favorable legislation and protect the benefits that unions have won.

President

The local union president's duties are many and varied and include:

- Enforcing constitutional provisions, rules, and local union bylaws
- Enforcing all properly rendered penalties
- Appointing local union committees and acting as an ex officio member of the committees
- Ensuring that the committees perform their assigned duties within a reasonable time
- Removing committee members who are not performing their duties and appointing their replacements
- Appointing delegates to central, trades, and political councils or bodies
- Appointing the business manager and any assistants to the business manager as delegates to local and state building and construction trades and metal trades councils
- Consulting with the business manager on all appointments of committees

Additionally, the president presides at all meetings of the local union. It is the president's responsibility to conduct orderly meetings and see that they are adjourned by 11 p.m. The president should make sure that everyone understands the nature of a motion or amendment and limit debate to comments pertinent to the subject.

As directed by the IBEW Constitution, the local union president performs all duties incidental to the office and other duties assigned by the local union,

provided that they are not in conflict with the IBEW Constitution or local union bylaws.

Vice President

The vice president presides at local union meetings and otherwise discharges the duties of the president when the president is absent. The vice president renders such assistance as directed by the president and performs other duties as required by the IBEW Constitution and local union bylaws.

Recording Secretary

The recording secretary is the custodian of all records, except those specifically assigned to others, such as the treasurer's and financial secretary's books. He or she handles correspondence in accordance with instructions from the local union or president; directs the treasurer to draw funds for payment of authorized expenditures; notifies the International Secretary-Treasurer of all changes in officers, giving both names and addresses; and performs other duties as directed by the IBEW Constitution, local union bylaws, or president. In addition, the recording secretary is the local union officer responsible for keeping minutes and preparing them for presentation.

Financial Secretary

The financial secretary is responsible for all monies collected by the local union until such funds are turned over to the treasurer or are deposited in the local union's bank account. The financial secretary keeps the books and records and issues receipts as required or approved by the International Secretary-Treasurer.

The per capita report and the money due to the International Secretary-Treasurer are submitted by the financial secretary by the 10th of the month, unless special arrangements are made with the International Secretary-Treasurer. He or she must also keep each member's full name and address on record, notify the International Secretary-Treasurer of all suspended or expelled members, and perform any other duties as directed by the IBEW Constitution.

Treasurer

The treasurer receives all monies collected, or the bank record of money to be deposited in the local union's bank account, from the financial secretary and provides receipts for any deposits. The treasurer deposits all local union monies received from the financial secretary in the name of the local union. The deposits should be in a bank or banks designated by the local union.

The treasurer makes no disbursements without an order or warrant signed by the president and recording secretary and approved by the local union. However, payments of regular and standing bills do not require a vote of the local union. When required by the local union or president, the treasurer will provide an itemized statement to the local union. The treasurer must also submit books and records for inspection or audit when called upon by the proper authority.

Business Manager

The business manager is the recognized local union representative in dealing with employers and enforcing collective bargaining agreements. The business manager appoints all stewards where needed and aids them in the performing their duties. In addition, the business manager has general jurisdiction over stewards and can remove any steward at any time. Some bylaws provide that stewards may be recommended by their respective departments or work sections, but these stewards are still subject to the business manager's appointment and authority and can be removed by the business manager at any time. The business manager may conduct training programs for stewards when necessary.

The business manager is responsible for representing all members of the local union and all employees within the appropriate bargaining unit. As the representative charged with enforcing the collective bargaining agreement, the business manager should make every effort to establish friendly relations with employers. He or she should investigate and resolve all grievances or disputes promptly or enable the same outcome through the appointment of competent stewards.

The business manager must be aware of all work in the local union's jurisdiction and is responsible for organizing all electrical workers within that jurisdiction. Additionally, the business manager administers the local union's referral procedures. The business manager is required to cooperate with other local union business managers in protecting the jurisdiction of the IBEW.

In addition, the business manager serves as local union delegate to local and state building and construction trades councils and metal trades councils and serves as a delegate to the state, territorial, or provincial federation, central body, or system council with which the local union is affiliated. He or she has authority to perform other duties as are provided for in the IBEW Constitution and local union bylaws.

As required by the International President and as charged in the IBEW Constitution, the business manager ensures that accurate statistics are kept and cooperates with the IBEW Research Department in such areas as collective bargaining, pension funds, productivity, and financial analysis. Although not a member of the Executive Board, the business manager attends all of its meetings and has a voice but no vote. The business manager also must make necessary reports to the Executive Board and to the membership at local union meetings.

EXECUTIVE BOARD

The Executive Board considers all matters properly brought before it and has the power to take any action granted to the local union prior to the next regular local union meeting. A report of the board's action or recommendations is submitted to the regular meeting of the local union for approval.

The Executive Board holds regular meetings at least once a month between the regular meetings of the local union. Special meetings of the board may be called by the board chairperson or the business manager. A majority of the Executive Board members' presence during a meeting constitutes a quorum for the transaction of business. Unlike local union meetings, board meetings are not required to adjourn prior to 11 p.m. Only those members—or officers and members—provided for in the approved bylaws may serve as members of the Executive Board.

The Executive Board is empowered to act as Trial Board to hear charges and try members for violation of the IBEW Constitution, bylaws, and working rules of the local union. This does not include charges against officers or representatives of the local union, railroad council, or system council or charges against pensioned members. Charges against these officers and representatives must be filed with the International Vice President in the district where the alleged violation occurred. Charges against pensioned members must be filed with the IEC.

The findings and actions of the Executive Board when sitting as a Trial Board should be reported separately to the local union. No discussion or action by the local union membership is permitted on such matters. The records of the Trial Board must be kept separate from the Executive Board records.

EXAMINING BOARD

The function of the Examining Board, if the local union has one, is to supervise the examination of applicants for membership to determine their qualifications for the trade, except for those selected as apprentices under the provisions of a collective bargaining agreement. The Examining Board reviews such qualifications, as provided for in Article XIX of the IBEW Constitution.

The Examining Board meets at least quarterly when there are applicants to be examined. The results of the examinations are reported to the Executive Board and the local union.

Although elected, the members of the Examining Board are not considered operating officers of the local union.

Additional **RESOURCES**

Check out the following sites to learn more about the RENEW Initiative and stay connected with your RENEW sisters and brothers across North America.

<https://www.facebook.com/RENEW.IBEW>

<https://twitter.com/IBEWRENEW>

<http://www.ibew.org/Civic-and-Community-Engagement>

<http://www.ibew.org/Civic-and-Community-Engagement#renew>

<http://www.bergermarks.org/resources/index.php#mentor>

<http://www.bergermarks.org/resources/BergerMarksMentoringHandbook2012.pdf>

<http://neworganizing.com/toolbox/online-organizing/>

<https://www.facebook.com/IBEW3DYC>

Sample **MISSION STATEMENTS**

DC YOUNG TRADE UNIONISTS, METROPOLITAN WASHINGTON COUNCIL AFL-CIO

The District of Columbia Young Trade Unionists, AFL-CIO, work to promote, empower, and unite members and nonmembers to participate in the labor movement through education, collaboration, and active involvement to foster solidarity.

IBEW RENEW COMMITTEE, LOCAL UNION 25

To inform and educate the apprenticeship according to the International Office and Local Union 25 bylaws

To promote and uphold unionism and brotherhood within the apprenticeship of Local Union 25

To educate and prepare members for their future within the electrical industry by encouraging the management and organization of various subcommittee activities

To encourage citizenship by promoting the participation of the members in community service

To represent the interests of the apprenticeship body and to address their needs

To serve as a role model for the apprentice body

NEXTGEN INITIATIVE, IBEW FIRST DISTRICT

The NextGen Initiative was created by the First District to better understand and engage the younger members of the International Brotherhood of Electrical Workers. Designed to ensure the IBEW continues to remain relevant and reflects the best interests of all generations of its members, the NextGen Initiative is focused on responding to the needs of members 35 and under, while continuing to engage the more experienced worker.

NATIONAL AFL-CIO NEXT UP YOUNG WORKER PROGRAM

The mission of the young worker program within the AFL-CIO is to educate, empower, and mobilize the next generation of labor leaders. Our goal is to educate all young people on the history and values of the labor movement, and to empower them to take an active role within their communities for the benefit of all workers. Furthermore, the young worker program seeks to develop leaders, support youth initiatives, and foster solidarity and activism.

The young worker program will lead a diverse and vibrant young labor movement that ensures that all people have the opportunity to secure a better future. By engaging rank-and-file union members, progressive allies, community groups and students, the young worker program will advance social and economic justice.

INTRODUCTION LETTER TO UNION LEADERS FROM YOUNG WORKER GROUP

[INSERT LOGO OR GROUP NAME]

Dear [President or Business Manager],

The [Committee Name] is finally here! We have set up a first meeting for [Date and Time] at [Location].

Our focus for the [Committee Name] will be on education, networking, capacity building, and union solidarity. We are trying to come up with new and creative ways to reach out to young members and get them interested and active in our local union. We would love to present to our Executive Board, stewards, and members—just tell us when and where.

But WE NEED YOUR HELP as well! We are asking you to do a few quick and easy things to help us get the word out about [Committee Name]:

- Hand out fliers at Executive Board meetings, steward meetings, apprentice trainings, and membership meetings.
- Add an article about [Committee Name] in our union's newsletter.
- Support us with resources such as small donations and opportunities (e.g., a meeting space, pizza and drinks, copies of fliers, etc.).

Thank you for your help in making [Committee Name] a success. Your support and participation can help strengthen our local labor movement by fostering a more active and educated young demographic. It would be great to have as many members who are 35 and under as possible at our meeting.

In Solidarity,

[Your Name]

Sample MEETING AGENDA

[Date]
[Time] [Location]
Meeting Chair: [Name]

RENEW COMMITTEE MEETING Agenda

Task	Person	Time
1. Welcome and introductions (may want to incorporate an icebreaker activity)	Chris	10 minutes
2. Review minutes from previous meeting	Ana	5 minutes
3. Review agenda	Chris	5 minutes
4. Old business a. Back-to-school fundraiser: discuss proposal to collect school supplies for local public school fundraising drive b. Outcome: decision on level of involvement, date of event, volunteers, should we agree to participate	John	20 minutes
5. Committee reports	Committee chairs	20 minutes
6. New business a. Labor Day parade: discussion on whether to participate; all members to bring ideas/suggestions for a float to next meeting b. Quick roundtable assessing members' needs for workplace safety education: discussion regarding inviting a guest speaker to lead forum on young worker safety	Sarah	20 minutes
7. Other items	Ana	10 minutes
8. Announcement of next meeting (date, time, place)	Chris	10 minutes

Note: Committees can make recommendations, not motions. Motions can only be made at local union meetings.

BYLAWS

[Insert RENEW Committee Name]

[Insert IBEW Local Union Number]

ARTICLE I

Section 1

This organization shall be known as the IBEW RENEW Committee 25. (If using a number, it should be the same as the number of the sponsoring local union).

Section 2

The purpose of this committee shall be to carry out the spirit of the Brotherhood; to aid and assist each other as necessary; and to promote the social, economic, health, and political welfare of its members.

Section 3

Nothing contained in these bylaws shall be interpreted or applied in any manner that is inconsistent with the bylaws of an IBEW local union in whose jurisdiction this committee is founded or the IBEW Constitution.

Section 4

The sponsoring local union shall maintain supervision over all committee transactions.

ARTICLE II

Section 1

The membership shall consist of any IBEW member aged 18–35.

Section 2

Any IBEW member who is 36 years of age or older shall be considered an associate member, with a voice but without voting privileges.

ARTICLE III

Section 1

The officers of this committee shall be: 1) president, 2) vice president, 3) secretary-treasurer, 4) sergeant at arms, and 5) Executive Board.

Section 2

The terms of all officers shall be for two (2) years, or until their successors are qualified.

Section 3

The president shall preside over all meetings, appoint all committees, and act as the ex officio member of all such committees.

Section 4

The vice president shall assist the president in the discharge of his or her duties and shall assume the duties of the president in case of absence or disability of the president.

Section 5

The secretary-treasurer shall keep accurate minutes of each meeting, receive all donations, and keep accurate records thereof. He or she shall promptly deposit all sums of money in a bank approved by the Executive Board.

Section 6

The sergeant at arms shall act under the direction of the president at all meetings and shall assist in maintaining order.

Section 7

The Executive Board shall consist of five (5) members who shall elect their own chairman. The secretary of the committee shall act as secretary of the Executive Board, with a voice but no vote. The Executive Board shall meet at least once per month or at the call of the president or chairman. A quorum of the board shall consist of a majority of its members. In the case of a vacancy of any office, such vacancy shall be filled by the Executive Board. In case of the failure of any officer to perform his or her assigned duties, such office shall be declared vacant by the president and the vacancy shall be filled by the board until the next regular election.

ARTICLE IV

The donation to this committee shall be [Insert Amount] per month. However, no member shall be barred from attending the meetings of the committee due to an inability to contribute.

ARTICLE V

Section 1

Meetings of the committee shall be held on the [Insert Number] day of each month, at [Insert Time]. (There can be more than one regular meeting each month).

Section 2

Special meetings may be called by the president or chairperson of the Executive Board. No less than three (3) days written notice shall be given to all members prior to a special meeting.

Section 3

[Insert Number] members shall constitute a quorum for a regular meeting.

ARTICLE VI

No officer of this committee shall be paid any salary or other compensation whatsoever. However, the secretary-treasurer shall be reimbursed for any expenditure for supplies upon approval of the membership or the Executive Board.

ARTICLE VII

When necessary, proceedings shall be governed by *Robert's Rules of Order*.

ARTICLE VIII

These bylaws may be amended or changed by any such proposal not in conflict with ARTICLE I, Section 3, above, which shall be submitted in writing and signed by five (5) members, read at one meeting, and acted upon at the succeeding meeting.

Sample **ADVANCED BYLAWS**

BYLAWS

[Insert RENEW Committee Name]

[Insert IBEW Local Union Number]

ARTICLE I

NAME

The organization shall be known as [Insert Committee Name].

ARTICLE II

MISSION STATEMENT

The [Insert Committee Name] works to promote, empower, and unite members and nonmembers to participate in the labor movement through education, collaboration, and active involvement to foster solidarity.

ARTICLE III

MEMBERSHIP

The membership of the [Insert Committee Name] shall have the benefit of as much independent thought and action as possible, without being in conflict with the IBEW Constitution and bylaws of IBEW Local Union [Insert Number]. Any person participating in any [Insert Committee Name] meeting or event is considered a member.

ARTICLE IV

MEETINGS

There shall be no less than [Insert Number] meetings per year scheduled by the [Insert Committee Name] Executive Board. The recording secretary shall provide sign-in sheets at these meetings. These meetings will be held on [Insert Day and Time]. In the event of a permanent time or location change, an announcement will be made, and these bylaws will be changed accordingly. Announcements may occur verbally at meetings or via electronic notification (e.g., website, email, etc.). If a month is to be skipped, it must be announced at the prior meeting. A [Insert Committee Name] meeting that correlates with another event, concert, or the like shall be counted as one of the [Insert Number of Meetings Per Year] meetings as long as it is announced or promoted 30 days in advance or at the meeting prior to its occurrence. The January, February, and March meetings cannot be canceled by anything other than inclement weather.

ARTICLE V

OFFICERS

The [Insert Committee Name] shall have a chairperson, vice chairperson, recording secretary, financial secretary, sergeant at arms and at least one member at large at the discretion of the chairperson. The officers shall serve terms of two (2) years. When there are three (3) or more candidates on the Executive Board ballot, the two (2) nominees acquiring the most votes shall be chosen for office. Installation of officers shall occur in the March meeting following

elections. In the event that an office becomes vacant, the chairperson may appoint a temporary officer until the next election with two-thirds approval from the [Insert Committee Name] Executive Board.

All officers shall cooperate with the chairperson and vice chairperson and shall not work in conflict with either. Failure to perform the duties of office is subject to suspension or dismissal from office by a two-thirds majority vote of the [Insert Committee Name] Executive Board. Officers are allowed three (3) unexcused absences from scheduled meetings and events per term. Absences involving injury, sickness, or the officer's employment will be excused with prior notice provided. Once the third absence occurs, the officer can be released from duty and replaced with two-thirds approval from the [Insert Committee Name] Executive Board.

The duties of officers are as follows:

The chairperson shall be held responsible for the strict enforcement of these bylaws. The chairperson is tasked with the following and is empowered to:

- Preside at all meetings of the [Insert Committee Name]. When deemed necessary to preserve order, members may be appointed to aid in doing so and in carrying out all rulings.
- Remove any member who is intoxicated, causing a disturbance, failing to promptly abide by an action or ruling, or not conducting his- or herself in an orderly way.
- Determine all questions of order.
- Create all committees and see that their duties are performed within a reasonable time.

The chairperson shall answer and is subject to discipline by the local union.

The vice chairperson shall perform the duties of the chairperson in case of absence of that officer and also shall discharge the duties of the chairperson when called upon by the chairperson.

The vice chairperson shall cooperate with the chairperson and shall not work in conflict with the chairperson.

The vice chairperson shall inspect the bank books or books of the financial secretary as needed to insure that the monies turned over to the financial secretary have been properly and promptly deposited or spent as allocated.

The recording secretary shall record the proceedings of the [Insert Committee Name], read all communications, and answer communications if requested to do so.

The financial secretary shall keep accurate account of all receipts and expenditures and make monthly reports to the [Insert Committee Name] Executive Board, and present the financial books to the [Insert Local Union Number] at its request for audit.

The sergeant at arms shall serve as the doorkeeper for [Insert Committee Name] meetings and events. This officer is responsible for assisting the chairperson in maintaining order and may appoint members to aid in doing so and carrying out all rulings.

The member(s) at large shall represent the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure. Members at large also may serve in other capacities such as social media consultant, organizational liaison, and the like, and should represent each branch and unit when possible.

ARTICLE VI

NOMINATIONS OF OFFICERS AND ELECTIONS

Eligibility

Nominees must be 35 years of age or younger at the time of nomination for the following positions: chairperson, vice chairperson, recording secretary, financial secretary, and sergeant at arms. Members at large have no age

requirement. Proof of age by federal- or state-issued documentation must be presented at the time of nomination to the [Insert Committee Name] Executive Board.

Nominees must be present or provide a statement of willingness in writing by representative at the January meeting.

All nominees must have attended six (6) [Insert Committee Name] meetings prior to nomination.

All nominees will be given the floor for no more than three (3) minutes to demonstrate their qualifications for candidacy.

Nominations shall be held every other year beginning [Insert Date]. No one person may run for more than one office.

Election Process

The membership of the January meeting shall choose an election judge by random selection from among itself prior to nominations. The election judge may then choose no less than five (5) volunteers to serve as tellers. The election judge and the tellers shall serve as the election board. Only the election board shall collect and count all ballots during the election. No candidate for office shall be eligible to serve on this board. The election judge shall not be the same person in two (2) consecutive elections.

Thirty (30) minutes prior to the start of the [Insert Month of Election] meeting, ballots listing the names of the candidates for office in alphabetical order by last name for each office beginning with the chairperson and continuing in the order presented in Article V shall be made available to all members.

Selections shall be made and ballots collected by the election board in accordance with the order of business or the agenda provided or announced at the start of the meeting.

The election board shall count all ballots and certify the results in writing to the [Insert Committee Name] Executive Board. The candidate receiving the most votes for each office shall be declared the next holder of that office. Upon completion of counting, the election judge shall immediately announce the elected officers to the membership. All ballots will be preserved for thirty (30) days after the election. Any candidate may be present or have a representative present during the counting of the ballots.

ARTICLE VII

FINANCES

Activities and programs of the [Insert Committee Name] shall be financed by monies raised by the body.

ARTICLE VIII

COMMITTEES

All committees shall be appointed by the chairperson with approval of the [Insert Committee Name] Executive Board. The elected officers of the [Insert Committee Name] constitute the Executive Board.

ARTICLE IX

AMENDMENTS

These bylaws may be amended by a two-thirds vote at the following [Insert Committee Name] Executive Board meeting, after a proposed amendment or addition has been submitted.

Any change in the bylaws must be read at two (2) consecutive [Insert Committee Name] Executive Board meetings and approved by two-thirds of the members.

Sample COMMITTEE ACTIVITIES

Develop a mentorship program

Work with local union leadership to develop a mentorship program for young or new members with experienced members. The program could be as simple as assigning an experienced member to sit with a new member at a union meeting, or something more structured that exists over a longer period of time.

Mentoring can occur within the local union or in the workplace and can encompass a variety of relationships, both formal and informal. One common characteristic of all mentor-protégé relationships is that the mentor is actively involved in encouraging, advising, and sharing expertise with the protégé. A mentor is not a passive role model, but an involved coach who seeks to develop the knowledge, skills, abilities, and potential of the protégé.

Provide training and education

Figure out as a committee what areas of the labor movement interest the group or what issues you would like to know more about. Work with local union leadership to determine what training is already in place and how to access it. If you identify a gap in what is offered, take the opportunity to develop and give a training or presentation. Your training offering can be for your peers, leadership, or even outside groups.

Reach out to your community

Team up with a community or charity group to help with an event or campaign. This initiative will build solidarity among your committee, give back to the community, increase your group's recognition, and foster a positive perception of the labor movement and its members.

Organize a social event

Plan a social event that reflects your interests, such as a sporting event or movie night. Another idea is to set up a regular, informal gathering such as "Labor Cheers" at a local pub once a month for members and nonmembers.

Link with other standing committees

Your local union and area labor council likely already have committees established. Connect with them to see what they are working on for ideas. Ask them how you can help with their efforts or add another layer of engagement with younger members.

Get the word out beyond labor

Speak to other organizations, constituency groups, campus organizations, and local community organizations. Invite them to your events and attend their activities as well.

Link up with a local high school and arrange to talk to students about their rights at work, your local apprenticeship program, or your experience as a union member.

Develop and update communication outlets

Create or update a Facebook page, blog, or website for your local union or RENEW committee. Write an article for your local union newsletter about your program or create a YouTube video that shows off what you do or an event you're hosting. Establish a Flickr account where members of your local union can share photos. Start a Twitter feed for your group that tweets regular messages about labor news or interesting labor-related facts.

Create a marketing plan

Develop materials that highlight the positive aspects of the labor movement and union membership benefits. Include the financial and lifestyle benefits, a list of the "Top Five Reasons to Join a Union," show the types of work opportunities available, or feature the coolest jobs your local union is working on or has worked on in the past.

Also create materials to promote your RENEW committee. Include highlights of events that have taken place as well as upcoming events. Include contact information so people know how to get more information.

Take political action

Political action is important because politics affect our everyday lives in ways we may not even know. Volunteer on political campaigns and educate fellow members on campaign issues or encourage them to come out and vote. Learn more about the labor movement and political action by offering a presentation at your next RENEW committee meeting. Contact the IBEW Civic & Community Engagement Department or Political/Legislative Affairs Department for materials that you can use to help get your members excited about getting politically active.

Get organized

Organizing starts at the local level, and could be one focus for a committee. Peer-to-peer conversations about organizing often are most effective, giving young workers an advantage when trying to organize other young workers. See whether you can attend a training that focuses on how to organize, identify targets, and help grow the labor movement.