



**International Labor Communications Association**

*Amplifying Labor's Voice Around the World*

# **Constitution of the International Labor Communications Association, AFL-CIO/CTW/CLC**

*(Reflects changes adopted by delegates to the ILCA Convention on December 9, 2021)*

## **ARTICLE I**

### **NAME**

This association shall be known as the International Labor Communications Association, American Federation of Labor and Congress of Industrial Organizations/Change to Win/Canadian Labour Congress.

## **ARTICLE II**

### **OBJECTIVES**

The basic objectives of this association are to increase the effectiveness of communications in the United States and Canada between union leaders and union members, between organized labor and the general public and as an instrument of support for the goals of the AFL-CIO, CTW and the CLC. These ends will be pursued through the following basic channels:

Section 1. Efforts to improve the professional and technical quality of member publications, union sponsored media productions and on-line web sites by every means within the resources of the association.

Section 2. A continuing program for strengthening and expanding labor communications.

Section 3. The establishment and enforcement of a Code of Ethics governing advertising practices and such other matters as the association may determine through procedures set forth elsewhere in this Constitution. The Code of Ethics shall be an appendix to the ILCA Constitution.

Section 4. Exposure and elimination of publications and other media which misuse the name of labor for motives of private gain.

Section 5. The initiation and encouragement of state, regional and industrial labor press and communications associations.

Section 6. Outreach efforts to increase awareness of the labor movement's changing demographics and growing cultural diversity, and to encourage that such diversity be reflected

among the ranks of labor communicators at the national, state and local levels, and on the ILCA Executive Council.

### **ARTICLE III MEMBERSHIP**

Section 1. Membership in ILCA shall be open to the communications undertakings of the labor movement. Among these are the print publications, electronic publications, scheduled broadcasts, social media, media relations departments and other communications undertakings of the AFLCIO, CTW and the CLC, of their constitutional departments, constituency organizations, affiliates and institutes; of state, provincial or local central bodies chartered by the AFL-CIO, CTW or CLC, or by an organization of local unions, such as a building trades council; of national and international unions affiliated with the AFL-CIO, CTW or CLC, or of their local, district state or other constituent bodies. The communications undertakings of other labor organizations, such as other unions and nontraditional labor organizations, may also qualify for membership in the ILCA.

Section 2. A membership shall encompass all the communications functions of a given international or national, state or provincial, district or local body of a given labor organization. There is no requirement for that body to sponsor separate memberships for each of those functions. Thus, for an international union, a single membership covers all the print media, internet presence and other communications functions of the International; it does not cover those of district councils or local unions affiliated with that international. Those would require their own memberships.

Section 3. All candidates for membership shall make written application to the Secretary, the application including a promise to adhere to all bylaws and regulations adopted by ILCA. Applications shall be on a suitable blank prepared by the Secretary, making clear the qualifications for membership, and shall be accompanied by a certified record of endorsement or ownership.

Section 4. Names of applicants for membership shall be presented to the Executive Council for election or rejection. To elect an applicant an affirmative vote of a majority of the Executive Council shall be required. Decisions on membership by the Executive Council shall be subject to final confirmation by a majority vote at the next convention of ILCA.

Section 5. If any member shall fail to pay dues within three months after they are due, notice of delinquency shall be sent by the Treasurer. At the end of four weeks after receipt of such notice, if delinquency continues, membership shall be forfeited unless otherwise ordered by the Executive Council.

Section 6. Any member which, for any cause, ceases to be eligible shall forfeit all rights and interests in ILCA.

Section 7. Associate membership in the ILCA shall be open to:

- The communications undertakings of other organizations that demonstrate a community of interest with ILCA and:
  - Have a primary purpose to advance the cause of workers, or
  - Have made a special contribution to further the purposes of ILCA
- The communications activities of individuals and students whose work or activism demonstrates a community of interest with ILCA and strives to advance the cause of workers.

These associate members have the right of participation and voice (except as limited by this Constitution) but without the right to vote or hold office. The communications operations of organizations that qualify for associate membership may petition for full membership; their petition will be considered accepted by a majority vote of the full Executive Council.

#### **ARTICLE IV**

##### **STATE, REGIONAL AND INDUSTRIAL ASSOCIATIONS**

Section 1. The Executive Council shall issue certificates of affiliation to state, regional and industrial labor press and communications associations which demonstrate what the Council deems to be a sufficient community of interest among recognized and legitimate labor publications and/or media productions to sustain a viable association.

Section 2. Each affiliated association shall be responsible for the conduct of its own internal affairs, elections of officers, dues, constitution and bylaws, and membership requirements, provided that no affiliated association shall confer membership on a publication and/or media production expelled from ILCA for violation(s) of the ILCA Code of Ethics.

Section 3. Each affiliated association shall adopt, within two years of adoption of this Article, a Code of Ethics that conforms in principle to the ILCA Code of Ethics and a method of enforcing its own Code of Ethics.

Section 4. Each affiliated association shall file with the office of the Secretary of ILCA, no later than January 1, of every year, an up-to-date copy of its Constitution, Bylaws and Code of Ethics.

Section 5. No affiliated association shall issue an emblem to its member(s) without: a) approval of the emblem design by the ILCA Executive Council and; b) certification to the Executive Council of rules governing use of its emblem.

#### **ARTICLE V**

##### **CANADIAN ASSOCIATION OF LABOUR MEDIA/ ASSOCIATION CANADIENNE DE LA PRESSE SYNDICALE**

Section 1. The International Labor Communications Association (ILCA) recognizes the Canadian Association of Labour Media/ association canadienne de la presse syndicale (CALM/ acps) as the national organization representing labour media in Canada. ILCA recognizes that CALM/ acps shares with ILCA the goal of increasing the effectiveness of labour media and promoting the objectives of the labour movement.

Section 2. Accordingly, CALM/ acps shall have fraternal associate membership status in ILCA.

Section 3. A fraternal associate membership fee of \$100 per annum shall be paid.

Section 4. Such membership shall entitle the CALM/ acps Executive Council to delegate one person to sit on the Executive Council of ILCA, and that person shall enjoy full rights of information and debate but no entitlement to vote.

Section 5. The CALM/ acps delegate to the ILCA Executive Council shall also be a member of the ILCA Standing Committee on Associations and in such capacity shall enjoy full rights of information and debate and the right to vote.

#### **ARTICLE VI**

## DUES

Section 1. A dues structure shall be prepared by the Executive Council and approved by a majority vote of the Executive Council. The complete dues schedule shall be appended to the ILCA Constitution. Dues shall be levied on a calendar-year basis, at separate rates for full, associate and individual membership levels, based in part on circulation or membership size of the sponsoring union.

Section 2. The Executive Council shall have the authority, by two-thirds majority vote, to assess members up to a maximum of 10 percent of their annual dues upon declaration of a financial emergency. The authority may be exercised no more than once every biennium. A member assessed in this manner shall have the right to apply to the Executive Council for an assessment reduction or waiver on the basis of financial difficulty.

## ARTICLE VII

### EXECUTIVE COUNCIL

Section 1. The government of ILCA shall be vested in its Convention; between Conventions, the Executive Council shall direct the affairs of ILCA.

Section 2. The Executive Council shall comprise up to 20 members, including the President, Secretary, Treasurer, 15 Vice Presidents, plus two additional Vice Presidents who may be appointed at the discretion of the Executive Council, pursuant to Article VIII, Section 1.

Section 3. No national or international union shall have more than one Vice President representing its national or international publication(s) and /or media production(s).

Section 4. In order to serve as an Executive Council officer, an individual must be:

- A paid staff person whose principal employment includes direct involvement with a print, broadcast, video or electronic publication, or in-house public relations or media training department; or
- Unpaid volunteer who assists the union in producing a print, broadcast, video or electronic publication or in-house public relations department or media training department; or
- An employee of a print, broadcast, video or electronic publication published or produced under the auspices of a bona fide labor organization and endorsed by a bona fide labor organization. Any person wishing to serve on the Executive Council shall meet membership requirements as defined by Article III of the Constitution. No vendor shall be able to hold an elected or appointed position on the Executive Council.

In the event an elected officer leaves the entity the office-holder represented when elected, that officer shall resign forthwith. This does not preclude the Executive Council from re-electing such resigned officer if the resigned officer is still eligible under the terms of this Constitution and if the Council so decides.

An exception to the resignation required in the preceding paragraph may occur if an officer is dismissed from his/her communications position, but the officer's collective bargaining representative formally challenges the dismissal through an established grievance procedure. In such a case, the officer may remain on the Executive Council until an arbitrator or similar authority upholds the dismissal, the dismissal is finalized through a private settlement of the dispute, or the officer's term on the Council expires.

Section 5. The Executive Council may adopt rules and regulations consistent with the provisions of this Constitution for the proper conduct of ILCA between Conventions.

Section 6. The Executive Council shall submit at the Biennial Convention a full report of the condition and finances of ILCA together with a review of its acts for the preceding years.

Section 7. The Executive Council may declare a seat on the Council vacant if the holder fails to attend two successive meetings of the Council, or if the holder has lost his/her eligibility to such office subsequent to election.

Section 8. The Director of the Publications Division of the AFL-CIO Department of Public Affairs, the Director of Communications for CTW, or their equivalent positions, shall be an ex-officio members of the Executive Council with voice but no vote.

Section 9. The CALM/ acps Executive Council shall delegate one person to sit on the Executive Council with full rights of information and debate but no vote.

Section 10. Honorary Executive Council membership may be bestowed by a majority vote of the Executive Council. Such membership shall be for a period of up to two years, coinciding with the Executive Council's term of office and may be renewed by a majority vote of the successor Council. Honorary Executive Council members shall have a voice but no vote.

Section 11.

a. The ILCA Executive Council shall meet a minimum of three times per year, including a meeting on the day preceding a regular convention of the ILCA.

b. Special meetings of the Executive Council may be called by the President or by a majority vote of the Executive Council.

c. No Council vote may be taken until after a meeting quorum has been established. A majority of filled council seats shall constitute a quorum. A quorum being established, the Council may conduct business even if the quorum is not maintained; however, any ILCA officer may require that a quorum be affirmed before a vote is taken. Loss of an affirmed quorum bars the Council from taking further action until a quorum is restored.

d. All ILCA members are entitled to attend Executive Council meetings as observers. The Council shall provide an observer area at each meeting.

e. All ILCA members also have the right to address the Executive Council. Requests to address the Executive Council must be in writing and submitted to the President two weeks prior to the meeting. The first order of business on the first day of the Executive Council meeting shall be set aside for members to address the Council. A minimum of 10 minutes per member shall be provided.

f. The President may call an executive session to discuss personnel issues and litigation when necessary.

Section 12. The President of the ILCA shall chair all Executive Council meetings; in the event the President is unable to do so, the Secretary shall preside with full powers of the chair. If both the president and the Secretary are unable to chair such a meeting, the Treasurer shall preside with full powers of the chair. If none of the title officers are able to chair such a meeting, the officers Vice-Presidents in attendance shall select a chair for that session by whatever process they deem appropriate.

## **ARTICLE VIII**

## OFFICERS

Section 1. The officers of ILCA shall consist of a President, a Secretary, a Treasurer, and 15 Vice Presidents, who shall be elected at the Biennial Convention and shall take office at the start of the next calendar year, or within 6 weeks of their election, whichever is sooner.

The officers shall hold office for two years. The officers may be re-elected, but no Vice President shall serve more than three consecutive full terms. No President shall serve more than three consecutive full terms. No Secretary shall serve more than three consecutive full terms.

Vacancies caused by ineligibility, death or resignation shall be filled temporarily by the Executive Council for the remainder of the term. In addition, the Executive Council may appoint up to two additional Vice Presidents to reflect the cultural diversity of the North American labor movement. Such Vice Presidents shall be eligible to be re-elected as provided above.

Section 2. The President shall preside at all Conventions of ILCA and meetings of the Executive Council. The President shall perform all duties incident to the office of the Presidency and advise the Executive Council on such action as may be deemed by the President likely to increase the usefulness and effectiveness of ILCA.

Section 3. The Treasurer shall receive and disburse the funds of ILCA. The Treasurer shall be custodian of all monies deposited in the name of ILCA. The Treasurer shall, as required, make reports to the Executive Council, which shall further require the Treasurer to give acceptable bond, in such sum as the Council may determine, for the faithful performance of the duties of this office. The Treasurer each year shall submit the financial records of the ILCA for an independent accounting by a certified public accountant. At the time of the Biennial Convention, the President shall appoint a Finance Committee to review the accountings for the previous two years.

At the expiration of the Treasurer 's term of office, the Treasurer shall deliver to the Executive Council all books, papers and property of ILCA.

Section 4. The Secretary shall collect and keep a record of information of value to the members, conduct the official correspondence and maintain an accurate record of the proceedings of ILCA and the Executive Council. The Secretary shall perform such further duties as may be incident to this office, subject to the direction of the Executive Council. At the expiration of the Secretary 's term of office, the Secretary shall deliver to the Executive Council all books, papers and property of ILCA.

Section 5. ILCA vice presidents shall ensure that ILCA's activities advance the Association's objectives, that Convention decisions are implemented, and that the Association is maintained and developed in a manner respectful of organized labor and the working class. Vice presidents shall attend the ILCA Convention and all scheduled Executive Council meetings, except under extreme circumstances, and shall serve on standing committees.

## ARTICLE IX

### STAFF

Section 1. The day-to-day affairs of the ILCA may be performed by such employees as the Executive Council chooses to retain. The job duties of employees will be determined by the

Executive Council prior to filling a position, and will be in written form.

Section 2. The President and Secretary will conduct an annual performance review of each employee following the anniversary of his or her hire date, reporting the results to the Executive Council at its next scheduled meeting, together with any recommended changes in pay, job duties or employment status. Any such changes must be approved by a majority vote of the Executive Council.

Section 3. All regular ILCA employees will be required to hold union membership and to work under a union contract.

Section 4. In the event staff positions become vacant, the following procedures shall be used to fill the positions:

a. The President shall name a search committee composed of the Secretary, Treasurer and five (5) Vice Presidents to make recommendations to the Executive Council. Each committee member including the President shall have a vote. It shall be the prerogative of the President to also appoint consultants, especially former ILCA officers, to this committee. Such consultants shall have a voice but no vote.

b. The vacant positions shall be posted for all ILCA members and publicized in other mediums as deemed necessary by the President.

c. Applications of all prospective candidates shall be made available to all members of the Search Committee.

d. The Search Committee will interview qualified applicants for the position.

e. The top finalist(s) as determined by the Search Committee shall be interviewed by the Executive Council, who will then, by voice vote, choose the staff members.

Section 5. In the event staff positions unexpectedly become vacant, the President may name interim staff, with the approval of the Executive Council. Interim staff shall serve no more than six months, at which time the position must be permanently filled."

## **ARTICLE X**

### **COMMITTEES**

Section 1. The President shall appoint such Standing and Special Committees as shall be determined by a Convention of ILCA or by the Executive Council, membership of the Standing Committees to be confirmed by the Executive Council.

Section 2. All standing committees shall report on their activities to the Executive Council at each of its scheduled meetings and to the Convention. Reports to the Convention shall be submitted in writing and filed with the Secretary.

Section 3. All Standing and Special Committees shall be considered discharged at the end of each Biennial Convention of ILCA.

Section 4. The President, Secretary and Treasurer may act as members of any committee unless otherwise ordered by the Convention or Executive Council.

Section 5. A permanent Standing Committee on state, regional and industrial associations shall be established composed of one member appointed by each association. The committee shall choose its own chairperson and shall meet no less than annually at ILCA Conferences and Conventions. The Committee shall report its recommendations to the Executive Council.

## **ARTICLE XI**

### **CONVENTIONS**

Section 1. The ILCA shall hold a convention every two years.

Section 2. Special Conventions of ILCA shall be held on call of the President, with approval of the Executive Council, or on written request of twenty percent of the voting members.

Section 3. Fifty members shall constitute a quorum at any regular or special Convention of ILCA.

Section 4. Each member is entitled to one vote and two delegates at Conventions of ILCA. Delegates chosen by each member publication, media production, web site and in-house public relations departments are to be seated without challenge, except that no delegate shall represent more than one member medium. Each affiliated association is entitled to one vote and two delegates at ILCA Conventions. A delegate from an association shall cast only the vote of the association.

Section 5. Only official delegates seated under Section 4 of this Article may participate in formal business sessions of Regular or Special Conventions.

## **ARTICLE XII**

### **ELECTIONS**

Section 1. Election of officers shall be a part of the order of business at the regular Biennial Convention.

Section 2. Nominations shall be made from the floor. A candidate for ILCA office shall be a delegate from the member organization he/she serves.

Section 3. All voting shall be by secret ballot. A plurality of the votes cast shall constitute election.

## **ARTICLE XIII**

### **SUSPENSION AND EXPULSION**

The Executive Council shall have the power to suspend any member or affiliated association (herein referred to as 'member') of ILCA for due cause, as determined by the Council, provided that written notice and a statement of charges are delivered to the member 30 days before the meeting of the Executive Council at which the charges will be heard; and further provided that a hearing shall be granted to the member if the member so desires; and further provided that the suspension of a member



may be ordered only by a majority vote of all members of the Executive Council.

A suspended member shall have the right to appeal the Council's decision to the next Regular Convention of ILCA; however, the suspension shall continue during the intervening period. If a majority vote of the delegates to any Regular ILCA Convention sustains a suspension voted by the Executive Council, the vote shall constitute expulsion of the suspended member from ILCA.

No expelled member may be readmitted to ILCA for at least one year, at the end of which time the expelled member must demonstrate to the satisfaction of the Executive Council full compliance with the laws and rules of ILCA. Readmission may only be approved by a majority vote of all the members of the Executive Council.

## **ARTICLE XIV**

### **CODE OF ETHICS**

Section 1. The Executive Council shall promulgate a Code of Ethics which, upon approval of a majority vote by the Convention, shall be binding upon all members of ILCA.

Section 2. Amendments to the code of Ethics may be proposed by the Executive Council, or by a delegate, at a Regular or Special Convention. Such amendments shall require a majority vote for adoption.

Section 3. Violations of the Code of Ethics shall be prima facie cause for action by the Executive Council under Article XIII.

## **ARTICLE XV**

### **EMBLEM**

Section 1. The Executive Council shall provide a suitable Emblem for ILCA and furnish same to each member. The Emblem shall remain the property of ILCA.

Section 2. Each member shall sign an acknowledgment upon receipt of the ILCA Emblem and shall agree in this acknowledgment to cease use of the Emblem if it withdraws, or is expelled or suspended from ILCA.

Section 3. The Emblem shall not be transferable.

## **ARTICLE XVI**

### **AMENDMENTS**

Section 1. Amendments to the Constitution may be proposed by the Executive Council or by any member in good standing.

Section 2. Amendments proposed by members must be submitted to the Constitution and Policy Committee no later than 30 days before the start of the Regular or any Special Convention. Amendments submitted after that date shall not be considered.

The Constitution and Policy Committee shall present such amendments to the delegates at the Regular or Special Convention for their consideration along with the recommendation of

concurrence or nonconcurrence and the reason(s) for their decision.

Section 3. A two-thirds vote in favor of an amendment by the voting delegates present at any Regular or Special Convention shall be required for adoption.

Section 4. In situations where immediate action is required regarding constitutional changes, the ILCA Executive Council may hold a mail referendum ballot for members in good standing, which will require a majority of the votes cast to be adopted.

## APPENDIX TO THE CONSTITUTION

### ILCA DUES STRUCTURE

Effective January 1, 2022

(As agreed to by the Membership on December 9, 2021)

#### Section 1

Dues shall be on a calendar-year basis. Members may elect to pay dues semiannual installments, due January 1 and July 1, if they so notify the Treasurer upon submission of their first payment.

Communications media of International Unions that do not have a separate Canadian equivalent and are members in good standing of CALM/acps, may receive a credit for the ILCA dues for that portion of their Membership that reflects Canadian distribution.

The communications media of a local union, which is also a member in good standing of CALM/acps, may receive a credit against its dues to ILCA of \$10 per year.

For full membership, as defined in Article III of the ILCA Constitution, dues as of January 1, 2022 shall be as follows:

#### Section 2

For the communications media of National or International Unions, the dues rate shall be the following:

- 2a Membership of less than 20,000: \$650 per year.
- 2b Membership of 20,000 or more \$9 per thousand, with a minimum of \$650 per year and a maximum of \$5,000 per year.

#### Section 3

For the communications media of Local, State, District and other subordinate bodies of National and International Unions (example: AFT State Federations, AFSCME Councils, Machinist Districts), and Independent Unions whose membership is limited to a single state or province):

- 3a Less than 500 membership \$175
- 3b 500-1000 membership \$260
- 3c 1,001-5,000 membership: \$325
- 3d 5,001-10,000 membership: \$422
- 3e 10,001-20,000 membership: \$520
- 3f 20,001-30,000 membership: \$585
- 3g 30,001-50,000 membership: \$650
- 3h More than 50,000 membership: \$8 per thousand, minimum of \$650 with a maximum of \$4,000.
- 3i. The communications media of Local Unions that are also members of a state, regional or industrial Labor Press Association affiliated with ILCA may receive a credit against their ILCA dues equal to the dues of the affiliated association. This credit shall not exceed \$25 per year and shall be limited to Local Unions with a membership of less than 10,000. No Labor Organization shall receive more than one such credit annually, except as provided by Section 1 for CALM/acps membership.

#### **Section 4**

For the communications media of subordinate departments of the AFL-CIO (example: State AFL-CIO, CTW or CLC), area Labor Councils and other multi-union formations (example, state and/or local Building Trades Councils) dues shall be the following:

- 4a for those whose scope is national: \$650
- 4b for those whose scope is provincial or statewide: \$455
- 4c for those whose scope is less than statewide: \$325

#### **Section 5**

For Press or Communications Associations dues shall be \$390

#### **Section 6**

For the communications media of all other Labor Organizations, save for Retiree Organizations enumerated in Section 7:

- 6a for those whose scope is national: \$650
- 6b for those whose scope is provincial or statewide: \$455 for those
- 6c whose scope is less than statewide: \$325

#### **Section 7**

For the communications media of Retiree Organizations, dues shall be 50% of the applicable rate in Section 6.

#### **Section 8**

For associate membership, as defined in Article III of the ILCA Constitution, dues shall be the following:

- 8a Associate member/sponsor: \$3,000 per year
- 8b Associate member/organization: \$650 per year
- 8c Associate member/individual: \$50 per year
- 8d Associate member/student publication: \$50 per year
- 8e Associate member/individual student/retiree: \$35 per year

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