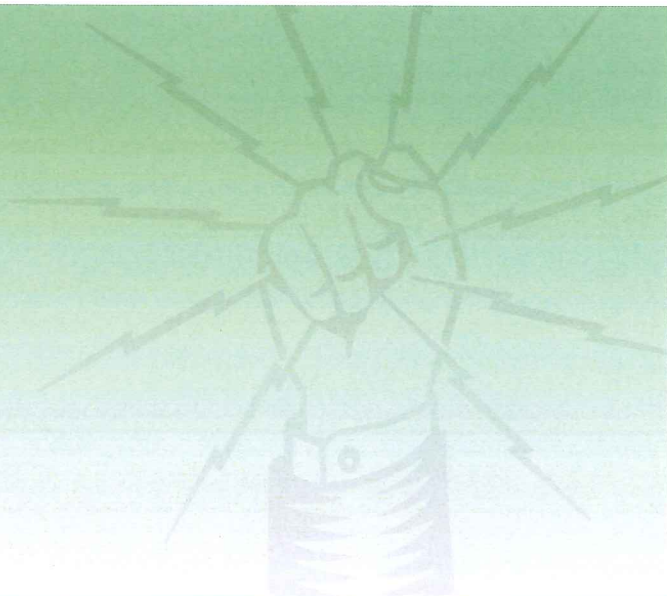


**Appendix A:  
Structure of the IBEW®**



## **APPENDIX A: STRUCTURE OF THE IBEW®**

*This appendix briefly summarizes the International Brotherhood of Electrical Workers organizational chart reproduced on the next page. This chart illustrates the structure of the IBEW and shows how each segment of the organization interrelates with all the other segments. For additional information, consult your copy of the IBEW Constitution.*

### **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.

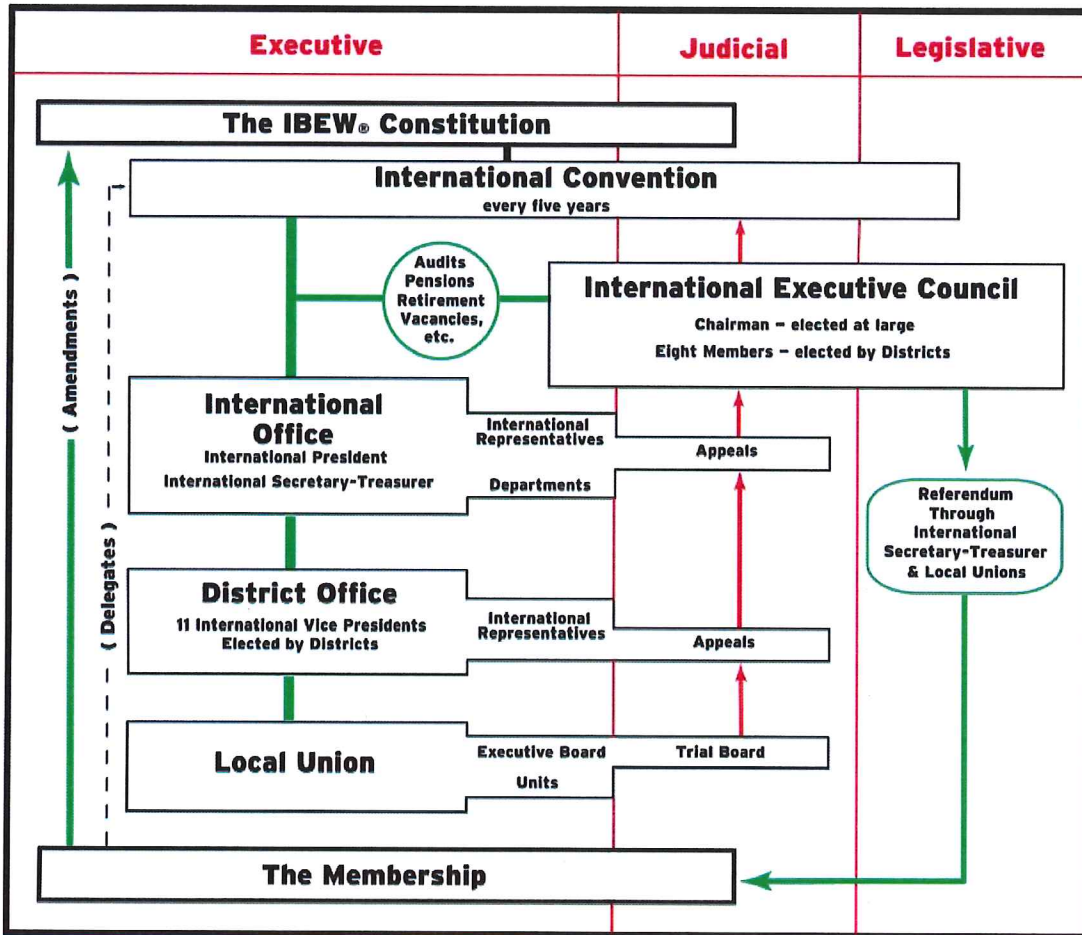
### **International Constitution — The Law of the IBEW®**

The IBEW Constitution contains more information about the Brotherhood than any other single document. It sets forth the purpose, the philosophies, 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, when necessary, be amended by action of the membership.

Article XXVII, Sec. 1, of the Constitution provides methods by which the Constitution may be amended. They are as follows: (1) 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 IEC; (2) by referendum, at the initiation of the IEC; (3) by the majority vote represented at a regular session of the International Convention. Most constitutional amendments are adopted by convention action. All amendments become effective 30 days after adoption and are binding on all members of the IBEW.

# INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS®

## Functional Organization



## **International Convention**

The Constitution declares that the IBEW shall meet in regular convention every five years. The International Convention is the highest governing body of the IBEW. It elects all International Officers and determines the basic law of the IBEW by its votes on proposed resolutions and constitutional amendments. It is also the final authority on appeals.

### **Delegates**

The International Convention is composed of delegates elected by secret ballot from and by the membership. Delegate representation is based on the number of members per local union, with a maximum of 15 delegates per local union. However, no local union is entitled to representation at the International Convention unless it has been in continuous good standing for at least six months prior to the Convention. Article II, Sections 7 through 13 of the IBEW Constitution contain detailed information on delegate eligibility and selection.

### **Committees**

The Constitution authorizes the International President to appoint committees to perform the basic work of the Convention. Proposals for amending the 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 unrelated to constitutional amendments to be acted upon by the International Convention must be submitted to the International Secretary-Treasurer 45 days prior to the International Convention and are presented to the Resolutions Committee. This committee reviews the resolutions submitted by the local unions and makes a report and recommendation relative to each resolution to the delegates. The International Executive Council serves as the Committee on Credentials and Rules, which is concerned with the operation of the Convention.

### **Election of Officers**

While the International Convention meets regularly once every five years, the business of the Brotherhood must continue from day to day. The day-to-day administration of the Brotherhood is the duty of the International Officers — the International President, International Secretary-Treasurer, 11 Vice Presidents, and nine Executive Council members — who are nominated and elected, by duly elected delegates, at the International Convention. They assume office 30 days after their election and serve for five years or until their successors are elected and qualified.

## **The International Executive Council**

The International Executive Council (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 map on the following page.) 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. It acts on appeals from the decisions of the International President and on charges filed against pensioned members; may try any member of a local union charged with violation of IBEW laws or the obligation of membership; names a successor to the office of International President in case a vacancy occurs; and approves or recommends constitutional amendments for submission by referendum to local unions. The minutes and report of each IEC meeting are published in the *IBEW Journal*.

## **International President**

Administration of the IBEW is entrusted to the International President. The responsibilities of the office include many varied duties in order to serve the best interests of the Brotherhood and the labor movement. It is not possible to list all the duties and responsibilities of the International President. A few of the major duties are: 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; and suspending or revoking local union charters.

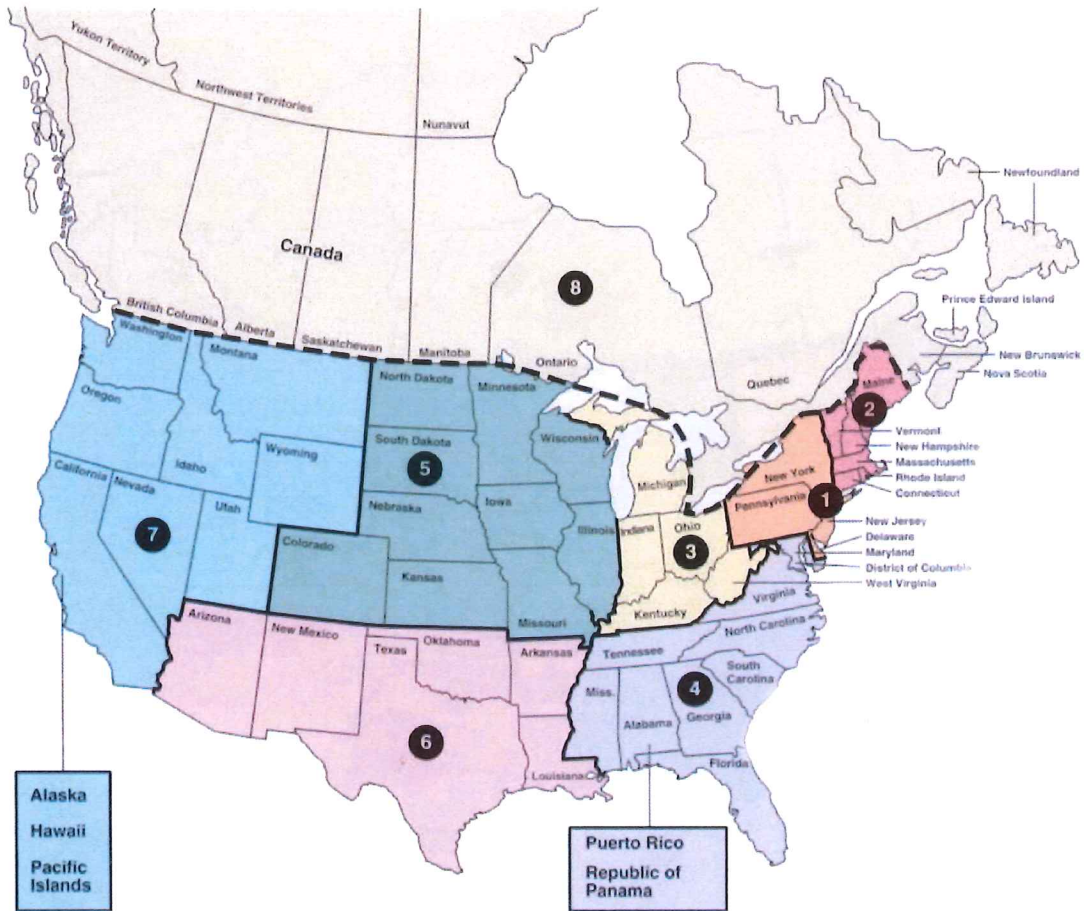
## **International Secretary-Treasurer**

The International Secretary-Treasurer is responsible for handling the financial matters of the International. The International Secretary-Treasurer is empowered, jointly with the International President, to invest IBEW and pension funds. The International Secretary-Treasurer is charged with collecting, disbursing, and accounting for all funds; keeping records of the membership; and receiving and signing applications for local union charters upon authorization of the International President. The International Secretary-Treasurer has charge of the IBEW seal, receives all petitions for referendum and mails out same for vote by the local unions, acknowledges all appeals submitted to the IEC, prepares the IBEW Local Union Directory, prepares yearly audits for publication in the *IBEW Journal*, and reports the financial status of the Brotherhood to the International Convention.

## **International Vice Presidents**

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. (See the map on Page 7 of this appendix.) Each International

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS.**  
**International Executive Council Districts**  
**Chairman at Large**



Vice President supervises a staff of International Representatives. Within their districts the 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. International Vice Presidents are required to hold a yearly progress meeting.

## **Local Union Charters**

Local autonomy is achieved through the establishment of local unions. The locals then develop bylaws to take care of their business and responsibilities as effectively and efficiently as possible. A charter is issued by the International Secretary-Treasurer, upon authorization of the International President, to a local union organized by not less than 10 workers coming under the IBEW's jurisdiction. The awarding of trade and territorial jurisdiction and the types of membership covered are the responsibility of the International President. The type of work, the territory or jurisdiction, and the types of membership must be defined in the approved local union bylaws. Upon deeming it 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.

## **Local Union Bylaws**

Article XV, Sec. 6, of the International Constitution provides: "Local unions 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 first 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**

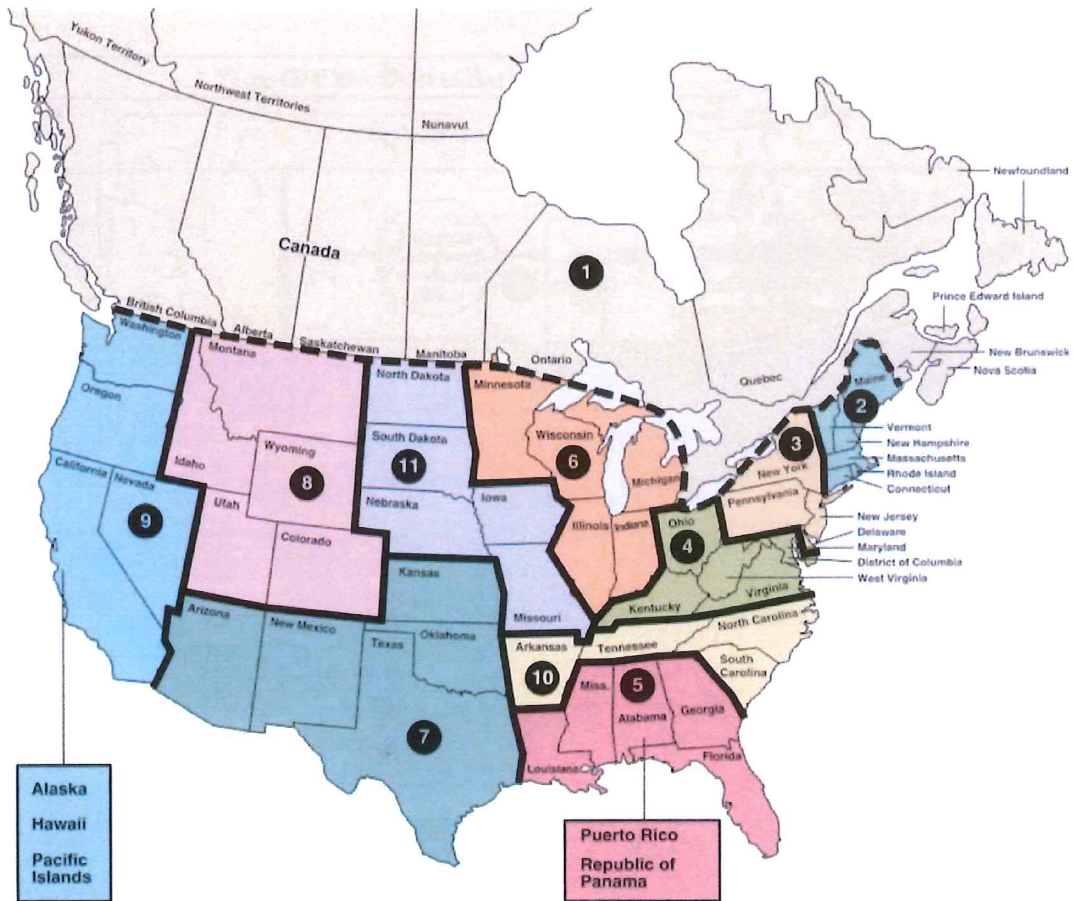
Railroad councils are chartered by the International President and are subject to the same rules governing local unions. Bylaws, amendments, rules, agreements, etc., are subject to approval by the International President.

## **System Councils**

Local unions outside the railroad industry, with the approval of the International President, may form system councils for bargaining purposes and shall do so when directed by the International President. When system councils are formed, local unions affected shall affiliate. The affiliates pay for the support of and conform to the approved bylaws of such councils.

# INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

## International Vice Presidential Districts





## **Duties of Local Union Officers**

### **President**

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 ensures that everyone understands the nature of a motion or amendment and limits debate to comments pertinent to the subject.

The president's duties include the following:

- \* enforce constitutional provisions, rules, and local union bylaws;
- \* enforce all properly rendered penalties;
- \* appoint local union committees and act as ex officio member of the committees;
- \* make sure the committees perform their assigned duties within a reasonable time; remove committee members not performing their duties and appoint replacements;
- \* appoint delegates to central, trades, and political councils or bodies;
- \* appoint the business manager and any assistants to the business manager as delegates to local and state building and construction trades and metal trades councils.

As directed by the Constitution, the local union president performs all duties incidental to the office and such other duties assigned from time to time by the local union, provided such duties are not in conflict with the Constitution and 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 may be directed by the president and performs other duties as required by the Constitution and local union bylaws.

### **Recording Secretary**

The recording secretary is the local union officer responsible for keeping minutes and preparing them for presentation. 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. The recording secretary 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 such other duties as are directed by the Constitution, local union bylaws, or president.

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

### **Treasurer**

The treasurer receives from the financial secretary all monies collected, or the bank record of money deposited in the local union's bank account, and gives a receipt for same. The treasurer deposits in the name of the local union all local union monies received from the financial secretary, 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. An itemized statement to the local union will be made by the treasurer when required by the local union or president. 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. The business manager appoints all stewards where needed and aids them in the discharge of their duties. 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 they 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, in the officer's judgment, such instruction is necessary.

The business manager is responsible for representing all members of the local union and all employees within the appropriate bargaining unit. The business manager is charged with enforcement of all terms of the collective bargaining agreement and should make every effort to establish friendly relations with the employers. The business manager should investigate and resolve all grievances or disputes promptly or cause same to be done through the appointment of competent stewards.

The business manager should be aware of all work in the local union's jurisdiction and is responsible for organizing all electrical workers within that jurisdiction. The business manager is also responsible for administering the local union's

referral procedures. In protecting the jurisdiction of the IBEW, the business manager is required to cooperate with other local union business managers.

The business manager sees that accurate statistics are kept, as required by the International President, and cooperates with the IBEW Education and Research Department in such areas as collective bargaining, pension funds, productivity, financial analysis, etc.

The business manager, while not a member of the Executive Board, attends all of its meetings and has a voice but no vote. The business manager also must be available to make necessary reports to the Executive Board and to the membership at local union meetings.

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. The business manager has authority to perform any other duties as provided for in the Constitution and local union bylaws.

### **Executive Board**

The Executive Board considers all matters properly brought before it and has the power to take any action the local union can take and which should be taken 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's members present during a meeting constitutes a quorum for the transaction of business. Although the local union must adjourn its meeting prior to 11 p.m., board meetings are not subject to this limitation. 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 all charges and try all members for violation of the 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.

Reports of the findings and action 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 examine 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 examines qualifications, as provided for in Article XIX of the 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.