

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**UNITED FOOD AND COMMERCIAL WORKERS**  
**MINORITY COALITION**

Revised: July 2003

## DECLARATION OF PRINCIPLES

**THE MINORITY COALITION OF THE UNITED FOOD AND COMMERCIAL WORKERS UNION**, an organization of men and women, banded together without discrimination as to race, color, creed, sex or sexual preference, believing in the right of every human being to life, liberty and the pursuit of happiness, hereby declares it to be the purpose of this organization to create a cooperative relationship within **THE UNITED FOOD AND COMMERCIAL WORKERS INTERNATIONAL UNION** and its affiliates, to support and work with organizations such as: National Association for the Advancement of Colored People, Urban League, A. Philip Randolph Institute, Coalition of Black Trade Unionists, Operation PUSH (People United to Serve Humanity), Coalition of Labor Union Women, Labor Council for Latin American Advancement, and other organizations that assist minorities and women, and support our objectives in gaining civil rights. It is our objective to combine and direct our influence and patronage in such a way as to bring the benefits of Unionism to all and to assist, promote and encourage views that will help strengthen, develop understanding and promote qualified minorities and women into positions of authority. Therefore, we adopt the following:

## ARTICLE I

### NAME

**SECTION 1:** This organization shall be known as **THE UNITED FOOD AND COMMERCIAL WORKERS MINORITY COALITION**, (hereinafter referred to as “**UFCW MINORITY COALITION**”). This organization has been sanctioned by **THE UNITED FOOD & COMMERCIAL WORKERS INTERNATIONAL UNION, AFL-CIO, CLC**.

## ARTICLE II

### PURPOSE

**SECTION 1:** The purpose of this organization is to assist, promote and encourage views that all help strengthen, develop understanding, and promote minorities, including women into positions of authority **THE UNITED FOOD AND COMMERCIAL WORKERS INTERNATIONAL UNION** and its Local Union affiliates and the entire labor movement.

**SECTION 2:** To discuss and examine all questions affecting the general interest of minorities, including women, and serve as a conduit for exchanging information with the International office and affiliated bodies on matters of interest.

**SECTION 3:** To propose, support and promote legislation and resolutions favorable to minorities and women, and to oppose legislation resolutions and mergers detrimental to the interest of minorities, women, and the general welfare of the working men and women.

**SECTION 4:** To use all of our honorable resources to assist or mediate when it is deemed necessary by the **COALITION**, in support of the **UFCW** and its affiliates and other minority, religious or community organizations.

**SECTION 5:** To promote the principles of trade unionism within our communities through active participation.

**SECTION 6:** To engage in such other activities, that are consistent with the objectives and principles set forth in this constitution, and the constitution and policies of **THE UNITED FOOD AND COMMERCIAL WORKERS INTERNATIONAL UNION** and its chartered and affiliated locals, so long as they are not discriminatory in nature and do not create artificial barriers that hinder the complete development and advancement of minorities, including women.

### ARTICLE III

#### MEMBERSHIP – REPRESENTATION – JURISDICTION

**SECTION 1:** Membership in this organization shall be open to any UFCW member (active, affiliated, paid-up life, retired, non-active, general or honorary) in good standing of **THE UNITED FOOD AND COMMERCIAL WORKERS INTERNATIONAL UNION**, who is in sympathy with its purposes, subject to recommendations of **THE MINORITY COALITION** Executive Board.

**SECTION 1A:** No person shall be denied membership in **THE MINORITY COALITION** on the basis of race, color, age, national origin, sex, political belief, religion, sexual preference or disability.

**SECTION 2:** A member shall be in good standing if he/she has satisfied the financial obligations as specified in Article IX, and is not more than three months in arrears on any other constitutional financial obligations.

**SECTION 3:** The highest governing body shall be the membership body.

**SECTION 4:** Each member in good standing shall be entitled to one vote.

**SECTION 5:** Any member not in good standing shall automatically be placed in the status of “not in good standing” and shall have no voice or vote in the deliberations of **THE COALITION**.

**SECTION 5A:** Any member not in good standing due to financial obligations for a period of six months shall be notified in writing that said member has 30 days to become financial or no longer be a member of **THE COALITION**. Following the 30 day period if the member has not become financial the member will be notified that he/she is no longer a member of **THE COALITION**.

**SECTION 6:** Each member has the duty and obligation to provide and maintain a correct address and telephone number to the Recording Secretary.

## **OBLIGATION OF MEMBERS**

**SECTION 7:** The President shall administer the following obligation to the new Members before they participate as members. I, \_\_\_\_\_, do solemnly pledge by honor that I will faithfully discharge the duties assigned me as a member of **THE UFCW MINORITY COALITION**, that I will faithfully protect the interest of the organization and attend regularly, meeting and conferences.

## **ARTICLE IV**

### **OFFICERS**

**SECTION 1:** The constitutional officers of **THE UFCW MINORITY COALITION** shall consist of a 1<sup>st</sup> Executive Vice President, 2<sup>nd</sup> Executive Vice President, 3<sup>rd</sup> Executive Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Sargent At Arms and a sufficient number of Vice Presidents to ensure that the duties and responsibilities of **THE UFCW MINORITY COALITION** are carried out and representation of the UFCW regions and affiliated members are ensured. The Constitutional Officers shall constitute The Executive Board.

**SECTION 2:** The officers in Section 1 of this Article shall by virtue of their office constitute the **UFCW MINORITY COALITION** Executive Board.

**SECTION 3:** The President, 1<sup>st</sup> Executive Vice President, 2<sup>nd</sup> Executive Vice President, 3<sup>rd</sup> Executive Vice President, Treasurer, Recording Secretary, and Corresponding Secretary, shall constitute the executive Committee.

**SECTION 4:** The President, 1<sup>st</sup> Executive Vice President, Treasurer, Recording Secretary and four Vice Presidents appointed by the President each year shall constitute the Board of Trustees.

**SECTION 5:** The President shall appoint Advisory Board Members subject to the approval of the Executive. These members shall constitute the Advisory Board.



**ARTICLE V**  
**TERM OF OFFICE**

**SECTION 1:** The term of office for all elected officers of **THE UFCW MINORITY COALITION** shall be for five years. The election of officers shall be held at the **COALITION** General Membership meeting during the **UFCW** International Convention.

**SECTION 2:** Where vacancies occur in any of the elected offices or positions of **THE UFCW MINORITY COALITION**, other than that of President **THE UFCW MINORITY COALITION**, Executive Board, not later than 90 days after the office is declared vacant, shall fill the vacancy for the balance of the term or the Executive Board can declare the position vacant.

**SECTION 3:** In the case of a vacancy in the office of President, the 1<sup>st</sup> Executive Vice President of **THE UFCW MINORITY COALITION** shall perform the President's duties until the next Executive Board meeting at which the Executive Board shall elect a successor. In the event the New President held an elected office immediately prior to his election then he will resign his old office and appoint a member to fill the unexpired term of his old office.

**ARTICLE VI**  
**POWERS AND DUTIES OF OFFICERS**

**SECTION 1:** The organizations officers or designees shall be empowered to engage in any lawful activity designated to effectuate any of its purposes and policies now in effect or that may from time to time be enacted including but not limited to the adoption of a Charity and the promotion of education through the establishment of a Scholarship Fund.

**SECTION 1A:** The organization shall upon approval of the Executive Board be empowered to hire staff necessary to carry out the day to day operations of **THE MINORITY COALITION**.

## **DUTIES OF THE OFFICERS**

### **PRESIDENT**

**SECTION 2:** It shall be the duty of the President to preside at all meeting and conventions/conferences unless otherwise delegated, to exercise supervision over the affairs of the organization, to sign all official documents, to call meetings of the organization, Executive Board or Executive Committee when necessary in consultation with the 1<sup>st</sup> Executive Vice President, to interpret and enforce the provisions of this Constitution and all duly adopted policies of the organization and the UFCW, provide leadership and general direction for the organization, appoint all committees not otherwise provided for subject to final approval of the Executive Board, the President, shall have other authority as usual to the office.

**SECTION 2A:** The President, of the President's designated representative, is hereby authorized, by virtue of the office, to attend as an official delegate of **THE UFCW MINORITY COALITION** all meetings, conferences or conventions that may be held where **THE UFCW MINORITY COALITION** is entitled to representation or where the best interest of **THE UFCW MINORITY COALITION** may be served by his/her presence. Where **THE UFCW MINORITY COALITION** is entitled to more than one representative at any such meeting, conference or convention, the 1<sup>st</sup> Executive Vice is authorized by virtue of the office to attend as an official delegate. The President is further authorized to appoint such additional delegates as may be entitled to send to such meetings, conferences or conventions.

**SECTION 2B:** The President shall submit an itemized account of his/her expenditures to the Treasurer and shall be reimbursed by him/her and the same shall be kept in file for inspection by the Executive Board or any duly authorized committee at the next convention/conference.

## **1<sup>ST</sup> EXECUTIVE VICE PRESIDENT**

**SECTION 3:** Shall cooperate and assist the President in the performance of his/her duties. In the absence or unavailability of the President, and/or at the request of the President, he/she shall assume the President's duties and special assignments as may be requested of him/her by the President or the Executive Board.

## **2<sup>ND</sup> AND 3<sup>RD</sup> EXECUTIVE VICE PRESIDENTS**

**SECTION 4:** Shall cooperate and assist the President and the 1<sup>st</sup> Executive Vice President in the performance of their duties.

## **TREASURER**

**SECTION 5:** Shall receive all dues and other organizational funds and shall record all receipts and expenditures; shall provide a written itemized report at the Executive Board meetings and general membership meeting; and shall co-sign duly authorized checks with the President.

## **RECORDING SECRETARY**

**SECTION 6:** Shall record and transcribe the notes of all **THE UFCW MINORITY COALITION** proceedings and shall submit a copy of same to the President and Treasurer promptly, record attendance at all meetings and take the minutes of all meetings.

## **CORRESPONDING SECRETARY**

**SECTION 7:** Shall keep a list of the membership together with their addresses and telephone numbers, notify the Executive Board the date, time and place of meetings and to conduct the correspondence of the organization.

## **SARGENT-AT-ARMS**

**SECTION 8:** Shall maintain order, see to it that only authorized persons enter meetings, and serve otherwise at the direction of the presiding officer.

## **EXECUTIVE BOARD**

**SECTION 9:** The Executive Board shall have full and complete charge of all business of **THE UFCW MINORITY COALITION** not otherwise delegated to a specific officer or officers or reserved to the membership. The members of the Executive Board shall render such assistance to the President as may be required. The Executive Board shall have the power to make rules to govern matters not in conflict with the **UFCW INTERNATIONAL** Constitution and shall report all such rules to the membership. The Executive Board members shall be required to attend an annual meeting unless excused by the President.

## **EXECUTIVE COMMITTEE**

**SECTION 10:** The President shall serve as chairman of the Executive Committee, together they will carry out the such duties necessary to administer the affairs of **THE COALITION** between meetings of the Executive Board and/or the General membership meetings subject to this Constitution and such other guidelines that may be mandated from time to time by the Executive Board.

**ARTICLE VII**  
**BOARD OF TRUSTEES**

The Trustees shall be responsible for the ensuring that the funds and property of **THE UFCW MINORITY COALITION** are:

- a) Properly received and managed for the sole use and benefit of **THE COALITION**.
- b) Properly accounted for; and
- c) Expended, used and invested only upon proper authorization.
- d) The Trustees shall examine the financial records and shall report their findings to the members at each General Conference or meeting.

**ARTICLE VIII**  
**MEETINGS**

**SECTION 1:** An annual meeting of the Executive Board shall be held on a date and month to be determined by the President. At least sixty (60) days notice shall be sent to each Vice President prior to the meeting.



**SECTION 1A:** The President shall be authorized to call additional meetings of the Executive Board whenever he or she deems it advisable or whenever requested by a majority of its members. When **THE MINORITY COALITION** President deems it necessary to act promptly, the Executive Board may meet by teleconference call or the President and Corresponding Secretary may conduct a vote by mail, telegram or other form of communication they deem appropriate.

**SECTION 2:** A conference and general meeting shall be held at least bi-annual. Every member shall be notified in writing at their last known address at least sixty (60) days prior to the conference/meeting.

**SECTION 3:** All meetings shall be governed by Roberts Rules Orders.

**SECTION 4:** The UFCW International officers shall be notified of all general meetings/conferences and shall be invited to attend. A quorum shall consist of twelve (12) members from four (4) different cities or towns.

**SECTION 5:** The order of business at the Annual Executive Board meetings shall be as follows:

1. Call the meeting to order;
2. Roll call of officers;
3. Report from President;
4. Reading of minutes of last meeting or special meeting;
5. Communications;
6. Report of officers;
7. Report of special committees;
8. Unfinished business;
9. New Business;
10. Nominations and elections (where applicable);
11. Financial reports;
12. Good and welfare;
13. General discussions.

**ARTICLE IX**  
**REVENUE**

**SECTION 1:** The revenue of **THE UFCW MINORITY COALITION** shall be derived as follows:

- a) Annual dues for Executive Staff, Officers and Full-Time Representatives - \$60.00 per year.
- b) Annual dues for Rank and File members - \$30.00 per year.
- c) Lifetime membership for all members shall be \$1,000.00 (payable @ \$200.00 per year).
- d) Sponsorship fees for Local Unions with 10,000 members or less shall be \$500.00 per year.
- e) Sponsorship fees for Local Unions with 10,001 members or more shall be \$1,000.00 per year.
- f) Any other legal means of raising funds.

**SECTION 2:** So as to provide incentive for the establishment and maintenance of Local Chapters within **THE UFCW MINORITY COALITION**, the parent organization will rebate to Local Chapters, five (\$5.00) dollars of the dues paid by **THE COALITION** members residing or working within the jurisdiction of the Local Chapter.

**ARTICLE X**  
**AMENDMENTS**

This Constitution and By-Laws shall be amended only at a regular or special convention/conference of **THE UFCW MINORITY COALITION**, and by two-thirds of majority vote of all members present

Neither the absence or presence of any provision in these By-Laws shall be interpreted or applied which is inconsistent with the International Constitution.