

INDUSTRIAL WORKERS OF THE WORLD



Delegate Manual



Produced and Printed In-House with IWW IU 650 Union Labor

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THANKS FOR BECOMING AN IWW DELEGATE!

Building the IWW

Delegates play a critical role in the IWW. As a delegate you collect union dues and maintain direct contact with current and prospective members. No one is better situated to encourage members to become active in the local group and in the union as a whole, and to talk to members about job conditions and organizing prospects.

The delegate is also an IWW organizer. As delegate you sign up new members and are generally their first contact with the organization. If you perform your duties conscientiously, find answers to questions members have, and encourage them to take an active part in building the IWW, this will result in an active and growing IWW presence.

Members become frustrated when delegates lose reports or sit on them for months because the result is that members receive nothing from the organization.

At-Large Delegates reporting to GHQ have to work extra hard, as they are often the only representatives of the IWW in their area. Their role often involves bringing members together, introducing them to the broader union, and beginning the process of building a group or branch.

Duties of Delegates

Duties include collecting dues, signing up new members, and submitting monthly activity reports to General Headquarters. Delegates are also responsible for maintaining records of union materials in their possession.

It is also important for delegates to keep copies of all their reports, and record when they report on their credentials card. In the case of a discrepancy or issue arising, the delegate can quickly clear it up with their records.

The bearer of this document

Name

Membership Number

Delegate Number

has been duly elected/appointed as a delegate for

of the Industrial Workers of the World and is hereby
authorized to initiate new members and collect dues from
members of the Industrial Workers of the World.

Dated this _____ day of _____

Delegate Signature

This credential expires on March 31, 20__



Industrial Workers of the World
Post Office Box 180195
Chicago, Illinois 60618
U.S.A.

tel: 773-728-0996 e-mail: ghq@iww.org

Credentials

Anyone who has been an IWW member for six months is eligible for delegate's credentials, "except that newly organized groups may elect one of their members to serve in that capacity" (IWW Constitution, Art. IV, Sec. 1 b).

Credentials are generally valid through March 31st the year after they are issued. Credentials can be requested any time throughout the year by contacting General Headquarters, or, if you are in a branch, talk to your Branch Secretary.

The application for delegate credentials can be found at: iww.org/headquarters on the left hand side under "Delegates"

Electing a Delegate

If you are forming a new group in an area where there are already members, call a local meeting. At the meeting, elect a delegate or two and send a record of the meeting and a request for delegate's credentials to General Headquarters. If you are in a workplace with other Wobblies, elect a delegate from your committee and ask that person to get in touch with General Headquarters.

If no other IWW members are in your locality you can apply directly to General Headquarters for credentials so that you can begin signing people up.

Chartered branches elect Branch Delegates according to Branch bylaws or, if no Branch bylaws exist, at a regular business meeting. The Branch Secretary then tells General Headquarters which of its members they have elected to be delegates. Branch Delegates report to the Branch Secretary and not directly to General Headquarters.

All new delegates must submit a Delegate Application to General Headquarters. If elected, the meeting minutes clearly stating their election should be included with the application. The application for delegate credentials can be found at: iww.org/headquarters on the left hand side under "Delegates"

IWW Branches

There are two kinds of branches in the IWW. General Membership Branches (GMB) and Industrial Union Branches (IUB) are both chartered by the General Executive Board (GEB). Once your local group reaches 10 or more members in good standing in a geographic area (GMB) or an industry (IUB), the members can begin the process of chartering a branch. More information on this process can be found at: iww.org/guides/branch/new

It's a good idea to contact the GST for help navigating the process as you are getting ready to seek branch status.

In order to retain your Branch charter, you must have at least five members in good standing. In the event that the branch becomes defunct, it is the responsibility of the Branch Secretary or the delegate to make an accounting of the

branch's assets and return its charter and remaining funds to the General Secretary/Treasurer.

Delegate Supplies / "Rigging"

Delegates are sent membership materials including membership cards, dues stamps, copies of the IWW Constitution and other introductory publications. An inventory of supplies issued to you is kept by General Headquarters or your local branch, as these supplies remain the property of the IWW.

Additional supplies can be ordered from General Headquarters or your local branch. You are held responsible for the supplies given to you. If at some point you no longer wish to be a delegate, you'll need to return supplies to General Headquarters or your local branch. You can transfer supplies to another delegate, but General Headquarters needs to be notified. Once your clearance has been processed, you will receive a new set of credentials and a clearance sticker (pictured above).

Each year, delegates are sent inventory clearance forms from General Headquarters. Whether or not you wish to continue to be a delegate, these forms should be filled out in order to remain in good standing.

INDUSTRIAL WORKERS of the WORLD

EXP. March 31, 2016
To Whom it may concern:

This is to certify that the accounts of...
F.W.
Card No. Del No.
...have been settled in full.

Yours for the O.B.U.,

[Signature] 

Gen. Sec'y Treas.

Failure to clear your delegate credentials annually could result in the loss of voting privileges and the right to run for union office.

Members rely on delegates in order to pay their dues on time. Take your rigging along with you to monthly meetings and any gatherings which might attract new members. It is also important for you to make a monthly report to your local Branch or General Headquarters even if you have collected no dues. This helps the organization keep track of activity and makes sure members continue to receive union publications, etc. Even if you have not collected dues, filling out the activity report section will keep the membership, branch, and GHQ aware of your activities.

Initiation Fees & Dues

Be familiar with the current dues rates. Initiation into the IWW is always equal to one month's dues.

Monthly Income	Dues Rate	\$ \$ \$ \$ \$
Less than \$2000	Minimum	\$11
\$2000 - 3500	Regular	\$22
Over \$3500	Maximum	\$33
Unemployed or Retired	Sub-minimum	\$6

Please check the current constitution and/or your Regional Organizing Committee's bylaws to make sure you have the right dues rate for members where you are!

Who can be a Wobbly?

Here's Article II of the IWW Constitution. Please take a moment to read it:

ARTICLE II Membership Sec. 1

(a) It is the aim of the IWW to build world-wide working-class solidarity. The IWW therefore actively opposes bigotry and discrimination on and off the job. No wage or salaried worker shall be excluded from the IWW because of race, ethnicity, sex, nationality, creed, disability, or sexual orientation. Membership is open only to wage or salaried workers except as provided in Section 1(b), but can be denied to those workers whose employment is incompatible with the aims of this union.

b) No unemployed or retired worker, no working-class student, apprentice, homemaker, prisoner or unwaged volunteer on a project initiated by the IWW or any subordinate body thereof shall be excluded from membership on the grounds that s/he is not currently receiving wages. Such workers may take membership in the Industrial Union for the industry in which they last worked, or for which they are now training, or at which they work part-time, or in the case of students and homemakers in Educational Workers I.U. 620 or Household Service Workers I.U. 680 respectively as may seem most practical.

This provision shall not deny to any Industrial Union or Industrial Union Branch the right to limit vote on strictly point-of-production matters. Workers employed in cooperatives democratically run by their employees are welcome to membership. Members who become temporarily self-employed may retain their membership or apply for withdrawal cards, which are issuable also to those who must withdraw when they become employers.

c) No member of the Industrial Workers of the World shall be an officer of a trade or craft union or political party.

Branches may allow IWW members to become officers of trade or craft unions as long as these exceptions are reported to the General Administration and no IWW member receives significant pay (more than dues rebate and expenses) as a result of being an officer or official in a union that does not call for abolition of the wage system.

Exceptions may be made by branches to allow unpaid officers of political parties to become members.

d) No Law Enforcement Officer (LEO), certified by the government to enforce the law, and no Prison Guard, whether employed by the government or a private company, shall be a member of the IWW, and any member who becomes such shall be expelled.

Sec. 2. All applicants shall agree to abide by the Constitution and regulations of the IWW and diligently study its principles and make themselves acquainted with its purpose. This obligation shall be printed on the application blank.

Sec. 3. Whenever members of the Industrial Workers of the World shall hold jobs in more than one industry, they may simultaneously be members of more than one Industrial Union or Industrial Union Branch with full rights to democratic participation in said

bodies, provided that they are actual workers in said industries, and provided further that they pay all dues and assessments required by each Industrial Union or Industrial Union Branch of which they are members. Members who are simultaneously members of more than one Industrial Union or Industrial Union Branch shall have only one vote in General Organizational elections and referenda.

Signing Up New Members

Give the new member an application to fill out. Make sure you the writing on the application is clear and easy to read. You will need to help the member determine which Industrial Union they belong in. There is a list of Industrial Unions in the back of this booklet and in the back of the IWW Constitution.

Go over the dues rates which are printed on the back of the application. Let the member know that there is an initiation fee equal to one month's dues. Ask them how many months of dues they'd like to pay for.

You will need to fill out the shaded area at the bottom of the application. Make sure that the membership number you write on the application matches the number on the membership card. This is how GHQ will initiate the new membership in our records.

Attach all completed membership applications to your Delegate Report Form, and make sure to turn them in with the report which has their dues on them. If a report with a new member and no application is received, GHQ does not have any of that members contact information and cannot process the membership.

New members are given a twelve-month membership card. Fill out the panel with the member's name, your name, the date, the industrial union number, the industrial union department, and the member's occupation.

Write the beginning date and the ending date for the twelve-month membership card at the top of the "Monthly Dues" section. If you sign up a new member in April, their card will contain their dues records through the month of March in the next year.

A new member always receives: a membership card, an IWW button, a current IWW Constitution, and the 'One Big Union' pamphlet. Consider making up a new member's packet with information about the local IWW branch (if you belong to a branch) contacts, copies of IWW publications and local newsletters.

Application for Membership Aplicación para Membresía

- I affirm that I am a worker and that I am not an employer. [Afirmo que soy trabajadora y no soy empleador.]
- I agree to abide by the constitution and regulations of this organization, and will study its principles and acquaint myself with its purposes. [Pacto de obedecer a la constitución y las reglas de esta organización, y estudiaré sus principios, y me informaré de sus objetivos.]

Name/Nombre: A. Great Wobbly

Address/Dirección: 1234 Wobbly RD. APT #2

City/Ciudad: Chicago State/Estado: IL

ZIP: 60618 Country/ País: US

Email: sabotage.onsabotage@gmail.com

Telephone/Teléfono: 773-HIR-WAGE

Employer/Empleador: CPS

Occupation/Ocupación: Teacher

I would prefer to receive copies of the IWW's General Organization Bulletin in paper form, by mail (Default is electronic, by email).
[Prefiero recibir copias del Boletín General por correo. (No sobre e-mail)]

I would like information about the IWW's General Defense Committee. [Me gustaría recibir más información sobre el Comité de Defensa General.]

Dues Rate Based on Monthly Income	Cuota Dependiente de Pago Mensual
Under \$2,000 = \$11 per month	Menos que \$2,000 = \$11 por mes
\$2,000 - 3,500 = \$22 per month	\$2,000 a 3,500 = \$22 por mes
Over \$3,500 = \$33 per month	Mas que \$3,500 = \$33 por mes
Initiation fee is equal to one month's dues.	Iniciación = cuota de un mes

TO BE FILLED IN BY DELEGATE [PARA LLENAR POR DELEGADOS]

Date/Fecha: 01|12|17
month/mes day/día year/año

Member N. / Número de Miembro/a: X 000005

Industrial Union N. / Número de Sindicato Industrial: 620

Delegate/ Delegado/a: Best Delegato

Delegate N. / Número de Delegado/a: 160001

Initiation/Iniciación: 22 Dues/Cuota: 22 = Ass'n/Tasa: 8.50 Total: 52.50

Please Return this Page to General Headquarters

How to collect dues

When a member pays dues or buys assessment stamps, you are responsible for placing the stamps in the member's card.

First write the date and your delegate number in the member's card.

Dues for 12 Months from 1/17 to 12/17

<u>16-0001</u>	<u>16-0001</u>	
Monthly Dues	Monthly Dues	Monthly Dues
<u>01/12/17</u>	<u>01/12/17</u>	

Your delegate number should be on the top and the date the dues were paid should be on the bottom. (See image left)

If you are using a one-year-card (like in the example above), begin filling in the card with the first square on the "Monthly Dues" grid.

Then paste in the stamp(s) and repeat the information on the face of the stamp(s). (See image left)

This is the member's record of when and to whom dues were paid, it serves as a "receipt" and in instances where a delegate report is unavailable to confirm their standing, it is the final say. If their stamps come off, they still have a record of their dues written clearly underneath them.

Dues for 12 Months from 1/17 to 12/17

<u>16-0001</u>	<u>16-0001</u>	
Jan <u>1/12/17</u>	Feb <u>1/12/17</u>	Monthly Dues

Enter the dues payment immediately on your delegate report form.

If a member has a twelve-month membership card, check that the beginning date and the ending date for the twelve-month membership card are filled in at the top of the Monthly Dues section. If the member has a five-year membership card, make sure the year-ending date is written in on top of the page where you are putting the dues stamps.

When collecting dues, it's important that members recognize that the dues go to the union, not to you personally. Members who pay their dues by check should make the check out to the IWW or to your branch. If you collect cash, it's best to have a separate envelope – pocketing the dues may be more convenient (and, of course, it all balances out in the end when you turn in your report), but it can leave a bad impression. Most delegates use a zipper folder or pouch for all their supplies and monies collected.

If you are a branch delegate, all monies including cash can be turned in to your branch secretary along with your report, as they will deposit and make a payment for remittance to GHQ with all the funds collected by all branch delegates for the month.

If you are an At-Large delegate, you can mail a check, money order, or submit a PayPal payment for the entire amount collected as shown on your report. Never mail cash to GHQ.

Never give a member loose stamps.

Occasionally a member will forget or temporarily misplace their card and will want to pay dues to keep a record of continuous good standing. Accept the dues payment, record the transaction, vouch the stamps and set them aside in an envelope with your supplies. You can put the stamps in the member's card next time they bring it with them.

How to fill out a delegate's report

The IWW Constitution requires delegates to report at least once a month to the General Headquarters (GHQ) or Branch Secretary. This is whether or not you have collected any money. A brief note is fine in the latter case. A delegate who has collected money should give the GST or Branch Secretary a delegate's report listing all initiations, dues, assessments and other money collected, together with signed membership applications and money due on the report.



GENERAL HEADQUARTERS USE ONLY

Delegate Name: *Best Delegate #16-001*

REC'D	ENTERED	BY	REC'D	NOTES
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Report of Amounts Collected and from Whom

I.U. No.	Date	Name of Member	Card Number	First & Last Month's Dues Paid This Time	Init Fees	Dues				Assessments							Other	Total Rec'd		
						Max (\$33)	Reg (\$22)	Min (\$11)	Sub (\$6)	General Admin. Voluntary	Branch Voluntary	GHQ Organizing Fund	Branch Organizing Fund	General Defense Committee	Int'l Solidarity Committee	Press				
810	10/8	<i>J. E. Haggland</i>	<i>111915</i>	<i>Oct 2014 - Jan 2015</i>					<i>20</i>					<i>1</i>	<i>10</i>			<i>.50</i>		<i>35.50</i>
<i>640</i>	<i>1/12</i>	<i>A. Super Wobbly</i>	<i>000001</i>	<i>Nov '16 - March '17</i>				<i>55</i>		<i>2</i>	<i>10</i>									<i>67</i>
<i>620</i>	<i>1/12</i>	<i>A. great Wobbly</i>	<i>000005</i>	<i>Jan '17</i>	<i>22</i>		<i>22</i>				<i>5</i>	<i>3</i>						<i>.50</i>		<i>52.50</i>
<i>460</i>	<i>1/22</i>	<i>H. Good Wobbly (re-initiated)</i>	<i>000002</i>	<i>Jan '17</i>	<i>6</i>			<i>6</i>			<i>5</i>									<i>17</i>

The delegate report form can be found at: iww.org/headquarters on the left hand side under "Delegates". You can download and print to fill in by hand, or fill it in with a PDF program and email to your branch secretary or GHQ. If you don't have a program that will allow you to fill it in, using a free online PDF editor such as "PDF Escape" will work too. If you are filling by hand, make sure your writing is clear and legible!

Record Side: Make a complete line entry for each transaction at the same time you put stamps in a member's card.

Previous Dues Paid

Date	Last Previous Month Pd.	To Del. #
<i>9/20</i>	<i>Sept 2009</i>	<i>0001</i>
<i>10/9</i>	<i>OCT '16</i>	<i>0003</i>
<i>—</i>	<i>NEW</i>	<i>—</i>
<i>6/22</i>	<i>June '16</i>	<i>0001</i>

Fill in their industrial union number, name, member number and name, the first month paid and last month paid this time, and record whatever money is given to you in the appropriate columns.

The section all the way to the right of the form, "Previous Dues Paid" must be fully filled out.

This is necessary in case a previous delegate's report has been lost or not sent in properly. Record the information from the dues stamp in the card from the previous transaction. With that information, GHQ or

the Branch Secretary can track down a missing report and give the member proper credit. If this is not filled out, a members standing might be mis-recorded or GHQ may be unable to process their dues payment.

Summary of Receipts:

Delegate: Best Delegate Del. No.: 16-0001
123 Wobbly Rd. apt # 1905
 Address _____
Chicago IL 60618
 City State/Province ZIP/Postal Code
773- W08-L4FE
 Phone Number E-Mail
 Date: 1/27/17 Please send receipt



IWW Delegate's Report

Send to:
Industrial Workers of the World
Post Office Box 180195
Chicago, IL 60618

Phone: (773) 857-1090
 Email: ghq@iww.org

Enclosed find remittance for \$136.50 to apply as follows:

No. Sold	SUMMARY OF RECEIPTS	Amount
<u>2</u>	Initiation Fees	\$ <u>28</u>
	Maximum Dues Stamps at \$33 each	\$
<u>1</u>	Regular Dues Stamps at \$22 each	\$ <u>22</u>
<u>5</u>	Minimum Dues Stamps at \$11 each	\$ <u>55</u>
<u>1</u>	Sub-Minimum Dues Stamps at \$6 each	\$ <u>6</u>
<u>2</u>	Voluntary Assessments (General Administration)	\$ <u>5</u>
<u>3</u>	Voluntary Assessments (Branch Project)	\$ <u>20</u>
<u>1</u>	Industrial Worker Press Stamps	\$ <u>.50</u>
	Organizing Fund Stamp (General Administration)	\$
	Organizing Fund Stamp (Branch)	\$
	International Solidarity Commission Stamps	\$
	Duplicate Cards (\$1 each for misplaced cards)	\$
	Payment on General Headquarters Invoice #	\$
	Industrial Worker Bundle Payment	\$
	Other General Administration Payment (specify):	\$
		\$
	Branch Literature Sales	\$
	Other Branch Income (specify):	\$
		\$
	Total Receipts	\$ <u>136.50</u>
	Total Enclosed	\$ <u>136.50</u>

Use the space below to report on you activities as an I.W.W. Delegate, and on items of interest in you area. Feel free to attach extra sheets if needed.

Anything you write here will appear in the GOB. Use this section to keep the broader union aware of your activities. (Especially important for At-large delegates.)

List changes of ADDRESS, PHONE NUMBERS, OR EMAIL ADDRESSES for members below. Be sure to give name, card number and both old and new addresses, including ZIP codes. Also include complete contact information for new members on applications.

When you are ready to turn in your report, transfer totals for initiations, dues and assessments from the record side to the proper categories. In addition, literature and publications can be paid for on the report.

Organizational Report: Write about activities you have been involved in since your last report and request any supplies you might need. Your report will be printed in the General Organization Bulletin (GOB) so do not include sensitive information about campaigns. The GOB is an internal newsletter, but it is still not a good idea to include names of workplace campaigns that are not public.

Change of Address: Always ask if they have any information to update. Try and update member's addresses as quickly as possible. This is the place to do it. Members can also login to RedCard (redcard.iww.org) and change their address and other contact info.

Other items you need to report

Donations and Assessments: Donations may be made in cash or by buying assessment stamps. Treat the assessment stamps as you would a dues payment, only paste them in the “Assessments” side of the card. Donations can be listed on the back of each member’s card.

Assessments are an important source of funds for the union. Encourage members to buy them. If you don’t have any assessment stamps, contact General Headquarters or your Branch Secretary for some. Some assessment stamps are especially for the organizing fund, or the Industrial Worker press fund. There are special columns for these stamps on your delegate report form. There are also funds you may not have stamps for, but you can still collect assessments, just make sure you make a note of what it is for.

Many of these can be found on the GHQ Balance Sheet printed in every GOB, and more arise as campaigns heat up but some of the more popular ones are:

ISC
Organizing Fund
Junior Wobblies

Sato Fund
IWOC
Solidaridad

Continuation Cards: When a member’s card is full of stamps, the member is issued a five-year continuation card. A continuation card is a booklet card without a number. You will need to fill their old number in. Copy the member’s name, the name of the delegate who initiated them, and the date they signed up from the old card.

Duplicate Cards: Sometimes members need to replace their card because they have lost it. Issue them a new card with their original number. If you have no record of their membership number, take as much information as possible from the member and contact GHQ or your Branch Secretary. The fee for a replacement card is \$1, all of which is forwarded to GHQ to cover the cost of the card.

If the card was stolen or taken as evidence by police you can waive the fee.

Address Changes: Your careful listing will ensure that mailings will keep coming to members who move.

Send with Report: Any money you’ve collected, applications for new members, and notices of transfer from one industrial union to another.

Always make a copy of your reports for your own records!

Branch Reporting

Delegates who are part of a General Membership or Industrial Union Branch forward their delegate reports to their Branch Secretary who consolidates the reports from all branch delegates onto the Branch Secretary's Monthly Financial Report, and forwards the delegate reports and GA funds to GHQ.



IWW Branch Secretary's
Monthly Financial Report

Branch: Awesome GMB
Date: 1/30/17 (January '17 Dues)

No. Sold	Summary from Attached Delegates' Reports	Del # <u>0001</u>	Del # <u>0002</u>	Del #	Del #	Delegate Totals	Amount Due to GHQ	Retained by Branch
1	Initiation Fee Max. (\$33)	\$	\$ 33	\$	\$	\$ 33	\$ 16.50	\$ 16.50
1	Initiation Fee Reg. (\$22)	\$ 22	\$	\$	\$	\$ 22	\$ 11	\$ 11
	Initiation Fee Min. (\$11)	\$	\$	\$	\$	\$	\$ 5.50	\$
1	Initiation Fee Sub. (\$6)	\$ 6	\$	\$	\$	\$ 6	\$ 3	\$ 3
1	Maximum Dues (\$33)	\$	\$ 33	\$	\$	\$ 33	\$ 16.50	\$ 16.50
1	Regular Dues (\$22)	\$ 22	\$	\$	\$	\$ 22	\$ 11	\$ 11
5	Minimum Dues (\$11)	\$ 55	\$	\$	\$	\$ 55	\$ 27.50	\$ 27.50
1	Submin. Dues (\$6; \$ 3 to GHQ, \$ 3 retained by Branch)	\$ 6	\$	\$	\$	\$ 6	\$ 3	\$ 3
1	IW Press Ass't	\$.50	\$	\$	\$	\$.50	\$.50	XXXXXXXXXX
2	Voluntary Ass't	\$ 3	\$ 5	\$	\$	\$ 8	\$ 8	XXXXXXXXXX
	Organizing Fund Ass't	\$	\$	\$	\$	\$	\$	XXXXXXXXXX
2	Misc. Campaign Ass't specify: SATO SATO	\$ 2	\$ 7	\$	\$	\$ 9	\$ 9	\$
	GDC Ass't	\$	\$	\$	\$	\$	\$	XXXXXXXXXX
	ISC Ass't	\$	\$	\$	\$	\$	\$	XXXXXXXXXX
4	Your Branch Ass't	\$ 20	\$ 2	\$	\$	\$ 22	XXXXXXXXXX	\$ 22
1	Duplicate Card or Pins (\$1)	\$	\$ 1	\$	\$	\$ 1	\$ 1	XXXXXXXXXX
	TOTALS:	\$136.50	\$ 81	\$	\$	\$ 217.50	\$ 107	\$ 110.50

Don't forget to include all of this!

- Remember to send:**
- Delegate Reports
 - Membership Applications
 - Branch Meeting Minutes
 - Full Payment

Other (specify) Branch Fund raiser \$ 57
Merch sales @ event \$ 125

Make sure it adds up both ways!

Make sure this adds up the same too!

Remit to:

Industrial Workers of the World
PO Box 180195
Chicago, IL 60618
U.S.A.
Phone: (773) 728-0996
Email: ghq@iww.org

Total Receipts Reported \$ 399.50
Amount Due Branch \$ 292.50
Due To GHQ
Amount Due to GHQ \$ 107.00
Amount Due GHQ for OC + \$
Amount IW and Other to GHQ + \$
Remittance Enclosed = \$ 107.00

These should always match, and be equal to the payment included.

Branch Secretary: Best Secretary-Treasurer

Please Send Receipt By (circle one): (EMAIL) MAIL
To: branch.name@iww.org
3 bst@iww.org
(Address or Email)

Read instructions in delegate's manual before completing this report. Be sure all entries are legible and double check your math. If you have any questions, please contact General Headquarters.

GHQ USE ONLY		
REC'D	ENTERED	BY

The form is fairly simple. There is a column for each delegate, in which to record the dues, assessments and initiations collected. On the right you total the receipts received, and figure out the amount due to General Administration (GA) and the amount retained by your branch.

Dues and initiations are split 50-50 between GA and the branch, and assessments and donations either go to the GA (if it is for a project of the GA) or stay with the branch (if it is for a branch campaign or project).

There is no branch share on duplicate cards or Industrial Worker or other unionwide assessments.

On the left you total the number of initiations, dues stamps, assessments etc. sold by all branch delegates during the reporting period. You then total each column in the row titled "Totals," fill in the remaining blanks for any funds due for literature purchased from the union, your branch's Industrial Worker bundle, and any other monies due (please specify). Total the receipts, deduct the branch share, and forward the remaining balance with the report. Make sure the remittance enclosed matches what you are sending, unless you have discussed it with GHQ. It is really important to fully complete every part of the report.

Always make a copy of your reports for your own records!

Restocking Supplies

If you need more supplies and are not a member of a branch, fill out a supplies request form (available online at <http://www.iww.org/PDF/suppliesform.pdf> or from GHQ). If you are a member of a branch, check with your Branch Secretary, who should have supplies for delegates.

Online Forms

Reporting forms and other items for delegates are available on the Headquarters page which you can find at www.iww.org/headquarters on the left side under "Delegates".

Questions?

You can always contact an experienced delegate in your branch or General Headquarters for help with your reports.

Telephone: 773-728-0996
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Glossary of Terms

New members may be confused by the many terms they encounter in IWW publications. Here's a list of commonly used ones:

Fellow Worker (FW): A traditional salutation between IWW members. Fellow Worker is generally understood to be gender-neutral.

General Administration (GA): Consists of the General Executive Board and the General Secretary-Treasurer.

General Convention: The once-yearly union-wide delegate meeting of the IWW, held over the U. S. Labor Day weekend (the weekend before the first Monday of September).

General Executive Board (GEB): Our seven member board elected annually by referendum of the entire membership. Their duties are described in the constitution.

General Headquarters (GHQ): Our administrative offices.

General Membership Branch (GMB): A group of members chartered by the GEB, belonging to any Industrial Unions, who are linked by location. All members of a GMB should live

close enough to each other to be able to attend branch meetings.

General Organization Bulletin (GOB): The monthly, internal publication of the General Administration, containing financial reports and reports by the GST, GEB Chair, and various union-wide committees. It also serves as an internal discussion forum. All members are encouraged to contribute.

Industrial Union (IU): One of the founding principles of the IWW was that workers should be organized by industry instead of craft. Because of the union's size, IUs have seldom had active administrations in recent times; but as we grow efforts are under way to reactivate the IUs as units of organization.

Industrial Union Branch (IUB): A chartered branch of members who are linked by both location and IU.

Industrial Worker (IW): The official publication of the IWW.

Industrial Workers of the World (IWW): Our union. "Industrial" described our form of organization. We strive to organize and unite workers in a given industry, rather than

just those of a particular craft or job title.

Manual of Policies and Procedures (MPP): Our internal "how-to guide"; created and amended by the General Executive Board to codify organizational procedures and methods. The current MPP is available on iww.org and from GHQ.

One Big Union (OBU): The concept that all workers must organize together as a class, if we are to ever abolish the wage system and take control of production and distribution from the employing class.

Regional Administration (RA): There is currently a regional administration in Europe and one in North America. See the constitution for more details.

Regional Organizing Committee (ROC): A group coordinating IWW activities in a particular part of the world, for example, CanROC (Canada), GLAMROC (German Language Area Membership).

Wobbly (or Wob): A frequently used nickname for a member of the IWW.

Industrial Classification - List of Industrial Unions

DEPARTMENT OF AGRICULTURE AND FISHERIES No. 100

Agricultural Workers IU 110: All workers on farms, ranches, orchards, and plantations.

Lumber Workers IU 120: All workers in forests. All workers engaged in logging operations, in saw and shingle mills, and in preparing wood for fuel and manufacturing purposes. Bark and sap collection.

Fishery Workers IU 130: All workers in fishing pursuits on oceans, lakes and rivers. Oyster and clam bed keepers. Workers engaged in collecting pearls, corals, and sponges. Workers in fish hatcheries.

Floriculture Workers IU 140: All workers in nurseries, flower gardens, green- and

hothouses. Cultivation of silk. Distribution of floral products.

DEPARTMENT OF MINING AND MINERALS No. 200

Metal Mine Workers IU 210: All workers engaged in mining all metals and minerals. All workers in refineries, smelters, mills, and other reduction works. All workers in stone and other quarries.

Coal Mine Workers IU 220: All workers engaged in coal mining and the production of coke and briquettes.

Oil, Gas, and Geothermal Workers IU 230: All workers engaged in oil, gas, and geothermal fields, refineries and processing facilities. All

workers engaged in distribution of the products.

DEPARTMENT OF GENERAL CONSTRUCTION No. 300

General Construction Workers IU 310: All workers engaged in construction of docks, railroads, highways, streets, bridges, sewers, subways, tunnels, canals, viaducts, irrigation canals and pipelines.

Ship Builders IU 320: All workers engaged in building and repairing ships, boats, and small harbor craft. All drydock workers.

Building Construction Workers IU 330: All workers engaged in erection and construction of houses and buildings, and in delivery of materials.

DEPARTMENT OF MANUFACTURE AND GENERAL PRODUCTION No. 400

Textile and Clothing Workers IU 410: All workers engaged in producing cloth from natural or synthetic fibers. All workers engaged in manufacturing wearing apparel.

Furniture Workers IU 420: All workers in planing mills and furniture factories. All workers engaged in producing wooden containers.

Chemical Workers IU 430: All workers engaged in producing drugs, paint, rubber, explosives, medicines, chemicals, plastics, synthetic fibers, and other chemically-based products.

Metal and Machinery Workers IU 440: All workers in blast furnaces, steel mills, aluminum plants, etc. All workers engaged in the production, repair or maintenance of agricultural machinery, cars, locomotives, engines, automobiles, bicycles, air craft, and various instruments. Tool makers, jewelry and watchmakers.

Printing and Publishing House Workers IU 450: All workers engaged in producing printed matter.

Foodstuff Workers IU 460: All workers except agricultural and fishery workers, engaged in producing and processing food, beverages, and tobacco products.

Leather Workers IU 470: All workers in tanneries and factories producing leather goods, luggage, boots, and shoes.

Glass and Pottery Workers IU 480: All workers producing glass, chinaware, pottery, tile and bricks.

Pulp and Paper Mill Workers IU 490: All workers in pulp and paper mills engaged in making pulp, paper and paper containers.

DEPARTMENT OF TRANSPORTATION & COMMUNICATION No. 500

Marine Transport Workers IU 510: All workers engaged in marine transportation. All workers on docks and in terminals.

Railroad Workers IU 520: All workers engaged in long distance railway freight and passenger transportation. All workers in locomotive, car, and repair shops. All workers in and around passenger and freight terminals.

Motor Transport Workers IU 530: All workers engaged in hauling freight and passengers by truck, bus, and cab. All workers in and around motor freight sheds, and bus passenger stations.

Municipal Transportation Workers IU 540: All workers engaged in municipal, short distance transportation service.

Air Transport Workers IU 550: All workers employed in air service and maintenance. Communications, Telecommunications.

Computer Workers IU 560: All workers engaged in telephone, telegraph, radio, television, satellite communication and computer operations, including programming and networking.

DEPARTMENT OF PUBLIC SERVICE No. 600

Health Service Workers IU 610: All workers employed in hospitals and health restoration services.

Educational Workers IU 620: All workers in educational institutions.

Recreational Workers IU 630: All workers in playgrounds and places of amusement and recreation. All professional entertainers.

Restaurant, Hotel, and Building Service Workers IU 640: All workers in facilities for public accommodation. All building service workers.

General, Legal, Public Interest and Financial Office Workers IU 650: All workers engaged in general, legal, public interest, and financial offices and institutions that do not directly involve any other industry.

General Distribution Workers IU 660: All workers in general distribution facilities, wholesale and retail.

Utility Workers IU 670: All workers engaged in the supply, maintenance, and transmission of gas, electric, water, and sewer services. All workers employed in the collection and processing of disposable and recyclable materials.

Household Service Workers IU 680: All workers engaged in performing services in the home.

Sex Trade Workers IU 690: All workers employed as dancers and models, telephone sex workers, actors and other workers who use sexuality as the primary tool of their trade (excluding all agents of the boss class able to hire or fire, or possessing equivalent coercive or punitive power).

IWW PREAMBLE

The working class and the employing class have nothing in common.

There can be no peace so long as hunger and want are found among millions of the working people and the few, who make up the employing class, have all the good things of life.

Between these two classes a struggle must go on until the workers of the world organize as a class, take possession of the means of production, abolish the wage system, and live in harmony with the Earth.

We find that the centering of the management of industries into fewer and fewer hands makes the trade unions unable to cope with the ever growing power of the employing class. The trade unions foster a state of affairs which allows one set of workers to be pitted against another set of workers in the same industry, thereby helping defeat one another in wage wars. Moreover, the trade unions aid the employing class to mislead the workers into the belief that the working class have interests in common with their employers.

These conditions can be changed and the interest of the working class upheld only by an organization formed in such a way that all its members in any one industry, or in all industries if necessary, cease work whenever a strike or lockout is on in any department thereof, thus making an injury to one an injury to all.

Instead of the conservative motto, "A fair day's wage for a fair day's work," we must inscribe on our banner the revolutionary watchword, "Abolition of the wage system."

It is the historic mission of the working class to do away with capitalism. The army of production must be organized, not only for everyday struggle with capitalists, but also to carry on production when capitalism shall have been overthrown. By organizing industrially we are forming the structure of the new society within the shell of the old.



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