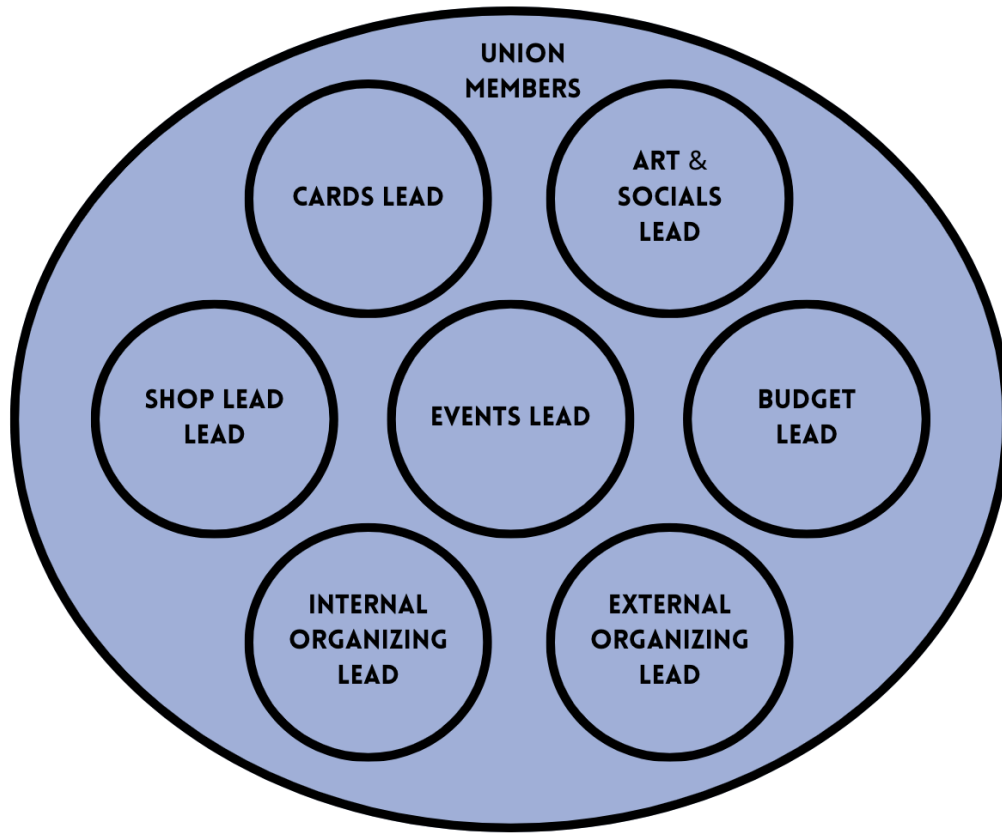


MUWU's Provisional Charter

This Charter is to be replaced by a New Constitution upon MUWU winning its Certification Election. Once this occurs, a New Constitution should be drafted by, and ratified by, MUWU's Membership within 90 days of the Certification Election Victory.



Bylaws

A. Name

1. This organization is to be referred to as the Macalester Undergraduate Workers Union, or MUWU.

B. Principles and Guarantees

1. MUWU supports the struggle of all workers and stands in solidarity with other unions and progressive organizations in their fights for social and economic justice.
2. MUWU strives to be an inclusive union and build broad-based unity among its members. It will actively seek to promote the participation and engagement of oppressed and marginalized groups and underrepresented work sites at all levels of the union.
3. MUWU will continuously address issues related to discrimination, including but not limited to discrimination on the basis of race, sex, gender, sexual orientation, class, ability, nationality, immigration status, religion as well as discrimination at the intersection of such identity categories, by building coalitions with advocacy groups and addressing these issues through our work as a union.
4. MUWU shall not discriminate against or prevent members from participating in the union on the basis of sex, gender, race, color, age, ethnicity, religious creed, national origin, citizenship, immigration or visa status, ancestry, native language or dialect, first-generation status, socioeconomic background and/or status, sexual orientation, gender identity or expression, marital status, parental status, pregnancy status or pregnancy-related condition, HIV status or other health status, genetic information, physical or mental disabilities—including but not limited to learning disabilities, intellectual disabilities, and past/present history of a mental disorder and/or mental illness—veteran status, military service, political affiliation or belief, affiliation with a political party or organization, personal political or criminal history, or membership in other protected classes set forth in federal, Minnesota, or municipal law.
5. MUWU can only bargain for workers in a recognized bargaining unit, but changes we seek apply more broadly. We are committed to building coalitions and advocating for justice with students and workers across campus, and advocating for collective bargaining rights for everyone.
6. To protect the privacy of the information MUWU receives from and about its members, MUWU will not share any information about its members with external parties (e.g. Management, government agencies, press, community organizations, or other unions) without explicit consent from individual student workers. The scope of this information is any information the Union is privy to as a result of Union activity or organizing (e.g., contact information, membership

status, workers' role in union actions, workers' political stances, workers' membership in any working groups and/or caucuses). MUWU may use external technology platforms to store information members share with them for internal organizing.

C. Membership:

1. Those eligible for membership with MUWU bargaining unit presently **includes** All student workers who are (1) enrolled as undergraduate students at Macalester College and (2) employed by Macalester College as full-time or regular part-time employees.
2. It presently **excludes** All students (1) in an entirely externally grant-funded position; (2) who were formerly, but are no longer, enrolled as undergraduate students at Macalester College; (3) who were formerly, but are no longer, non-exempt hourly employees of the Employer; (4) who solely work off-campus and are paid by Macalester for that work; (5) who are non-employees of Macalester College; and (6) guards and supervisors as defined by the Act, as amended, and all other employees.
3. Students who work on-campus and are compensated by stipend may vote in the election, but their ballots will be challenged since their eligibility has not been resolved. No decision has been made regarding whether the individuals in these classifications or groups are included in, or excluded from, the bargaining unit. The eligibility or inclusion of these individuals will be resolved, if necessary, following the election.
4. However, this is subject to change if the collective bargaining group changes, as the membership is to be the same as the collective bargaining group. It is currently determined by NLRB case number 18-RC-355544.
5. Once dues are set, a member in good standing is a dues paying member of the Union. Presently, there are no dues, and all members are members in good standing.
6. Any Macalester student worker who is excluded from the bargaining unit can still be a voting and acting member for the purposes of internal elections and actions as if they were a member in good standing. If they wish to be informed of Officer Elections, they must submit their mailing address to the Election Board 30 days before the election.

D. Lead Responsibilities & Present Structure:

1. At present, the Leads are determined by who has volunteered to do the work. The responsibilities of each Lead position is defined below.
2. Shop Lead Lead
 - a. Collect shop lists and signed cards for workplace
 - b. Organize shop outreach & events
 - c. Communicate & collaborate with other MUWU groups when needed

- i. Ex. Art for shop-related flyers
 - d. Point of contact for workplace specific organizing
 - e. Keep shop leads accountable
- 3. Cards Lead
 - a. Keep track of cards spreadsheet
 - b. Communicate and collaborate with shop lead team to collect lists & cards
 - c. Organize clipboarding and card signing pushes
 - d. Keep cards team accountable
- 4. Budget Lead
 - a. Manage union money, approve uses of MUWU budget
 - b. Reach out to and meet with potential donors
 - c. Organize thank-yous to donors (ex. emails, cards)
 - d. Keep uses of the budget accountable
 - e. Operate as a legal signer
- 5. Events Lead
 - a. Organize fun events to engage with the wider Macalester community
 - b. Collaborate with other organizations for larger events to reach more people
 - c. Reserve space and purchase food for events
 - d. Communicate with budget & art teams to approve spending and create flyers
 - e. Keep events team accountable
- 6. Art & Socials Lead
 - a. Update MUWU social media, create stories and posts
 - b. Create flyers and organizing flyering and chalking
 - c. Keep art & socials team accountable
- 7. Internal Organizing Lead
 - a. Keeps track of what's going on within the union (ex. upcoming events, campaign progress, long term goals)
 - b. Send newsletter emails to update union about upcoming events & updates
 - c. Facilitate one-on-ones with union members
 - d. Operate as a legal signer
- 8. External Organizing Lead
 - a. Have conversations with administration
 - b. Handle communication with legal staff
 - c. Communicate with local unions to build solidarity
- 9. Shop leads
 - a. Represent their shop internally
 - b. Handle grievances
 - c. Coordinate actions and meetings within their shops

- d. Ideally there should be at least 1 to 2 Shop Leads per shop. These shops are defined as
 - i. Carnegie & Old Main
 - ii. Campus Center
 - iii. Humanities
 - iv. Janet-Wallace
 - v. Kagin, Markim, Lampert, Chapel & 77 Mac
 - vi. Leonard Center
 - vii. Library
 - viii. Off Campus & Bonner Scholars
 - ix. Olin Rice
 - x. Residential Life

E1: Proposal for Future Administration: Administrative Board

1. This is our present proposal for the administrative structure that will replace the present Leads structure within 90 days of the ratification of the New Constitution, which will also be within 180 days of the results of the union certification election, unless it is otherwise altered during the drafting of the New Constitution.
2. Administrative Board Members, or simply Administrators, must be elected by the rest of the membership of the union. Any union member can run for election. Stewards may only be elected by members of their specific shop.
3. The Administrative Board roles shall consist of a(n)
 - a. Internal Administrator
 - i. Keep track of what's going on within the union (ex. upcoming events, campaign progress, long term goals)
 - ii. Send newsletter emails to update union about upcoming events & updates
 - iii. Facilitate one-on-ones with union members
 - iv. Operate as a legal signer
 - b. Secretary
 - i. Maintain meeting minutes
 - ii. Ensure MUWU's documents are orderly and accessible
 - iii. Assist the Internal Administrator and Art & Media Administrator with site maintenance, social media maintenance, and email maintenance
 - iv. Facilitate general meetings and establish meeting agendas, or otherwise appoint general meeting facilitators and approve agendas
 - v. Adopt the role of Internal Administrator if the present Internal Administrator is impeached, abandons their position, or otherwise becomes thoroughly dispossessed of their faculties for leadership.

- c. Treasurer
 - i. Manage union money, approve uses of MUWU budget
 - ii. Reach out to and meet with potential donors
 - iii. Organize thank-yous to donors (ex. emails, cards)
 - iv. Keep uses of the budget accountable
 - v. Operate as a legal signer
- d. Shop Administrator
 - i. Collect shop lists and signed cards for workplace
 - ii. Organize shop outreach & events
 - iii. Communicate & collaborate with other MUWU groups when needed (ex. art for shop-related flyers)
 - iv. Point of contact for workplace specific organizing
 - v. Keep Stewards accountable
- e. Event Administrator
 - i. Organize fun events to engage with the wider Macalester community
 - ii. Collaborate with other organizations for larger events to reach more people
 - iii. Reserve space and purchase food for events
 - iv. Communicate with budget & art teams to approve spending and create flyers
- f. Cards and Spreadsheet Administrator
 - i. Keep track of cards spreadsheet
 - ii. Communicate and collaborate with Stewards to collect lists & cards
 - iii. Organizing clipboarding and card signing pushes
- g. Art & Media Administrator
 - i. Update MUWU social media, create stories and posts
 - ii. Create flyers and organizing flyering and chalking
 - iii. Coordinate member contributions to art projects and social media posts
- h. External Administrator
 - i. Have conversations with administration as an official representative
 - ii. Handle communication with legal staff
 - iii. Communicate with local unions to build solidarity
- i. Stewards
 - i. Represent their shop internally
 - ii. Handle grievances
 - iii. Coordinate actions and meetings within their shops
 - iv. Ideally there should be at least 1 to 2 Stewards per shop. These shops are defined as

1. Carnegie & Old Main
2. Campus Center
3. Humanities
4. Janet-Wallace
5. Kagin, Markim, Lampert, Chapel & 77 Mac
6. Leonard Center
7. Library
8. Off Campus & Bonner Scholars
9. Olin Rice
10. Residential Life

4. Powers of the Administrative Board:

- a. It shall be the duty of the Administrative Board to see to it that all policies formulated by the membership or the Administrative Board are duly executed. To this end, minutes will be taken of all Administrative Board Meetings and the Administrative Board shall make reports at every general membership meeting. The Stewards shall report on these meetings to their shops.
- b. The Administrative Board shall be responsible for the day-to-day operation of the unit including but not limited to
 - i. direction of day-to-day operations,
 - ii. preparation and submission of all proposals, annual budgets, and budget modifications to membership for approval, management and execution of the budget,
 - iii. coordination and oversight of committees and work groups,
 - iv. the appropriate maintenance of the health of the organization,
 - v. all correspondence and relations between the leadership, the stewards and the membership,
 - vi. and all external relations
- c. The Administrative Board shall receive the membership lists and share the information with the Stewards, committee members, and other organizers of MUWU.
- d. The Administrative Board shall decide upon requests of the committees, work groups, or members whether to advance a grievance to arbitration;
- e. The Administrative Board shall be empowered to conduct impact bargaining with available members of the Bargaining Board.
- f. The Administrative Board shall schedule open Q&A discussions to address member's questions about MUWU.
- g. All officers will be ex officio members of all standing committees or work groups, and act in a liaison or advisory capacity, except the Bargaining Board.

- h. A simple majority of the Administrative Board shall constitute a quorum.
- i. The Administrative Board may create additional roles within the Administrative Board as they see fit, or create additional positions within the existing roles. They may also create working groups and committees open to volunteers from the membership as they see fit.

E2. Proposed Powers of Administration

1. MUWU's New Constitution, specified by further rules adopted by the membership, specifies the Powers of Administration and responsibilities of this Union's bodies and committees.
2. The membership is the highest authority of this Union and shall be empowered to take or direct any action. Membership reserves the right to override decisions of the Administrative Board and any elected bodies or committees and to originate directives at any time via a membership-wide vote laid out in this Constitution. Local officers and elected bodies shall not make any decisions which contradict those made by the membership within the past term length of a steward.
3. Between membership meetings or membership votes, the Administrative Board shall be the highest authority of MUWU, and shall exercise general administrative authority and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval.
4. Between meetings and votes of the Administrative Board, the Internal Administrator and Treasurer, in consultation with the appropriate officers and staff, shall jointly exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted, to the Administrative Board subject to subsequent approval of the Administrative Board.

F. Levying Assessments:

1. MUWU does not have any fees, dues, or other financial requirements from our members at this time.

G. Participating in insurance or other benefit plans:

1. All members, as defined by the bargaining unit, may participate in any insurance or benefit plans as negotiated through the collective bargaining process.

H. Authorizing disbursement of labor organization funds:

1. At present, MUWU's bank account holders are at liberty to authorize the disbursement of MUWU's funds. After MUWU's Certification Election Victory and the establishment of a New Constitution, authorization of the disbursement of the funds should become the responsibility of the persons defined under the New Constitution, and any present funds should be transferred to an organizational bank account created under a 501(c)5 non-profit organization designation within 90 days of the ratification of the New Constitution.

I. Auditing financial transactions of the labor organization

1. We must electronically file financial reports annually with OLMS. If we have annual receipts of \$250,000 or more we must file Form LM2. If we have annual receipts less than \$250,000 we may file the shorter Form LM-3, and if we have annual receipts less than \$10,000 may file Form LM-4.
2. Annual financial reports must be signed by the Internal Lead and Budget Lead or corresponding principal officers, and are due within 90 days after the end of our fiscal year, which is January 31st.
3. We must file electronically via the OLMS Electronic Forms System (EFS) available at www.dol.gov/agencies/olms.
4. We must make annual financial reports available to our members and permit members to examine supporting records (such as the ledger, receipts, and bank statements) for just cause. Any requests at this time should be brought to the Budget Lead or Internal Lead.
5. The reports and documents filed with OLMS are public information and any person may examine them or obtain copies from the OLMS National Office. Anyone with a computer and Internet connection can examine reports or obtain copies through the OLMS Online Public Disclosure Room at www.unionreports.dol.gov.

J. Calling and holding regular and special meetings

1. The official meetings of MUWU are general membership meetings, work group meetings, and shop meetings. Official meetings are open to all members.
2. The facilitator of the meeting will ensure broad participation and open discussion. Members who have not spoken will be given priority. The facilitator may set a time limit for the duration of speeches. Decisions pertaining to, and within, the meeting shall be made by simple majority vote.
3. Any shop or working group may additionally hold their own meetings under these rules as they see fit.
4. Any member may call for an emergency meeting if the need arises. All members who have opted into our mailing list must be notified of this meeting via email.
5. General meeting times must be posted and correct on our website: muwu.org
6. A notice should be sent out 24 hours in advance of general membership meetings and shop meetings via MUWU's mailing list. This notice should include the agenda of the upcoming meeting and the minutes of the previous meeting.
7. An archive containing the minutes and agendas of all previous meetings shall be made available to all union members.
8. All meetings of the Union shall be conducted under [the Simplified Robert's Rules of Order](#).

K1. Selecting Administrators and Stewards and selecting any representatives to other bodies composed of labor organizations representatives

1. We must elect our officers by secret ballot at least every three years, with the three year period starting in April 2024. This election should occur once a year at the end of the second semester.
2. Administrator elections must be conducted in accordance with the provisions of our union's constitution and bylaws as long as they comply with the LMRDA.
3. Any member in good standing may volunteer to be an election official. These election officials shall compose the election board. The election board shall ensure a just election process that complies with the LMRDA.
4. Every member in good standing has the right to nominate candidates, to be a candidate subject to reasonable qualifications uniformly imposed, and to support and vote for the candidates of the member's choice. A nomination meeting must be held 4 - 6 weeks prior to the election, and all nominations must be submitted to the election board within one week after this meeting.
5. We must mail a notice of election to every member at the member's last known home address at least 15 days prior to the election.
6. Ours and Macalester's assets, including funds, equipment, and property, may not be used to promote the candidacy of any candidate. However, union funds may be used for expenses necessary to run an election.
7. Stewards (also referred to as Shop Leads) should be elected with the same frequency as the Administrators (also referred to as Leads).
8. The first elections for the Administrative Board should occur within 90 days of the ratification of the New Constitution.

K2. Invoking procedures by which a member may protest a defect in the election of Administrators, Stewards, or other such officers

1. Any member may propose to the election board that there was a defect in the election of Administrators, Stewards, or other such officers within 10 days of the election. The board should then thoroughly investigate the potential issue, and then report their findings to the proposing member within 10 days of the proposition. If it is found that the issue could have altered the outcome of the election, the election must be re-held.

L. Quorum

1. 10 people must be present in a general meeting for any of the following votes to be initiated. This is reduced to 5 people for a shop meeting. At least 10% of those eligible to vote, and in good standing, (for shop votes, this only includes the members of the shop, otherwise it is the entirety of the membership) must vote in the secret ballot elections for them to be considered valid.

M. Disciplining or removing officers or agents for breaches of their trust

1. Any member may propose that an officer (a Lead or Administrator) has breached the trust of the Union during a general meeting, and must therefore be removed from office. If at least 60% of those in attendance agree after discussion, a secret

ballot election should be set for one week after the proposal, and an electronic notice should be sent to all contactable members via email of said vote. If at least 60% of voters agree to remove the officer, they are promptly removed from office, with their responsibilities being taken over by the other Leads until an emergency election can be held to replace them. The nominations of this emergency election should be submitted to an election board at least 4 weeks prior to the election, but no later than 16 days prior to the election.

2. The process is the same for Stewards (or Shop Leads), although only members of the Steward position's shop may vote for the replacement steward.

N. Imposing fines and suspending or expelling members

1. MUWU may not presently fine any of its members. It may, however, sue for damages using the normal legal channels.
2. MUWU may not presently suspend or expel its members.

O. Authorizing bargaining demands

1. Any member may be a part of contract bargaining. These members shall be referred to as the Bargaining Board. Each shop shall elect up to a number of members equal to $\frac{1}{5}$ of the total number of workers in the shop (rounded down, with a minimum of 1 representative) to represent them on the bargaining board. These shall be the primary bargaining members who will act as liaisons between their shops and admin, attending all necessary bargaining meetings as official representatives of their respective shops.
2. Shops must organize a meeting to discuss and meet with their potential candidates before holding a secret ballot election to determine their representatives. Following quorum, any candidate needs to win at least a simple majority of the vote in a secret ballot election to be elected to the board. Members may vote for as many candidates as they wish, with the most popular candidates filling the shop's bargaining slots first. A shop may only elect a number of representatives as defined above. If there is a tie for the last available bargaining slot within the shop, they must hold a run-off election to determine who will be appointed to that slot. In this run-off election, members may only vote for one candidate.
3. The Bargaining Board must push for bargaining to be an open process, allowing any member to witness the proceedings and participate in internal discussions.
4. Bargaining demands should be discussed either during general meetings, or during separate bargaining meetings, which should be open to all members. Once a demand proposal is agreed upon by at least 60% of those in attendance after discussion, a secret ballot election should be set for one week after the proposal, and an electronic notice should be sent to all members via email of said vote. If at least 60% of voters agree to authorize the demands (agreed upon either as a block, or as individual items as the membership sees fit), the

demands are authorized and may be brought to contract bargaining by the bargaining board. If at least 60% of voters don't agree to authorize the demands, then a new proposal must be submitted during a general or bargaining meeting, with the authorization process repeating.

P. Ratifying contract terms

1. Once a contract proposal is agreed upon by administration and at least 60% of the bargaining board, it must be presented to the membership in a general meeting, where it will be discussed. Once it is presented and discussed, a secret ballot election should be set for one week after the proposal, and an electronic notice should be sent to all members via email of said vote. The contract is ratified if at least 60% of voters agree to ratify it. If the proposal fails to receive at least 60% of the vote, it is rejected and a new proposal must be submitted during a general meeting once a new agreement has been reached, with the ratification process repeating.

Q. Authorizing strikes

1. Any member may propose a strike vote during a general meeting, if that proposal is agreed upon by at least 60% of those in attendance after discussion, a secret ballot election should be set for one week after the proposal, and an electronic notice should be sent to all members via email of said vote. If at least 60% of voters agree to go on strike, a strike may be planned and initiated.

R. Issuing work permits

1. We are not presently involved with issuing work permits.

S. Drafting and Ratifying the New Constitution


1. The New Constitution should be drafted by the membership during either the general meetings, or agreed upon constitutional meetings. All members may propose additions, reductions, or modifications to the Constitution during this meeting discussion. An addition, reduction, or modification will be added if at least 50% of those in attendance vote and agree to instate it.
2. If at least 60% of those in attendance decide that the Constitution is complete, a secret ballot election should be set for one week after the proposal, and an electronic notice should be sent to all members via email of said vote. If at least 60% of voters agree to ratify the Constitution, then the Constitution is instated, replacing this Provisional Charter. The leadership outlined within this Charter shall oversee the transition, and shall maintain their roles until the first election.
3. If MUWU affiliates with another union before the ratification of the New Constitution, we may need to adopt their processes and bylaws when drafting and ratifying our New Constitution. This is to be discussed and negotiated with any potential affiliates before affiliating.

T. Proposal and Ratification of Amendments

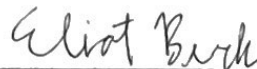
1. Any member may propose an amendment to this charter during a general meeting. After a period of discussion, If at least 60% of those in attendance agree to pass the amendment, an electronic notification should be sent out to the membership, and a secret ballot election will be held one week later. If at least 60% of those voting agree to pass the amendment, it is added to this document, with the updated version being submitted to the Office of Labor Management.
2. If the same amendment fails to reach quorum in two general elections, the Leads/ Administrative Board may vote unanimously to pass the amendment as an emergency action. The vote must be unanimous, and this should only be done if it is found that we have established a level of quorum that is impossible to achieve in our current organization.

U. Affiliation Protocol

1. If MUWU wishes to pursue affiliation with another local, regional, or national labor union, the Leads/ Administrative Board must discuss potential options for affiliation during a general meeting, or special affiliation meeting, agree upon which unions to meet with (60% need to be in agreement, following quorum), and then hold a public meeting where the unions may present their cases, and where the membership may ask questions of their policies, expectations, and other such pertinent information. The members should then discuss in a general membership meeting, or special affiliation meeting, the advantages and disadvantages of affiliation with any such union. Once discussion has concluded, MUWU must hold a secret ballot election to determine whether or not they will be affiliating. Notice of this election must be sent to all contactable members at least three days before it occurs. Members may vote to affiliate with one union, or remain independent. They may not vote for multiple options. An option needs 60% of the voter's support to be accepted, following quorum. If no option receives 60% of the vote, the least popular option should be removed, and the election should be performed again.



Joseph Robert Polyak
Budget Lead



Eliot Ashton Berk
Internal Lead