

MANUAL
of the
**INTERNATIONAL WORKERS
ORDER**



Issued by
**NATIONAL EXECUTIVE
COMMITTEE I.W.O.**
80 Fifth Avenue New York

Price 5 cents

City

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INTRODUCTION

The Third National Convention of the International Workers Order held in May, 1935, in adopting the new constitution of the Order decided to omit the Branch By-Laws and instructed the incoming National Executive Committee to issue a manual which should include the By-Laws omitted from the previous constitution; and to include vital information to guide the members and active workers of the Order.

The need for this manual is a burning one. The members and active workers of the I.W.O. have here an authoritative guide to which they can refer as an aid in tackling the many problems confronting us in the building of our young and fast-growing proletarian fraternal order.

This manual will serve as a teacher and instructor in addition to aiding in the establishment of a uniform procedure for the branches of the International Workers Order.

How to Use the Manual

The manual should not only be read through by the members and officers of the I.W.O.; it should be used as a reference and guide. Included in the manual are important directives on the conduct of branch meetings. The index will aid in directing the reader to the particular information he or she is desirous of obtaining.

Because of the special conditions and problems facing the various language sections flexibility is necessary in applying the manual.

NATIONAL EXECUTIVE COMMITTEE
INTERNATIONAL WORKERS ORDER

May, 1936

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CHAPTER I

DECLARATION OF PRINCIPLES

(Adopted at 3rd National Convention, May, 1935)

THE International Workers Order is a workers' fraternal organization. It provides its members with sick, disability and death benefits, as well as with medical aid and other forms of help. It accepts members irrespective of sex, nationality, color, creed or political beliefs.

Workers' fraternal mutual benefits serve the purpose of meeting the problems of the economic insecurity of the workers. But they cannot solve the problem. The I.W.O. therefore considers it its duty as a workers' organization to aid all other of the workers' efforts to liquidate their economic insecurity.

The workers depend for their living on wages. They cannot get wages when they are unemployed, sick, too old or otherwise disabled. Mutual aid supplies help in some of the emergencies. But it cannot solve the problem. To solve the problem the workers must make organized efforts for more effective economic security.

The workers need and must make continuous efforts to get decent wages to assure an adequate standard of living as the only possible guarantee for their health and physical ability.

The workers require and must demand sanitary and safe working conditions in the shops, mills, mines and factories.

The workers are entitled to the protection of effective social hygiene.

In addition to all this the workers must have and must do everything to get adequate unemployment and social insurance.

Organized efforts of the workers to achieve these needs are as necessary for the achievement of economic security as efforts to provide mutual benefits. The support of such organized efforts is, therefore, as much the duty of a workers' fraternal organization as is the payment of mutual benefits.

The International Workers Order recognizes this duty. Therefore it will organize its life, its activities and its services with the aim of developing among its members workers' solidarity and unity as the first necessity for effective workers' struggles. It will carry on educational and cultural work designed to break down the artificial barriers of race, creed and color which now divide the workers. As far as it is within its power, it will endeavor to win its members for participation in the efforts of the workers to end their economic insecurity.

By such efforts the I.W.O. everywhere, and at all times, shall make itself a part of the forces that make for the continuous improvement of the living conditions of the workers.

CHAPTER II

GENERAL PROGRAM

The International Workers Order was chartered by the Insurance Department of the State of New York in April, 1930. The I.W.O. has since then and is now securing charters in the many states in which we have branches and where we are making efforts to build our organization.

The I.W.O. was built by five thousand workers, former members of other fraternal organizations. They set themselves the goal of building a new workers' fraternal order, the guiding principle to be that of *service to the working class*.

The "Declaration of Principles" embodies the aims and ideals of the International Workers Order—of *proletarian fraternalism*.

Most fraternal organizations in the field appeal to the workers of the same nationality, of the same religion, of the same political faith or of the same color. The International Workers Order appeals to all workers irrespective of their religion, race, color, sex or political beliefs.

Insecurity is a problem faced by *all* workers. The more workers are united, the more effective will be their mutual aid efforts. It is for this reason that the I.W.O. strives to break down the artificial barriers which today serve to separate the workers along lines of race, color, nationality, religious or political beliefs.

The most harmful barrier is that of white chauvinism (theory of white supremacy) which is designed to separate the white workers from the Negro workers.

The I.W.O. strives to break down this barrier by uniting in its ranks both Negro and white workers.

In order to meet the needs of foreign-born workers who speak in their mother tongue, the I.W.O. has language branches in addition to the English-speaking branches.

The members of the I.W.O. receive direct help in meeting the problems arising out of insecurity, in the form of life insurance, sick benefits, tuberculosis benefits, medical service and other forms of benefits.

As a workers' organization, it strives to maintain a maximum of benefits at a minimum of cost.

Creating a Bond of Solidarity

The Order strives to establish the closest fraternal relationship between the membership; to create among the members a genuine interest in each other's welfare, sharing in each other's joys, and coming to each other's assistance in times of trouble and stress—a real brotherly relationship, based on mutual understanding, on mutual efforts in meeting mutual problems. The Order strives to make its branches real centers for the social and cultural advancement of the membership.

Community Centers

To provide the facilities for the social, cultural and sport life of the membership, and to make these a factor in the neighborhoods, the I.W.O. establishes I.W.O. Community Centers. These centers, and their facilities, are open to the I.W.O. membership and to the workers in the neighborhood. Special emphasis in these centers is placed on providing the needs of youth.

Social Insurance

The I.W.O. recognizes that at best a fraternal organization can only supply a minimum of self help in meeting some of the emergencies which arise.

Only society as a whole can adequately meet the problem. That is why the Order endorses and fights for a system of unemployment and social insurance; a system of government aid to cover the needs of the unemployed, the disabled, the aged, widows and orphans and others in need.

Bourgeois vs. Proletarian Fraternalism

The masses join fraternal organizations to secure protection and to find a solution to the problem of insecurity. Yet many fraternal orders are under a leadership that uses the fraternal movement to further the interests, not of the workers but of the moneyed class.

Such leaders are continuously making efforts to line up the fraternal organizations behind an anti-working class program; to use the fraternal movement in curtailing the civil rights of the workers, in breaking strikes and in suppressing every effort of the workers to improve their conditions. This constitutes bourgeois fraternalism.

As against such fraternalism, the I.W.O. offers its program of *proletarian fraternalism*; the practice of workers solidarity, not only in the payment of mutual benefits but in support of the worker's efforts to protect himself against sickness, against accidents, against unsanitary and unsafe working and living conditions and against an insufficient standard of living.

Unity of the Workers' Fraternal Movement

There are many workers' fraternal organizations with aims similar to those of the International Workers Order. The united efforts of such organizations, the amalgamation of such organizations with the I.W.O., will result in more effective mutual help, more effective fraternal help to the membership.

Efforts are being made continuously to worsen the conditions of the workers through attacks on their organizations, through efforts to curtail civil rights, freedom of speech, of press and of assembly. The rise to power of fascism would

lead to the destruction of workers' rights, to the destruction of their organizations.

The leaders of bourgeois fraternal organizations are aiding and abetting the attacks on the workers and their organizations.

A united workers' fraternal movement can most effectively meet these attacks; most effectively defend the rights of the workers.

A united workers' fraternal movement can most effectively carry on the struggle for unemployment and social insurance.

The International Workers Order has already experienced the value of such unity in the successful amalgamation with the Hungarian Workers Educational and Benevolent Society, with the Slovak Workers Society and with the Russian National Mutual Aid Society.

The I.W.O. strives to establish the closest bonds of friendship with other workers' fraternal organizations and invites them to join in building a *United Workers' Fraternal Movement in America*.

The Trade Unions

The International Workers Order supports the efforts of the workers to build trade unions for the purpose of using their united strength in fighting for better conditions.

The International Workers Order is seeking legislation that will insure safety for workers in the mines, mills and shops; to promote measures for the betterment of the health and working conditions of workers in our country; to secure a system of unemployment and social insurance.

The workers organized into trade unions are a most effective and most important factor in the fight for these conditions.

That is why the International Workers Order urges its membership to become members of their respective trade unions. That is why the I.W.O. cooperates with the trade unions and asks in return the cooperation and unity of the trade unions with the I.W.O. in these struggles.

CHAPTER III

MEMBERSHIP AND BENEFITS

Any person in good health, mentally sound and of good moral character, between the ages of 16 and 44 years, regardless of nationality, religion, race, sex, color or political belief, is eligible for membership. Such applicants may be admitted to membership;

- (a) If they are proposed for membership at the meeting of the branch by a member of the I.W.O.
- (b) If they filled out and signed a membership application on the form provided by the Order and having given true and correct answers to the questions therein.
- (c) If they passed a health examination by physician authorized by the National Executive Committee.
- (d) If they pledged to comply with the principles, laws, constitution, rules and regulations of the Order and promised to be bound thereby and to conform thereto.

No member of a police force and no professional strikebreaker can be accepted as a member.

The National Executive Committee may approve applications for membership in the Order of applicants who are over the age of 44 and not more than 60 years of age.

(Any person making application for membership shall comply with and be governed by ARTICLE XXV of the Constitution, dealing with membership.)

A Workers' Organization

As a workers' organization the I.W.O. and its membership strives to recruit into its ranks the industrial workers who toil in shop, mine and mill. That, however, does not mean that the I.W.O. accepts only workers as members. It simply means that its program is based on the interests of the workers. All those who accept this program as theirs are welcome as members. The Order accepts as members any person who upon applying declares his readiness to practice the workers' fraternalism of the International Workers Order.

Benefit Services

The I.W.O. offers its members, in addition to life insurance (which every member of the I.W.O. must carry), sick benefit, consumption benefit, and disability benefit, which are supervised and managed by the National Office.

A new member is entitled to receive benefits according to the option he has chosen from the first day of the fourth month after his payment commenced. He is not entitled to receive any benefit of whatever kind, whether sick, disability, or death, if the sickness, disability or death occurred during the first three months of mem-

bership. Mortuary assessments to be returned if death occurs within three months of membership and no death benefit is paid.

Life Insurance

The members can choose one of the following amounts of life insurance: \$100, \$150, \$250, \$500, \$1,000, \$2,000. These amounts are payable only in case of death of the member.

The Order has adopted straight life insurance because it enables the average worker to get the most protection at the lowest possible cost. Endowment policies require high premium payments and the saving feature involved in these policies is of a very questionable value because of the tremendous number of lapses due to inability to maintain high dues payments, as well as other important weaknesses of this form of insurance.

The death benefit (life insurance) is payable to the beneficiary which shall be designated by the member when he joins the Order. The member can designate as his beneficiary a wife, or husband, children, blood relatives, or the branch to which he belongs (if he is dependent on the branch). A member has a right to change his beneficiary at any time. To do so he must sign a specially provided form in the presence of witnesses or a notary public and exchange his certificate.

In case of death of the member, the beneficiary must immediately inform the financial secretary of the branch who shall in turn notify the National Office of the Order. The beneficiary must supply the National Office with a certified copy or photostat of the death certificate and also the membership certificate (policy) of the insured.*

as well as other legal documents which may be required by the National Executive Committee. The benefit is payable as soon as all necessary documents are received and passed by the National Office.

Dues Payments for Life Insurance

The payments for life insurance depend on amount of insurance and the age of the member. The Order has adopted the step rate payment system which means that the rate increases as the member gets older. Under this system the younger members at about the age of 30 pay about one-third what they would have to pay under any other system, and while the rate keeps on increasing, the dues payment is lower than that paid on the level rate until approximately the age of 53 or 54. After that it keeps on increasing but the Order has made special provisions by which this increase stops at the age of 60.

Sick Benefit

In addition to the life insurance, a member of the Order can choose a sick benefit option of \$4, \$6, \$8 or \$10 a week paying for it special monthly fees according to the amount of the benefit. These options carry with them automatically provisions for consumption and disability benefit.

The sick benefit is payable for inability to work due to sickness or accident. It is payable from the first day of disability (from the first day of the physician's visit) for as long a period as this disability continues up to 15 weeks. Sick benefit is payable only for each full seven days of disability. No member can receive more than 15 weeks

sick benefit in any one period of 12 months. If one particular sickness continues for more than a year, then the member receives in the second year 15 weeks benefit at one-half the rate of the first year; in case the disability is prolonged into the third year, the member is entitled to 10 weeks benefit at half-rate. No member is entitled to sick benefit for disability due to venereal diseases; women members are not entitled to sick benefits for disability connected with pregnancy or menstruation. Housewives are not eligible for any sick benefit option because there is no loss of actual wages in case of their sickness. Women employed in factories or any other enterprise can choose any sick benefit option.

When a member gets sick he must immediately inform the secretary or the hospitaler (sick benefit director) of his branch, and they shall supply him with special blanks for sick benefit claims. These claims must be filled out separately for each week by the attending physician; they must be signed by the sick member and by the visiting committee which the hospitaler will send to the sick member. If a member is confined to a hospital no visiting committees are necessary, but the member must procure a statement from the hospital and attach it to the benefit claim. If, however, the member is treated by a clinic or out-patient department of a hospital he must have visiting committees. The claims shall be forwarded through the branch to the National Office within three weeks.

If the claim is approved by the Sick Benefit Committee of the National Executive, the National Office will send the check for benefit to the secretary of the branch. In turning over the

sick benefit check to the member, the secretary shall deduct from the check all debts of the member to the National Office or to the branch.

Tuberculosis Benefit

All members of the Order (with the exception of those carrying Option AM and Intermediates) are entitled to a special tuberculosis benefit if they contract pulmonary tuberculosis after the expiration of six months' membership in the Order. Such members are entitled to 30 weeks benefit at \$20 per week. AY Option is entitled to \$10 T.B. benefit for 30 weeks.

Accident Benefit

A member of the Order (except members in Options AM, AY, BY, CY, and DY), who has been in good standing for six months is entitled, in addition to sick benefit, to receive a special accident or disability benefit. If as a result of an accident a member becomes permanently crippled or disabled, that member is entitled to a sum of from \$25 to \$300 depending on the nature of the disability (as provided in the Constitution, Article XXI, Sec. 2).

Medical Service

In larger cities the Order organizes a Medical Department through its City Central Committees. Where such Medical Departments exist, a member upon subscribing gets free medical service upon payment of a fixed fee, depending on the local arrangements. For example, in New York City a single member can obtain free medical service for the payment of 23 cents per month; a married member gets service for him-

self, his wife and all children under 18 years of age, for the payment of 35 cents per month. These charges are paid by the member to the branch, and by the branch to the City Central Committee (not to the National Office).

In New York City and in some other cities a special department has been set up through which the membership of the I.W.O. is afforded the services of various specialists (heart, lung, stomach, etc.), at a reduced fee.

The New York City organization also has its own Dental Department to provide its membership with reliable dental service at a reduced rate.

Arrangements are likewise made with drug stores and opticians for special rates to I.W.O. members.

Rates

MONTHLY MEMBERSHIP FEES OF THE I.W.O.

STEP-RATE TABLE FOR DEATH BENEFITS

Age	\$100	\$150	\$250	\$500	\$1000	\$2000
16	.35	.37	.41	.51	.72	1.14
17	.35	.37	.41	.51	.72	1.14
18	.35	.37	.41	.51	.72	1.14
19	.35	.37	.41	.51	.72	1.14
20	.35	.37	.41	.51	.72	1.14
21	.35	.37	.41	.51	.72	1.14
22	.35	.37	.41	.52	.73	1.16
23	.35	.37	.41	.52	.73	1.16
24	.35	.37	.41	.52	.73	1.16
25	.35	.37	.41	.52	.74	1.18
26	.35	.37	.41	.52	.74	1.18
27	.35	.37	.42	.53	.75	1.20
28	.35	.37	.42	.53	.75	1.20
29	.35	.37	.42	.53	.76	1.22
30	.35	.38	.42	.54	.77	1.24
31	.35	.38	.42	.54	.78	1.26

Age	\$100	\$150	\$250	\$500	\$1000	\$2000
32	.35	.38	.42	.54	.78	1.26
33	.35	.38	.43	.55	.79	1.28
34	.36	.38	.43	.56	.81	1.32
35	.36	.38	.43	.56	.82	1.34
36	.36	.38	.44	.57	.83	1.36
37	.36	.39	.44	.58	.85	1.40
38	.36	.39	.44	.58	.86	1.42
39	.36	.39	.45	.59	.88	1.46
40	.36	.39	.45	.60	.90	1.50
41	.37	.40	.46	.62	.93	1.56
42	.37	.40	.47	.63	.95	1.60
43	.37	.41	.47	.64	.98	1.66
44	.38	.41	.48	.66	1.01	1.72

Sick Benefit Dues

For sick benefits, add to the monthly life insurance dues the following:

- For \$ 4 weekly sick benefit (Option B) add 28c
- For 6 weekly sick benefit (Option C) add 43c
- For 8 weekly sick benefit (Option D) add 57c
- For 10 weekly sick benefit (Option E) add 85c

Wives of members can get life insurance membership in the Order at 14c per month less than mortuary rates, if they have no sick benefit (Option A).

Branches charge a small local dues, from 10c to 25c per month.

The charge for the Medical Department varies according to local arrangements.

In order to determine the total payment of a member, the various costs must be added, as for example:

- In case of a member 35 years of age, with
- \$250 life insurance (Class 3)43
- \$6 Sick Benefit (Option C)43

Medical Department-Family (varies)35
Local dues (varies)25
	<hr/>
Total month'ly dues.....	1.46

Payment of Dues

Every member must pay dues regularly each month to the financial secretary of the branch at the branch meetings.

The dues include the payment to the National Office for life insurance and sick benefit, the local dues of the branch, and payment for medical service (if the member belongs to the medical department).

Suspensions

If a member is in arrears for more than 3 months he becomes suspended in the National Office and is not entitled to any benefit during the time of suspension. A suspended member is reinstated upon paying his debts within 2 months of the date of suspension. Upon the expiration of 2 months after suspension he is expelled.

An expelled member can be reinstated only if he is in good health. To be reinstated he must submit a signed statement to that effect, in addition to the payment of the dues that he owes (provided he applies in the first month of his expulsion).

Reducing or Increasing Benefits

If a member wishes to reduce the amount of his life insurance or his sick benefits he must do so in writing by signing a special form provided for

that purpose. If he wishes to increase his benefit he must undergo a new medical examination at his own cost. No member over 44 years of age can increase his benefits.

Aid to Unemployed Members

While it is impossible for the Order and its branches to solve the problem of all its unemployed members, every effort should be made by the branches to assist those of our members who are unable to meet their dues payments because of unemployment.

This can be done through the establishment of an unemployment loan and aid fund. Such a fund can be accumulated by the branch through special affairs, etc.

Where such funds have been established members of the branch who are unable to meet their dues payments should be notified that they can apply for a loan to the branch Executive Committee.

Such a fund can also be used to give special aid to sick and needy members; particularly sick members who run out of their benefits and require additional help.

It is clear that a branch cannot do more than help a limited number of members through such a fund. The Executive Committee shall consider each case separately and decide on its merits.

Unemployed Option

A special option is provided for unemployed members, to help them to maintain their membership during a period of unemployment (Option UA—see Constitution).

CHAPTER IV

BRANCHES

The Order consists of branches throughout the country, and every worker who wants to join the Order can enter an existing branch or participate in organizing a new branch.

Organization of a Branch

A branch (lodge) of the I.W.O. can be organized in any locality where there are no other branches of the same language (15 members are required). Any group of people who are interested in organizing a branch of the Order should get in touch with the City or District Committee of the Order, or with the National Office. These Committees will immediately appoint their representative to this branch and an examining physician.

All candidates must undergo a physical examination for which the applicants pay. Each member must also pay an initiation fee of 50c to the National Office (the branch may add to the initiation fee another charge of not more than 50c).

At its first gathering the group shall elect a temporary secretary to keep the financial and other records, and conduct correspondence with the National Office. The temporary secretary shall forward the applications to the National Office. Upon approving at least 15 applications, the National Office will issue a charter to the branch and designate a number by which the branch will be known. The membership of the branch may also choose, in addition to the number, an appropriate name by which it wishes the branch to be known. This name will be included in the Charter and Seal of the branch issued by the National Office.

Branch Financial Books

The National Office will supply the branch with a receipt and voucher book for the purpose of keeping a complete record of all the cash receipts and expenditures of the branch, also with a membership ledger in which the branch will keep the accounts of the individual members.

The National Office will also supply the branch with all necessary forms and blanks. If desired, the branch can secure an I.W.O. gavel and insignia for officers.

The branch is charged by the National Office for all the supplies and must pay for them subsequently from its own local dues or income.

FUNCTIONING OF THE BRANCHES

Branch Officers and Their Election

Each branch shall elect (1) President, (2) Vice-President, (3) Financial Secretary, (4) Membership Director, (5) Treasurer, (6) Recording Secretary, (7) Educational and Social Director, (8) Literature Director, (9) Hospitaler, (10) Chairman of the Board of Trustees, (11) Sergeant-at-arms, (12) Children's Director, (13) Youth Sponsor.

Small branches must have at least the following five officers: President, Financial Secretary, Recording Secretary, Educational and Social Director, and Hospitaler.

Any member in good standing is eligible for any office in the branch, with the exception of Financial Secretary and Treasurer. Eligibility for the office of Financial Secretary and Treasurer require, in addition to good standing, member-

ship in the branch for not less than six months. (This provision shall not apply when a new branch is organized).

Branch officers shall be nominated and elected at meetings of the branch in December and June of each year, to serve for a term of six months, and shall assume office at the first meeting in January and July respectively following the election. All members of the branch must be notified in writing of the time and place of the meeting where nomination and election of officers is to take place.

Candidates for office shall be proposed and seconded by members in good standing. Those receiving the highest vote shall be deemed elected to office.

The Financial Secretary shall notify the National Office of the International Workers Order of the names and addresses of all officers installed and of the time and place fixed for the regular meetings of the branch. (Special form is provided for this purpose.)

The Financial Secretary shall notify the National Office of any change in officers or in the time or place of the meetings.

Installation Ceremony

The branch should arrange an official installation of officers. Where possible, a representative of the City Central or Language Committee should be invited to officiate at the ceremony. If not, one of the former officers should officiate.

The officers to be installed should be called to the platform and, after appropriate introduction, be requested to repeat the following pledge in

substance (all members should stand while the pledge is being made):

"In accepting office in the.....
Branch No..... (use your branch name and number) I pledge to faithfully perform the duties of my office, in accordance with the Constitution and By-Laws of the International Workers Order, and to do all in my power to further the interests of our branch, our Order and its membership.

"In accepting this pledge I recognize the responsibility placed upon me, and promise to carry high the banner of proletarian fraternalism."

Following the pledge, outgoing officers as well as incoming officers shall be called upon to speak.

The installation can be made the occasion for a branch celebration, with entertainment, the serving of refreshments, singing of songs, etc.

In installing the officers, any insignia of office used by the branch should be presented to the incoming officers.

Vacancies in Office

Any branch officer who fails to attend any three successive branch or executive committee meetings without sufficient cause may be removed from office and the branch shall fill the vacancy.

Any branch officer who is expelled for any cause whatsoever or resigns or transfers or is transferred from the branch shall cease to be an officer thereof and his office shall be declared vacant.

When a vacancy occurs in any office, the vacancy shall be filled through an election at the next following meeting of the branch. The membership shall be informed of the holding of such

elections, and they shall be held in conformity with the provisions for the election of all officers of the branch.

Rights and Duties of Branch Officers

Branch officers are required to attend all meetings of the branch and of the branch Executive Committee.

President

The President is the official leader of the organization, presiding at all branch and Executive Committee meetings. He shall be responsible for the proper functioning of the branch, of the Executive Committee, and all officers and sub-committees.

Vice-President

The Vice-President shall preside at branch and executive meetings in the absence of the President. He shall assist the president in his work.

Financial Secretary

The Financial Secretary shall keep the books of account of the branch, collect dues and issue receipts, and shall be responsible for the regular monthly dues payments to the National Office and the keeping of all records connected with this function. He shall carry on all necessary correspondence with the national office. The Financial Secretary shall be responsible for turning over all mail received by him for the branch to the Executive Committee (see page 57, "Instructions to Financial Secretary"). The Financial Secretary shall be bonded by the National Executive Com-

mittee at the expense of the branch. The Financial Secretary shall have the duty of notifying members of regular and special meetings of the branch. He shall report regularly to the branch on its financial status, at least every three months.

Membership Director

The Membership Director is the head of the Membership Committee and is charged with the responsibility of taking care of all matters pertaining to the recruitment of new members. The Director and his committee are also charged with the responsibility of involving the membership in the activity of the branch; checking on attendance of members and paying special attention to members financially delinquent.

Treasurer

The Treasurer shall receive from the financial secretary all the income of the branch of whatsoever kind and give proper receipts therefor. He should supervise the payment of bills under such rules as may be adopted by the branch applying thereto and keep an accurate record of all receipts and disbursements; shall submit all receipts and vouchers, together with his books, once every three months to the trustees for auditing. He shall be bonded by the National Executive Committee at the expense of the branch.

Recording Secretary

The Recording Secretary shall keep a record of the minutes, in a regular minute book, of regular and special meetings of the branch and its Executive Committee. He shall read such minutes at

the meetings following that at which they were taken. He shall enter in his records the income and disbursements of the branch and shall keep on file all letters received and mailed.

Educational and Social Director

The Educational and Social Director shall direct the educational and social functions of the branch; head the Committee for cultural and social work and carry out such work in connection with his office as may be assigned to him by the branch or other bodies of the Order having responsibility for educational and social activities. (See "Guide to Educational, Cultural and Social Activities," page 36.)

Literature Director

The Literature Director shall direct the work of a regular distribution and sale of working class literature; pamphlets, books, magazines, and newspapers at meetings and affairs of the branch. He shall head any committee necessary for this function. He shall be a member of the educational and social committee and work in conjunction with this committee. He shall turn over to the financial secretary all income from the sale of literature. (See "Guide to Educational, Cultural and Social Activities," page 39.)

Hospitaler

Hospitaler (or sick Benefit Director) shall have charge of visiting sick members and shall receive a complete list of all members and their addresses, and assign them to sick visiting duties. He shall see to it that the visiting committees appointed by him visit members reported sick regularly at

least once a week. He shall see to it that such committees express the interest of the branch in its sick members, bring them good cheer, and express the hope of the branch for the sick members' speediest recovery. Such members shall establish the condition of the sick members and find out whether the branch can be of further aid to them.

The Hospitaler shall give proper instructions to the visiting committees as to the signatures required by them on the sick benefit certificate provided they find the member ill or unable to follow his or her usual occupation. The Hospitaler must sign all sick benefit certificates. He shall report to the branch at each meeting on all sick members.

In the event of the death of a member, the branch acting through the Hospitaler or through special committees, shall accord the deceased member all the honors due a member of the Order, attend the last rites and express the condolence of the branch to the family and relatives of the deceased member.

Chairman of the Board of Trustees

The Chairman of the Board of Trustees is responsible for the proper functioning of the Board of Trustees (Auditing Committee). For duties see Board of Trustees, page 28.

Sergeant-at-Arms

The Sergeant-at-Arms shall see that meeting rooms are in proper order; shall receive and conduct members, visitors and committees to the branch. He shall establish the reasons for visits of individuals and committees and see that they

are directed to the proper officers. He shall work with the membership committee in checking up on attendance at meetings.

Children's Director

Children's Director is the responsible member in charge of the Junior branch. He acts as Financial Secretary of the Juniors. He organizes their activities and coordinates them with the work of the adult branch. He reports to the adult branch on the progress of the Juniors.

Youth Sponsor

The Youth Sponsor shall be responsible for the building of a youth branch or Youth Division of the adult branch, or where they have been established, shall be the representative of the adult branch to the youth to see that they get the proper help.

Committees

In larger branches the following standing committees should be elected by the branch in addition to the officers: Educational and Social Committee, Membership Committee and Board of Trustees.

Membership Committee

The Membership Committee headed by the Membership Director is charged with the responsibility of taking care of prospective members and of new members. The committee shall also cooperate with the financial secretary and the executive committee to see that delinquent members, suspended and expelled members, as well

as members who do not attend branch meetings, are visited and brought into good standing and into activity.

Educational and Social Committee

The Educational and Social Committee headed by the Educational Director is charged with responsibility for planning the educational and social features of the branch. (See "Guide to Educational and Social Activity," page 36.)

Board of Trustees (Auditing Committee)

This committee with a minimum of 3 members shall have the responsibility of auditing the books of the branch at least once every three months. The Committee shall then report its findings to the branch. The Committee shall also see to it that the branch records are submitted annually to the National Auditing Department. This committee shall also control the finances of all affairs of the branch. It should plan the budget of the branch.

The Chairman of the Board of Trustees shall be a member of the Executive Committee.

Executive Committee

The Executive Committee consists of the officers of the branch. The Executive Committee should not exceed fifteen.

The Executive Committee constitutes the collective leadership of the branch and is responsible for its proper functioning. The Executive Committee plans the activity of the branch. It takes the various plans of the directors and the committees and fits them into one plan for the branch as a whole.

The Executive Committee is collectively responsible for the functioning of the officers and the committees of the branch.

The Executive Committee of the branch shall see to it that the branch lives within its income and that no insurance funds are used for other purposes (rent, etc.).

It is necessary for the Executive Committee to meet regularly at a designated time and place to plan and check on the work of the branch. The Executive Committee prepares the order of business of the branch meetings.

CHAPTER V

CONDUCTING THE AFFAIRS OF THE BRANCH

Meeting Rooms

The branch shall strive to obtain its own permanent meeting rooms. Such quarters should be kept clean and orderly and as attractive as possible. The branch charter shall be prominently displayed, as well as other pictures and decorations most closely representative of the aims of the I.W.O. In the event that the branch obtains permanent branch quarters, such quarters shall, if at all possible, be open all week round and serve as a gathering place for the members, as an educational and social center.

The membership of the I.W.O. shall be encouraged to frequent and become a part of the I.W.O. Community Centers where these have been established.

Frequency of Meetings

To conduct the affairs of the branch in the most effective manner it is necessary for the branch to have two regular meetings a month, at a designated place and time. (Example: first and third Friday; second and fourth Monday of the month.)

Branch Meetings

Seven branch members in good standing present at the time and place designated for the meeting shall constitute a quorum.

The regular branch meetings shall be conducted so as to serve the following purposes:

1. Take care of the mutual aid needs of the membership.
2. Further the development of the closest fraternal ties between the membership.
3. Serve as a source of educational and social life for the membership.

In opening the meeting of the branch, the presiding officer shall rap three times with his gavel and state in substance the following:

"In the name of the Branch No. (use your branch name and number), a duly chartered branch of the International Workers Order, I hereby declare this meeting officially opened."

The order of business prepared by the Executive Committee of the branch shall then be read, motions made for additions (if any), and approved by the membership. Following are the points that should be contained in the Order of Business:

1. Minutes
2. Communications.

3. Report of Executive and Committees.
4. Unfinished Business.
5. New Business.
6. Collection of dues.
7. Report on Sick and Needy Members.
8. Proposal of New Members.
9. Initiation of New Members.
10. Special Feature for the evening.
11. Adjournment.

This Order of Business can be amended, points added or taken off. In the event that the branch has scheduled a speaker and most of the evening is to be devoted to the lecture, the Order of Business should be cut down so that a minimum of time is required for conducting the business of the meeting.

1. *Minutes.* The minutes of the previous branch meeting shall be read at the meeting, after which the president shall ask for additions or corrections. The minutes and any additions or corrections shall then be approved by the membership.

2. *Communications.* All communications shall be discussed by the Executive Committee of the Branch before being brought before the membership. The Executive Committee shall, if it deems necessary, make a digest of all communications and make recommendations for action to be taken on the contents, before presenting the communications to the branch. Letters from the National Executive or other Order Committees, may require reading in full.

Following the communications there shall be discussion, and action taken on the contents of the communications.

3. *Report of Executive and Committees.* The Executive Committee shall through one of its

members report to the branch on the meeting of the Executive and the proposals flowing therefrom. These proposals shall be discussed and acted upon.

Other committees having reports to the membership shall be heard and action taken on the reports by the membership.

4. *Unfinished Business.* Unfinished business dealing with any matters discussed at the previous branch meetings and laid over for the following meeting, shall be brought before the branch for action.

5. *New Business.* Recommendations by membership on the work of the branch, proposals for the welfare of the branch and the Order shall be brought up under new business.

6. *Collection of Dues.* It is advisable for the financial secretary to be present at the branch before the meeting opens to collect dues from the members as they arrive. It is important at the same time that collection of dues be on the order of business to remind the members of their obligations.

7. *Report on Sick and Needy Members.* There shall be a report by the hospitaler and by visiting committees on the condition and welfare of sick members. Proposals for special help to members shall be considered and acted upon.

8. *Proposal of New Members.* Any member having a candidate to propose to the branch shall give the name and address of the prospective member. Said candidate's name and address shall be announced and then turned over to the Membership Committee or to any other committee or individual charged with the responsibility of taking said candidate to the doctor for examina-

tion. An applicant may be rejected by a majority of members present.

9. *Initiation of New Members.* The initiation of new members shall be carried through with the dignity and seriousness befitting membership in the Order.

Initiation Ceremony

Members who have duly applied for membership in the Order, who have paid the necessary initiation fee and whose applications have been approved by the National Office shall present themselves at a branch meeting to be initiated into the Order.

The Financial Secretary shall call out the names of all the members to be initiated. Said members shall come forward and form a semi-circle around the dais of the President.

President: "Is there any brother or sister of our branch who has any objection to accepting these brothers and sisters as members in the Order? If not, we will proceed with the initiation." (Requests all members to stand during initiation, and says in substance.)

"Brothers and Sisters, in the name of Branch No..... of the International Workers Order I congratulate you upon the acceptance of your application by the National Office and by our Branch No..... Membership in the Order entitles you to the benefits inscribed on your certificate of membership and obliges you to pay the dues for these benefits. You are obligated to obey the rules and regulations and to respect the officers of the branch and of the Order. In entering the folds of the Order you accept the responsibility of doing everything in your power to

further the aims and ideals of our workers fraternal society.

“In the practice of working class solidarity you shall join with us in breaking down the illusory barriers of race, creed and color, to the end that we, all members of the working class, shall be united in our efforts to solve the many problems arising out of our insecurity; for higher wages and better working conditions, for a genuine system of unemployment and social insurance.

“You shall strive to attend the meetings of our branch regularly and take part in the educational endeavors aiming to enlighten our membership on the many problems we face. Your regular attendance will make it possible for us to further develop our social and cultural life.

“To signify your acceptance of the responsibilities placed upon you, by membership in our Order, we ask you to repeat the following pledge:

(Applicant shall repeat after President.)

“I (name of applicant), in the presence of the brothers and sisters of Branch No. (number of Branch) here assembled in regular meeting, do honestly and solemnly pledge to uphold the constitution and by-laws of the International Workers Order; to join with my fellow-members in strengthening and building the bond of proletarian fraternalism. I take my place by the side of my fellow members in furthering the struggle for Unemployment and Social Insurance and for the other needs of the working class. I pledge to make every effort to attend the meetings of my branch regularly, help build my branch and the Order, and to do my share in spreading the influence of the Order in the community and among

my friends and shopmates. I pledge to contribute my share in the building of a united working class fraternal movement.'”

Following this, each new member shall be introduced to the membership while being presented with his or her insurance certificate.

(New members should be encouraged to purchase a copy of the Constitution and the I.W.O. button.)

10. *Special Feature for the Evening.* In addition to the transaction of the necessary business, each meeting should be followed by some well planned special feature; some educational feature (see “Guide to Educational, Cultural and Social Activity” on page 36) or some social function, refreshments, dancing, entertainments, etc.

Consideration shall be given to the fact that workers who attend branch meetings do so after a hard day's work, and that meetings should therefore begin and end on time.

11. *Adjournment.* Motion to adjourn shall be entertained and voted upon.

Special Meetings

A special meeting shall be called as follows:

1. When a majority of the members present at any meeting so decide.
2. When the Branch Executive Committee present at a meeting thereof so decide.
3. When one-fifth of the members of the branch so request in writing.
4. When election of delegates to a regular or special Convention of the Order is to be held.
5. When a referendum of the Order is to be voted on.
6. When the National Executive Committee or

other leading Committees of the Order so requests in writing.

Branch By-Laws and Amendments

A branch may if it so desires adopt local branch by-laws for the regulation and conduct of its business and affairs provided such by-laws do not conflict with the constitution and by-laws of the Order, the National Convention decisions or regulations and orders of the National Executive Committee. Branch by-laws may from time to time be amended by members present at a meeting called for that purpose.

Charges and Appeals

All charges and appeals from decisions shall be made in compliance with the provisions of the Constitution, Articles XXXII and XXXIII.

CHAPTER VI

GUIDE TO EDUCATIONAL, CULTURAL AND SOCIAL ACTIVITIES

The proper development of the educational and social activities by the branch will bring with it a real fraternal relationship, with a maximum of attendance at branch meetings. It will bring new members actively into the life of the Order. Education will make it possible to get the members to act shoulder to shoulder in efforts to solve the burning problems of the day.

Interesting and educational meetings will become a source of steady recruitment for the branch. Every affair, every branch meeting should be used as a source of new members. Appeals for new

members should be made. Where possible, arrangements should be made to have a doctor present to examine new prospects.

The social and educational features must be well planned and must include the widest variety of features which are of interest and are the concern of the membership of the I.W.O.

The Educational Director and his committee are responsible for planning the social and educational activity of the branch. The committee should consist of a minimum of three and should be enlarged as the branch grows and this activity broadens. Particular functions shall be assigned to members of the committee; one member in charge of dramatics, one for choruses, one for study circles and classes, one for publicity and press agent, etc.

The following is a list of the major educational and social features which come under the scope of the committee:

1. Discussions and question box at branch meetings.
2. Sale and distribution of literature—branch library.
3. Bulletin Boards and wall newspapers—branch publications.
4. Classes and study circles.
5. Writing for, reading and spreading our official organ, *The New Order*.
6. Movies, slides, etc.
7. Open Forums, lectures, symposiums, mass meetings, etc.
8. Dramatics.
9. Music and choruses.
10. Sports.
11. Dances, house parties, theatre parties, con-

certs, etc.

12. Social functions following branch meetings.

1. Discussions and Question Box at Branch Meetings

The proper organization of the branch meetings will leave room for some educational or social feature. Should the committee decide on a discussion or question box, we offer the following recommendations:

(a) The committee should decide on the subject matter. The subject matter chosen should pertain to the problems most closely connected with the Order, social insurance, phases of health and industrial hygiene, war and fascism, local situations affecting our membership, literary subjects, etc.

(b) Speakers for such discussions can be secured through the speakers bureau of the City Central Committee or from other working class organizations in the vicinity. Doctors who are members of our Medical Department can and should be secured for discussions on health subjects.

(c) The branch should not limit itself to securing outside speakers. Special efforts should be made to get members of the branch to lead such discussions. Through the National Educational Committees and through the District Educational Committees outlines are made available for the use of branch members who are to lead discussions.

Time should be allowed for questions to the speaker and for discussion from the membership when a discussion is held in the branch.

The Question Box

is a variation of branch discussions. Members of the branch are asked to write out a question, or a list of questions is prepared on a given subject. These questions are then presented one by one, and the individual members of the branch volunteer to answer. This should stimulate the fullest discussion of a given subject. The Question Box method can be used to great advantage as the basis for a round-table discussion and refreshments can be served in conjunction with such a discussion.

2. Literature

One of the best mediums of education is the spreading of working class literature. At every branch meeting, at every affair of the branch, there should be present on display the literature which the branch has for sale and distribution. The literature director shall be responsible for this work. The literature can be obtained through the district literature departments or directly from the National Educational Committee. Special emphasis shall be placed on the sale and distribution of low-priced pamphlets that are within the financial reach of our membership. The sale and distribution of literature can serve as a means of raising finances since the branch purchases this literature at a considerable discount.

The Literature Director and the Educational Committee shall see to it that the new literature acquired is announced at branch meetings and that short reviews of such literature are given from time to time in order to stimulate the sales.

Special literature sales can be conducted as well as package parties (of literature) and raffles can be utilized in furthering the sale of literature.

The Literature Director should work very closely with the Committee in charge of arranging discussions, forums, etc., to see that the proper literature pertaining to the subject to be discussed is on hand. For example, should the discussion planned for the next meeting be on *Social Insurance*, the Literature Director shall see to it that the pamphlets and other literature pertaining to the subject are on hand for sale and distribution.

Our members should be encouraged to help in getting popular working class pamphlets into the hands of their friends and fellow workers.

Branch Libraries

Wherever possible (especially when the branch has permanent headquarters) the branch should establish its own library and reading room. Such a library can become an important factor in bringing the membership of the branch to the headquarters, to read and study. Books from such a library can be made available for the members through a system of rental—(circulating library) members to pay a nominal sum for taking the book out. The income derived can be used to purchase new literature and books. A good way to start such a library is to arrange a "library party" admission to such a party being a book. Contributions of books can be solicited from the membership. Suggestions for the books to be included can be obtained from the National Educational Committee.

3. Bulletins—Wall Newspapers—Branch Publications

A Bulletin Board in your meeting room containing announcements of coming events, as well as pictures, newspaper clippings, etc., of interest to the membership will be of great value in keeping friends, visitors and members informed of the branch activities.

A wall newspaper is a form of branch publication. It consists of a backboard (similar to a Bulletin Board) containing the name chosen for the publication. On the board appear at regular intervals, articles, stories, cartoons, reviews, etc., attractively gotten out. Such a wall newspaper serves a three-fold purpose. First, it gives the friends, visitors and members an intimate picture of the life of the branch and of the Order as a whole. Second, it provides an opportunity for the members to write, draw, etc.—particularly the worker-members who can write about their shop problems, and finally it serves to liven up and make attractive the meeting rooms of the branch.

Such a wall newspaper if gotten out regularly, say every two months, can in turn serve as the basis for a lively discussion—using some of the articles on the paper as an introduction to such a discussion. The best articles from such wall newspapers should be sent to the *New Order*, official publication of the I.W.O. for reprinting.

Branch Publications

Many branches now publish their own organ. Such an organ serves the same purpose as the wall newspaper. It can be mimeographed and gotten out rather inexpensively. It can be used as

a medium for contacting prospective members of the lodge. It can be sold at a nominal sum—5 cents—which should easily cover the cost. Advertisements can also be secured to cover the expenses involved. Many members of the branch can be drawn into the work of writing such a publication.

4. Classes and Study Circles

Special classes can be organized when there are a number of members who are interested in studying a particular question. For example, a group of 10 to 15 members are interested in a class on the Negro question. Instructors for such a class can be obtained through the Workers' School where they exist, or from other working class organizations.

Where Workers' Schools exist we should encourage our members to attend.

The branch can likewise organize study circles which consist of a group of branch members who get together regularly to study a given question. A study circle on current events, on social insurance, on war and fascism, on the trade unions, etc. The National Educational Committee can supply the branches with a series of outlines which can be used as a guide for such study circles. Such a study circle can be conducted without an instructor.

5. Official Organ—*New Order*

The *New Order* is the official organ of the I.W.O. It goes directly to the homes of the members of the English branches. The members of the Order should be encouraged to write for their magazine. Articles in *New Order* can be used as

a basis for discussion at meetings. The members should be encouraged to use the *New Order* in contacting workers who are not yet members of the Order.

Members of language branches can subscribe to the *New Order*.

Language branches have arranged for special space in newspapers of their respective language.

6. Movies—Slides—Lectures

A very important form of education and entertainment is movies and slide lectures. Sixteen millimeter film (the showing of which do not require special permits) can be shown at branch meetings. Such films can be obtained through working class film agencies, Film & Photo League, etc.

The National Educational Committee has a library of film slides on Social Insurance, on the I.W.O., on Industrial Hygiene, etc. These films with accompanying script and necessary apparatus for giving illustrated lectures are available through the City Central Committees and through the National Educational Committee for a nominal sum.

7. Open Forums, Lectures, Symposiums, Mass Meetings, etc.

Branches should in addition to their regular cultural activity and discussions after branch meetings, occasionally arrange to have large, well advertised lectures or open forums. For these affairs it is necessary to invite some outside speaker who is well versed in the subject. If the branch is large and well organized, it is possible to arrange a series of open forums on some special

night or Sunday afternoon where it might be possible to charge a small admission fee to cover expenses of the speaker and publicity. Or a symposium may be arranged where several speakers of differing points of view may be asked to speak on a subject, such as for example the elections, or the various plans for Social and Unemployment Insurance.

It is very necessary to plan these meetings and lectures well in advance and give them the widest possible publicity. Popularize them among the workers in the neighborhood by posters, signs, and leaflets. Invite other fraternal organizations in the neighborhood to attend them. Also be certain to have a literature table prominently displayed and announced with pamphlets pertaining to the subject under consideration. Try to get speakers on every campaign that the Order conducts, and on topics of interest to the workers. Questions and discussion from the floor should always follow a lecture or open forum.

Public Buildings

Where possible all efforts should be made to secure the use of public buildings, schools, libraries, as well as community centers for large open forums.

8. Dramatics

Dramatics are a source of entertainment and of education. They afford us the opportunity of portraying in a most vivid fashion many working class problems. The organization of a dramatic group is not a hard or complicated task.

The I.W.O. is affiliated with the New Theatre League. This affiliation makes available the plays

gotten out by the League at a reduced rate. Branches desiring to organize dramatic groups should write to the National Educational Committee for advice and material.

9. Music and Choruses

Efforts should be made to organize musical trios, quartettes, or mandolin orchestras. A chorus can very often be organized by a branch. The National Educational Committee will make available music for such activity.

10. Sports

Sports is a well-known American pastime. Our branches should encourage the organization of basketball teams, baseball teams, soccer teams, etc. Very often local facilities in community centers, in schools, can be obtained by the branch for the organization of gym classes and other forms of indoor sports.

Branches should not consider the summertime as a period in which we can stop functioning. Such an attitude hurts the Order directly and results in suspensions and expulsions of members.

During the summer months it is necessary to arrange all kinds of activity that will assure the maximum participation of the membership.

All kinds of outdoor activity—hikes, picnics, boat-rides, etc., should be planned and carried through.

11. Dances, House Parties, Theatre Parties, Concerts

In developing social and educational life, dances, house parties, etc., should be organized. The branch can arrange theatre parties, concert

parties, visits to museums, and other such institutions.

12. Social Functions Following Branch Meetings

When possible the meetings should be followed by some social activity which will tend to bring the membership more closely together. Tea and cake can quite often be served. Where music is available, dancing can follow the meeting, etc. Such affairs should be effective when arranged in connection with special events (installation of officers, anniversary of branch, etc.), or on working class holidays.

I.W.O. Community Centers

The Third National Convention of the International Workers Order placed before the Order the important question of building *I.W.O. Community Centers*. The organization of I.W.O. Community Centers in working class neighborhoods can make the I.W.O. a factor in these neighborhoods; such centers can become real centers of working class education, dramatic life, sport and social life.

Since it is impossible for individual branches to organize such centers, it is necessary to bring together the various language branches of the Order in such neighborhoods or sections; thus the I.W.O. Community Centers shall be established through collective efforts of the branches. The branches and their membership should become a part of the Territorial Committees, assist and become a part of the I.W.O. Community Centers being established.

CHAPTER VII

CAMPAIGNS OF THE I.W.O.

Membership Campaigns

A well functioning branch through its activity and life will constantly attract new members and grow. However, the Order from time to time organizes special drives during which period concentrated efforts are made to recruit masses of workers into the I.W.O.

To be effective such recruiting drives must be well organized. Our objective in such drives is to concentrate our efforts to reach groups of workers in shops, mines and mills, in trade unions and in working class neighborhoods.

In organizing the drive the branch should choose a point of concentration—a special shop or union, a Negro neighborhood, etc. The best forces of the branch should be assigned to such concentration points.

The executive committee should strive to involve in these campaigns the greatest part of the branch membership. Competition should be developed between one branch and another, between individual members. The prizes being offered should be popularized. The executive committee should be guided in such campaigns by the directives of the National Executive Committee and the City Central Committee. The Order issues material for the use of the branches during a campaign—leaflets, folders, posters, etc. This should be widely distributed and used in contacting prospective members.

Social Insurance Campaign

One of the campaigns that must never be lost sight of in the I.W.O. is the campaign for unemployment and social insurance. We must make continuous efforts to build an ever-larger united front of workers, particularly of workers in fraternal organizations, for actions around the passage of a Bill providing genuine Social Insurance. (Visit lodges of other organizations to get endorsements, organize delegations to legislators, etc.).

The campaign for social insurance must be reflected in all our activity, in educational work, in the membership campaigns, etc.

Other Campaigns

In addition to the membership campaigns, and the social insurance campaign, the National Executive Committee and the City Central Committee, as well as the Language Committees, initiate and participate in campaigns around important working class issues—campaign against war and fascism, local campaigns for aiding workers out on strike, etc.

In order to regulate the conduct of campaigns, so that the campaigns undertaken can be most effectively carried through without placing too great a burden on the branch membership, we suggest that the branches conduct only such city-wide or general campaigns as have been approved by the National Executive, the City Central or the Language Committees.

We also suggest that no committees from other organizations, or communications regarding such campaigns, be taken up at the branch before they

have been approved by the Executive Committee.

While many of these campaigns entail the raising of finances, they should not be reduced simply to campaigns for raising funds. These campaigns, if they are to be effective, must result in the mobilization of our membership for active participation. The effective mobilization of our membership, through education, etc., for the actions involved in the campaign, will bring far greater results financially and otherwise. Efforts toward raising finances in connection with campaigns should not be reduced to raising funds exclusively from the pockets of our membership. If these campaigns are correctly conducted towards drawing in the workers in the shops, in other fraternal organizations, etc., then the raising of finances will also be taken out of the branch and distributed, so that not only our own members will contribute, but also the workers we reach for participation in these campaigns.

CHAPTER VIII

CHILDREN'S SECTION

One of the most important tasks of every branch of the Order is that of building the Junior or Children's Section. A junior branch is organized not only to give insurance protection to the parents, but also to gather the children together for recreational and educational activities. Every adult branch should organize a junior branch, take care of its activities, and help it grow. Every adult member should have his or her children in the Order.

A Few Important Facts About the Children's Section

1. Age and application: Children over the age of 1 year and under the age of 16, can become members of the Junior Section. A special junior application blank must be filled out, signed by the parent and witness, and approved by a doctor.

2. Dues and Benefits: All the junior members pay the following rates:

(a) Children under the age of 9 years—12 cents per month.

(b) Children over the age of 9 years—16 cents per month. This includes a free copy of the *New Pioneer*.

The life insurance for all children, no matter what age, is the following:

After 3 months membership.....	\$35
After 6 months membership.....	70
After 1 year membership.....	140
After 2 years membership.....	210
After 3 years and up.....	350

The State of Massachusetts has special laws which modify these insurance provisions.

Tasks of the Adult Branch

1. Every Junior Branch is sponsored by an adult branch of the I.W.O. The sponsoring branch is responsible for the Junior Branch in every way. It should provide a meeting place for the children; should support their affairs and activities, and should urge its members to send their children to the Junior Branch.

2. Every adult branch must elect a *Children's Director*. This member is put in charge of the Junior Branch. He also becomes the responsible

Financial Secretary for the children. The Children's Director should attend the meetings of the children, help to lead and advise their activities, and make a monthly report to the adult branch on the juniors. Wherever possible, a Children's Committee should also be chosen to work with the Director in building a large and active Junior Branch.

3. The adult branch must realize that the Junior Branch cannot grow without the support of the parents. At every opportunity the adult members should be acquainted with the Junior Branch and its work through reports, lectures, discussions, wall newspapers, etc.

4. The National Office of the Order maintains a special department for the Junior Branches; this department distributes information on junior work, publishes pamphlets and other printed matter, and directs the educational work with the juniors.

Consult the National Committee of the Junior Section for advice and aid in establishing your Junior Branch. Your work will be made easier and results will be better.

CHAPTER IX

THE YOUTH SECTION

The Youth Section of the International Workers Order is the sector of our Order for young people between the ages of 16 and 25. The branches of this section supply the youth with the same benefits (except the \$10 sick benefit) as the other sections, but at lower rates. They also carry on a program of activities which gives

them the character of youth clubs. The activities promoted in the Youth Branches are: Athletics, dramatics, education, social life.

The Youth Section has two divisions:

The Intermediates

Branches of youth between the ages of 16 and 18.

The Seniors

Branches of youth between the ages of 19 and 25.

BENEFITS AND RATES OF THE YOUTH SECTION

LIFE INSURANCE MONTHLY PAYMENTS

Age	\$100	\$150	\$250	\$500	\$1000	\$2000
15	\$.23	\$.25	\$.29	\$.39	\$.60	\$1.02
16	.23	.25	.29	.39	.60	1.02
17	.23	.25	.29	.39	.60	1.02
18	.23	.25	.29	.39	.60	1.02
19	.23	.25	.29	.39	.60	1.02
20	.23	.25	.29	.39	.60	1.02
21	.23	.25	.29	.39	.60	1.02
22	.23	.25	.29	.40	.61	1.04
23	.23	.25	.29	.40	.61	1.04
24	.23	.25	.29	.40	.61	1.04
25	.23	.25	.29	.40	.62	1.06

Special Intermediate Policy

Intermediates taking a \$100 policy and nothing else pay a reduced rate of 15 cents a month.

Tuberculosis Benefit

Members taking only life insurance policy receive a tuberculosis benefit of \$10 per week for 30 weeks. Those taking Special Intermediate Policy are not eligible to this benefit unless they pay 3 cents additional per month.

Members taking Sick Benefit receive a tuberculosis benefit of \$20 per week for 30 weeks.

Sick Benefits

\$4 a week (15 weeks)—\$20 weekly tuberculosis benefit (30 weeks) for 23 cents a month.

\$6 a week (15 weeks)—\$20 weekly tuberculosis benefit (30 weeks) for 35 cents a month.

\$8 a week (15 weeks)—\$20 weekly tuberculosis benefit (30 weeks) for 47 cents a month.

(Students and housewives cannot take sick benefits).

Youth Section Has Own National Committee

At the regular conventions of the Order the delegates from the Youth Branches elect a National Youth Committee which directs the work from the National Office. This committee supplies the branches with guidance and material on the conduct of various activities. In many of the larger cities the Youth Section is guided by City Youth Committees.

Responsibility for Youth Section

The Youth Section is important because its

ability to recruit young people means a lower age-level for the Order and therefore more stability as an insurance organization and a continuous source of membership. It is also important because the youth brings life, energy and boundless enthusiasm to the I.W.O. and its centers.

Every adult branch should build a Youth Branch next to it—or help in the building of one already in the neighborhood. The problem of building this important section is that of every branch in the Order.

Youth Branch Executive Committee

The executive committee of a Youth Branch is somewhat different from that of an adult branch. This is due to the fact that the Youth Branches conduct activities adapted to the needs of young people. The Executive Committee of a Youth Branch is composed of the following officers:

President, Financial Secretary, Recording Secretary, Educational Director, Sports Director, Social Director.

Larger Youth Branches may find it necessary or advisable to add other officers such as are outlined for the adult branches on page 20.

The adult advisors should also be given a place on the Youth Branch Executive Committee.

CHAPTER X

DEMOCRATIC STRUCTURE OF THE INTERNATIONAL WORKERS ORDER

The Order is democratically constituted. The language sections function on an autonomous basis. The whole Order is directed by the Na-

tional Executive Committee which is elected by the National Convention. The National Convention is the highest authority of the Order.

National Convention

The regular National Convention of the I.W.O. is held once every two years, in the month of January. The Convention consists of delegates elected by the membership of the Order. Such delegates are elected at territorial conferences.

At the same time a General Convention is held, there take place special language conventions of the delegates representing the language sections of the Order, to deliberate on the special problems confronted by them in their work among their nationals.

The Convention reviews the past work of the Order and plans the work of the Order for the following two years. The Convention then elects the National Executive Committee, charged with the responsibility of carrying through the decisions of the Convention.

Methods of representation to the Convention are contained in Article IV of the Constitution of the I.W.O.

National Executive Committee

The Convention elects a National Executive Committee which is the governing body of the Order between conventions. The decisions of the National Executive Committee are binding on the Sections, Districts, City Central Committees, Branches and membership of the Order as a whole.

The officers of the Order elected at the Convention are: 1, General Secretary; 2, President; 3,

Vice-President; 4, Treasurer; 5, Recording Secretary.

The National Executive Committee has the following standing sub-committees: 1, The Organization Committee; 2, Educational Committee; 3, Administration Committee; 4, Appeals Committee.

City Central Committees

In localities with three or more branches of the Order there shall be organized a City Central Committee. The City Central Committee is the highest authority in a given city or locality and is the direct representative of the National Executive Committee in that city. It guides and directs the work of the branches and language committees

In cities where Medical Departments are established, they are managed by the City Central Committee.

Language City Committees

Where there are two or more branches of the same language in a given locality or city, they shall organize a language city committee. This committee, established for the purpose of coordinating the work of the branches of a given language, shall be directly responsible to the City Central Committee. They shall also be responsible to their respective National Language Committee.

Territorial Committees

In neighborhoods of large cities where we have a number of branches of the I.W.O., language, English, youth and children, etc., a territorial committee is established. This committee serves

as a coordinator of the work of the various branches and aims toward the establishment of an I.W.O. Community Center in that particular neighborhood.

CHAPTER XI

INSTRUCTIONS TO THE FINANCIAL SECRETARY

The financial secretary is responsible to his branch as well as to the National Office for proper handling and accounting of all funds of the branch. He is bonded by the N.O.

The secretary must be sure to issue receipts for any money he receives, no matter whether the money is in payment for dues or for some other purpose.

The secretary must make out vouchers for all expenses and payments made by the branch. These vouchers must be endorsed by the treasurer. If the payments are made in cash at the meeting, the one receiving the money must sign the voucher. Otherwise, the secretary must get a receipt for the payment and carefully keep the receipts in order for examination by the branch auditing committee (Trustees) and by the Auditing Department of the National Office.

The financial records of income and expense (receipts and vouchers) should be kept only on the official book provided for this purpose by the National Office.

The secretary also keeps in the membership ledger (also provided by the National Office) a full record of the money which the individual member owes to the organization for dues and

otherwise, as well as the member's payments (posted from the receipt book).

The cash book, as well as the ledger, contains detailed instructions which must be carefully read by the secretary.

The National Office sends every month a list to the secretary showing each member's dues for the present month, and also the indebtedness of the member (last month's balance). Members over 3 months in arrears are suspended; those over 5 months are expelled. Suspended and expelled are so marked on the list. The next month after expulsion the name of the expelled member does not appear on the list.

The secretary must carefully check this list and remit monthly to the National Office the exact amount of the payments made by the individual members for their life insurance and sick benefits. The secretary must also forward the payments for medical service to the C.C.C. In forwarding the amount due to the National Office, the secretary must be careful to remit the exact amount due and paid by the member on his national dues, being careful not to overpay or be short. (Example: If a member's monthly dues are \$1.13, the secretary must forward either \$1.13 or \$2.26 or \$3.39, etc., and not any other amount). The money paid for national dues should not be used for any other purpose under any circumstances. The secretary must turn over after each meeting the total money received since the last meeting to the treasurer of the branch and must get from the treasurer a receipt for the amount from the treasurer's receipt book. In turn he gets money from the treasurer for all expenses and payments of the branch and records

it with the endorsement of the treasurer in his vouchers.

It is the duty of the secretary to see that all members are in good standing, notifying those that are lagging in their payments and calling the attention of the branch executive to members about to be suspended, so that they can be visited and urged to pay up. If necessary and possible the delinquent members should be helped in their payments by the branch relief fund.

When a member is suspended on the list received from the National Office the secretary must send a suspension notice to the member and take all possible steps to reinstate him.

It is the duty of the secretary so to manage the branch funds that the expenses made are within the income of the branch, so as not to become involved in deficits and debts. If the branch undertakes an affair which is managed by a special committee it is the duty of the secretary to supervise the funds of this committee and to receive from this committee a detailed accounting when they wind up the affair.

The financial secretary forwards to the National Office all documents from the branch, and receives all the correspondence and documents from the National Office.

Before the secretary sends any forms to the National Office he must be sure that they are properly filled out.

In case of *applications* he must check up to make sure that all questions are answered correctly and all signatures required are contained thereon. An applicant who asks for \$500 insurance or more, or for more than \$8 a week sick

benefit, should have his urine examined and the results stated on the application.

Sick Benefit Claims have detailed instructions on the reverse side which must be followed.

For a member who wishes to *transfer* to another branch, special forms are provided, and should be used.

The secretary receives sick benefit checks which he forwards to the members taking the necessary steps to receive in each case all the money due from the member.

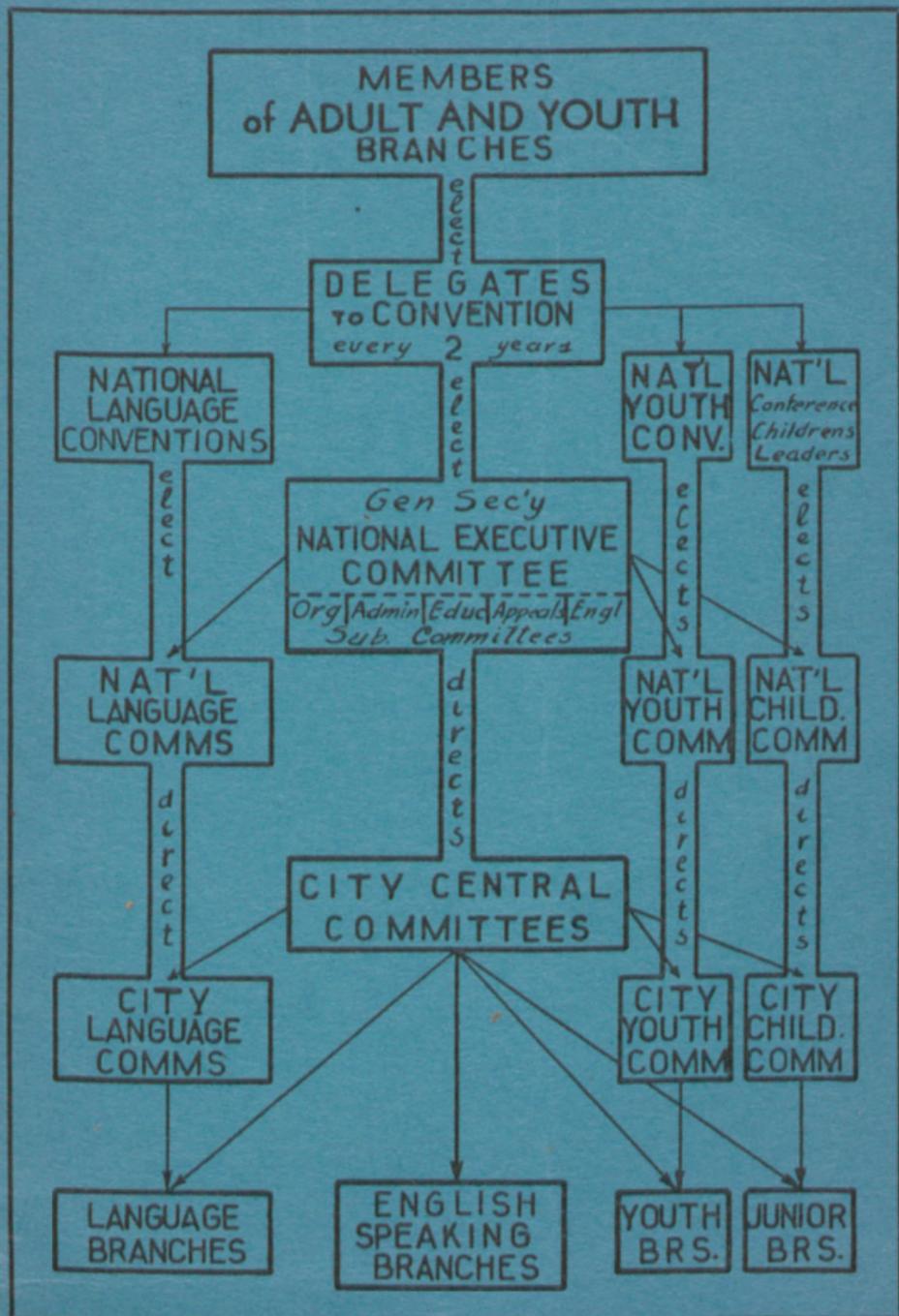
The National Office supplies also special forms for change of options, change of beneficiary, branch bills, suspension notices and other forms.

The secretary should keep a supply of copies of the Constitution, the Manual, membership dues books, membership buttons, etc.

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Structure of the I.W.O.

Our Growth

	<i>Members</i>
1930—	5,000
1935—(May)	67,439
1936—(MAY)	100,641

●

Our Goal

250,000

by the next convention in 1938

●

*Your Active Cooperation Will Enable
Us to Realize our Goal!*