

INDUSTRIAL  
WORKERS OF THE  
WORLD



Delegate  
Manual

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# THANKS FOR BECOMING AN IWW DELEGATE!

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## Building the IWW

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

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

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

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

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## Duties of Delegates

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

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

The bearer of this document

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Membership Number*

\_\_\_\_\_

*Delegat Number*

has been duly elected/appointed as a delegate for

\_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

*Delegat Signature*

This credential expires on March 31, 20\_\_\_\_



Industrial Workers of the World  
Post Office Box 190195  
Chicago, Illinois 60618  
U.S.A.  
tel: 773-728-0996 e-mail: ghq@iww.org

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## Credentials

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

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

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

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## Electing a Delegate

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

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

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

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

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## IWW Branches

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

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

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

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

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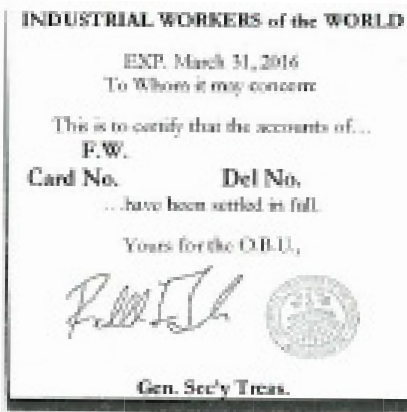
## Delegate Supplies / "Rigging"

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

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

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



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

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

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## Initiation Fees & Dues

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

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

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

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## Who can be a Wobbly?

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

### ARTICLE II Membership Sec. 1

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

b) No unemployed or retired worker, no working-class student, apprentice, homemaker, prisoner or unwaged volunteer on a project initiated by the IWW or any subordinate body thereof shall be excluded from membership on the grounds that s/he is not currently receiving wages. Such workers may take membership in the Industrial Union for the industry in which they last worked, or for which they are now training, or at which they work part-time, or in the case of students and homemakers in Educational Workers I.U. 620 or Household Service Workers I.U. 680 respectively as may seem most practical. This provision shall not deny to any Industrial Union or Industrial Union Branch the right to limit vote on strictly point-of-production matters. Workers employed in cooperatives democratically run by their employees are welcome to membership. Members who become temporarily self-employed may retain their membership or apply for withdrawal cards, which are issuable also to those who must withdraw when they become employers.

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

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

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

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

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

(a) Whenever there are three or more members of the job, they may constitute themselves a shop or job branch, and elect a shop committee and job delegate to attend to urgent matters between business meetings. At each meeting a new committee should be elected.

All members should take their turns at serving on committees.

Sec. 3. Whenever members of the Industrial Workers of the World shall hold jobs in more than one industry, they may simultaneously be members of more than one Industrial Union or Industrial Union Branch with full rights to democratic participation in said bodies, provided that they are actual workers in said industries, and provided further that they pay all dues and assessments required by each Industrial Union or Industrial Union Branch of which they are members. Members who are simultaneously members of more than one Industrial Union or Industrial Union Branch shall have only one vote in General Organizational elections and referenda.

## Signing Up New Members

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

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

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

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

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

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

A new member always receives: a membership card, an IWW button, a current IWW Constitution, and the 'One Big Union' pamphlet. Consider making up

## Application for Membership Aplicación para Membresía

I affirm that I am a worker and that I am not an employer. [Afirmo que soy trabajador y no soy empleador.]

I agree to abide by the constitution and regulations of this organization, and will study its principles and acquaint myself with its purposes. [Pacto de obedecer a la constitución y las reglas de esta organización, y estudiar sus principios, y me informaré de sus objetivos.]

Name/Nombre: A. Great Wobbly

Address/Dirección: 1234 Wobbly RD. APT #2

City/Ciudad: Chicago State/Estado: IL

ZIP: 60618 Country/ País: US

Email: sabotageonsabotage@gmail.com

Telephone/Teléfono: 773-HIR-WAGE

Employer/Empleador: CPS

Occupation/Ocupación: Teacher

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

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

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

**TO BE FILLED IN BY DELEGATE (PARA LLENAR POR DELEGADOS)**

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

Member No./Número de Miembro/a: X 000005

Industrial Union No./Número de Sindicato Industrial: 620

Delegate/ Delegado/a: Best Delegate

Delegate No./ Número de Delegado/a: 16|0001

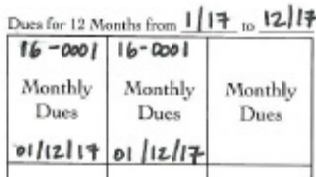
Initiation/Iniciación: 12 Dues/Cuota: 22 = as of/hasta: 8.50, total: 92.50

Please Return this Page to General Headquarters

a new member's packet with information about the local IWW branch (if you belong to a branch) contacts, copies of IWW publications and local newsletters.

## How to collect dues

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



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

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

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

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



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

## Enter the dues payment immediately on your delegate report form.

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

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

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

If you are an At-Large delegate, you can mail a check, money order, or submit a PayPal payment for the entire amount collected as shown on your report.



Never mail cash to GHQ.

## Never give a member loose stamps.

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

### How to fill out a delegate's report

The IWW Constitution requires delegates to report at least once a month to the General Headquarters (GHQ) or Branch Secretary. This is whether or not you have collected any money. A brief note is fine in the latter case. A



Delegate Name: *Best Delegate #16-0001*

GENERAL HEADQUARTERS USE ONLY

REC'D	SENDER	BY	DATE	INDEX
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### Report of Amounts Collected and from Whom

I.U. No.	Date	Name of Member	Card Number	First & Last Month's Dues Paid This Time	Init Fees	Dues				Assessments							Other	Total Rec'd		
						Min (513)	Reg (522)	Min (511)	Sub (500)	General Admin	Branch Secretary	GHQ Operating Exp	Branch Operating Exp	General Deficit Contingent	Int'l Secretary Contingent	Process				
310	10/8	<i>J. E. Poppland</i>	<i>111915</i>	<i>Oct 2014 - Jan 2015</i>					<i>24</i>						<i>1</i>	<i>10</i>			<i>.50</i>	<i>35.50</i>
<i>640</i>	<i>1/12</i>	<i>A. Super Wobbly</i>	<i>000001</i>	<i>Nov '16 - March '17</i>					<i>55</i>	<i>5.00</i>	<i>2</i>	<i>10</i>	<i>INCL</i>							<i>67</i>
<i>620</i>	<i>1/12</i>	<i>A. great Wobbly</i>	<i>000005</i>	<i>Jan '17</i>	<i>22</i>	<i>22</i>					<i>5</i>								<i>.50</i>	<i>52.50</i>
<i>460</i>	<i>1/22</i>	<i>H. Good Wobbly (initials)</i>	<i>000002</i>	<i>Jan '17</i>	<i>6</i>				<i>6</i>		<i>5</i>									<i>17</i>

delegate who has collected money should give the GST or Branch Secretary a delegate's report listing all initiations, dues, assessments and other money collected, together with signed membership applications and money due on the report.

The delegate report form can be found at: [iww.org/headquarters](http://iww.org/headquarters) on the left hand side under "Delegates". You can download and print to fill in by hand, or fill it in with a PDF program and email to your branch secretary or GHQ.

If you dont have a program that will allow you to fill it in, using a free online PDF editor such as "PDF Escape" will work too. If you are filling by hand, make sure your writing is clear and legible!

#### Previous Dues Paid

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

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

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

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

# fully filled out.

This is necessary in case a previous delegate's report has been lost or not sent in properly. Record the information from the dues stamp in the card from the previous transaction. With that information, GHQ or the Branch Secretary can track down a missing report and give the member proper credit. If this is not filled out, a members standing might be mis-recorded or GHQ may be unable to process their dues payment.

## Summary of Receipts:

Delegate: Best Delegate Del. No.: 16-0001  
123 Wobbly Rd. apt # 1905  
 Address \_\_\_\_\_  
Chicago IL 60618  
 City State/Province ZIP/Postal Code  
773-WOB-L4FE  
 Phone Number \_\_\_\_\_  E-Mail \_\_\_\_\_  
 Date: 1/27/17 Please send receipt \_\_\_\_\_  
 Enclosed find remittance for \$ 136.50 to apply as follows:



## IWW Delegate's Report

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

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

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

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

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

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

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

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

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

address and other contact info.

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## Other items you need to report

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

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

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

ISC  
Organizing Fund  
Junior Wobblies

Sato Fund  
IWOOC  
Solidaridad

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

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

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

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

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

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

# Branch Reporting

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



IWW Branch Secretary's  
Monthly Financial Report

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

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

*Don't forget to include all of this!*

*Make sure it adds up both ways!*

*Make sure this adds up the same too!*

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

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

Remit to:

Industrial Workers of the World  
PO Box 180195  
Chicago, IL 60618  
U.S.A.

Phone: (773) 728-0996  
Email: ghq@iww.org

Total Receipts Reported \$ 399.50  
Amount Due Branch \$ 292.50

Due To GHQ  
Amount Due to GHQ \$ 107.00  
Amount Due GHQ for OC + \$ \_\_\_\_\_  
Amount IW and Other to GHQ + \$ \_\_\_\_\_  
Remittance Enclosed = \$ 107.00

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

Branch Secretary: Best Secretary-Treasurer

Please Send Receipt By (circle one): EMAIL MAIL

To: branch.name@iww.org  
bst1yfe@iww.org

(Address or Email)

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

GHQ USE ONLY		
REC'D	ENTERED	BY

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

and the amount retained by your branch.

Dues and initiations are split 40-60 between GA and the branch, and assessments and donations either go to the GA (if it is for a project of the GA) or stay with the branch (if it is for a branch campaign or project).

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

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

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

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## Restocking Supplies

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

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## Online Forms

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Reporting forms and other items for delegates are available on the Headquarters page which you can find at [www.iww.org/resources](http://www.iww.org/resources).

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## RedCard.IWW.ORG

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Since 2017 the IWW has had an online portal to join the union called RedCard, which is an integrated database and payment system. Beginning in October 2019 all previously at large members of the IWW paying directly to GHQ were added to a local branch if there was one within 50 miles of them, unless the branch opted out of this process. Individuals can also choose to opt out of joining the local branch. All new online sign ups within 50 miles of a branch are assigned to that branch unless the branch opts out.

Branches are able to claim the branch dues share of online payments by contacting GHQ for a RedCard Dues Remittance Form. Payouts of these funds happen on a quarterly basis so long as the branch has reported at least once during that period. GHQ will send the branch a spreadsheet of payments and the payment in the manner of the branch's choosing.

Members who pay online receive a plastic membership card, like a debit card. As of February 2020 they ceased receiving stamps. If you need to check the standing of a member there are a couple ways: 1) all payments received through RedCard are issued a receipt via email that state the month paid 2) BSTs are able to get access to RedCard records for their branch. For access to the latter, please have your BST contact GHQ.

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## Questions?

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

Telephone: 773-728-0996

E-mail: [ghq@iww.org](mailto:ghq@iww.org)

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## Glossary of Terms

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

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

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

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

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

**General Headquarters (GHQ):** Our administrative offices.

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

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

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

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

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

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

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

title.

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

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

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

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

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

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# Industrial Classification - List of Industrial Unions

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## DEPARTMENT OF AGRICULTURE AND FISHERIES

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110 Agricultural Workers: All workers who cultivate land, raise crops, or work with livestock, including those workers on farms, ranches, orchards and plantations, and those workers in supporting industries such as breeding and large animal veterinary services.

120 Forest and Lumber Workers: All workers on tree farms, in forestry and logging operations, in saw and shingle mills, in preparing wood for fuel and manufacture, and in bark, brush and sap collection.

130 Fishery Workers: All workers who fish and harvest on oceans, lakes, and rivers, including those workers who are engaged in receiving, unloading, and processing catches at the wharf, and those workers who specifically distribute these products.

140 Greenhouse & Nursey Workers: All workers who produce, harvest and process crops grown under cover, including those workers in nurseries, flower gardens, green and hothouses, and those workers involved in the distribution of these products.

## DEPARTMENT OF MINING AND ENERGY 200

210 Mine Workers: All workers in mines extracting metals, coal, or minerals including those engaged in smelters, mills, and other reduction works, as well as workers engaged in processing and distributing these materials.

220 Energy Workers: All workers who are involved in all forms of energy exploration, production, and harvesting, including workers in refineries and processing facilities, and workers engaged in the distribution of these products.

## DEPARTMENT OF GENERAL CONSTRUCTION 300

310 Civil Construction Workers: All workers who build transportation, water, and pipeline infrastructure.

320 Ship and Boat Builders: All workers who build and repair ships, boats and small vessels, including dry dock and support workers in these facilities.

330 Building Construction Workers: All workers who construct, renovate, or demolish buildings, including those workers employed by general construction contractors and in prefabrication of houses and major components.

340 Building Maintenance and Landscaping Workers: All workers in routine commercial and residential building maintenance such as painting, plumbing, HVAC, and gutter cleaning., including all workers not otherwise engaged who provide janitorial and landscaping services in privately owned establishments.

## DEPARTMENT OF MANUFACTURE AND GENERAL PRODUCTION 400

410 Textile and Leather Workers: All workers who manufacture material from natural or synthetic fibers, process or distribute leather and leather substitutes, or fabricate wearing apparel.

420 Wood Processing and Furniture Workers: All workers who process wood products or build wood furniture.

430 Chemical Workers: All workers who produce chemically-based products such as drugs, paint, rubber, explosives, medicines, chemicals, plastics, and synthetic fibers.

440 Metal and Machinery Workers: All workers in metal production including steel mills, aluminum plants, tool and die shops, and other metal-related industries. including all workers engaged in the production, repair, or maintenance of metal or composite products including agricultural machinery, automobiles, locomotives, bicycles, or aircraft.

445 Printing and Publishing Workers: All workers who produce and distribute newspapers, books, catalogues, and other printed matter including reporters, journalists, staff writers, photographers, graphic artists, researchers, and programmers within the publishing industry.

446 Foods Product Workers: All workers, except agricultural and fishery workers, who produce, process, and distribute foodstuffs, beverages, and tobacco products.

447 Electronics and Instrument Workers: All workers who manufacture and assemble electronic devices, musical instruments, jewellery and timepieces, and components of technical, medical, and scientific instruments.

448 Glass, Pottery Workers, and Mineral Workers: All workers who produce glass, pottery, chinaware, tile, bricks, wallboard, lime, gypsum, cement, abrasives, and other non-metallic mineral products other than fuels.

449 Pulp and Paper Mill Workers: All workers in pulp and paper mills.

#### DEPARTMENT OF TRANSPORTATION AND COMMUNICATION 500

510 Marine Workers: All workers in cargo and passenger transportation by water. All repair, maintenance, and supply workers specific to the marine industry, including food, beverage, and newsstand workers in ports.

520 Railroad Workers: All workers in long distance

railway freight and passenger transportation. All repair, maintenance, and supply workers specific to the railroad industry including food, beverage, and newsstand workers in railroad terminals.

530 Ground Transportation and Transit Workers: All workers in freight and passenger transportation by ground including truck, commuter rail, bus, limousine, cab, and pedicab. All workers in towing and storage of motor vehicles. All repair, maintenance, and supply workers specific to the industry. including food, beverage, and newsstand workers in bus and transit stations.

540 Postal, Express, and Message Delivery Workers: All non-governmental workers in processing, transfer, and delivery of letters and messages by motor vehicle and bicycle.

550 Air Transport Workers: All workers in freight and passenger transportation by air. All repair, maintenance, and supply workers specific to the aviation industry, including food, beverage, and newsstand workers in airports.

560 General Distribution Workers: All workers in general wholesale and warehouse facilities not attached to a particular industry. All workers engaged in support activities for transportation and storage of goods including packing and crating services, inspection and survey services, freight-forwarding services, etc.

570 Communication and Internet Technology Workers: All workers who provide and maintain telephone, internet, telegraph, satellite communication and computer operations, including programming and networking. All workers engaged in the installation, maintenance, and repair of communications cable, signal towers, transmitters, and other telecommunication devices.

580 Information Service Workers: All workers who collect, store, and retrieve information by conducting market research, opinion polling, fundraising, and



archival and statistical research services. All workers in telephone call centers, telephone answering services, captioning services, and mailbox and mail forwarding services, including workers not otherwise organized who work in communications and public relations.

590 Video, Audio, and Film Production Workers: All workers who produce recorded music, video games, motion pictures, and radio and television programs, or distribute them for sale, rental, or broadcast. All workers involved in providing auxiliary services to the industry including food and beverage, catering, talent booking, set and costume production, equipment and location rentals, bulk duplication of recorded media.

#### DEPARTMENT OF PUBLIC SERVICE 600

610 Health Service Workers: All workers employed in hospitals, nursing homes, clinics, and medical offices, including workers in rehabilitation centers, medical research services, health-maintenance organizations, medical billing services, and other industries auxiliary to health services.

613 Incarcerated Workers: All incarcerated workers in the prison industry.

620 Educational Workers: All workers in educational institutions including educators, students (except those mainly employed outside the education industry), and those in industries auxiliary to education including testing services, educational consulting services, and dedicated school bus services, including all workers in research institutions including foundations and museums, enterprises primarily engaged in providing technical and scientific services, and in research laboratories not attached to educational institutions.

630 Performing Arts, Recreation, and Tourism Workers: All workers involved in the creation and dissemination of the performing arts including writers, dancers, and performing artists in

theaters, concert halls, opera houses, movie theatres, and similar establishments. All workers involved in the recreation and tourist industries including amusement parks, carnivals, race tracks, casinos, cruise ships, guiding services, and tourist information centres, including all workers involved in providing auxiliary services to the industry including food and beverage, catering, talent booking, set and costume production, equipment, and location rentals.

631 Freelance and Temporary Workers: All workers who are engaged in multiple industries on a temporary or short-term contractual basis, who obtain their own clients, or are engaged through employment and temporary staffing agencies, including writers, editors, language teachers, translators, photographers, videographers, sound technicians, visual artists, graphic artists, designers, programmers, call centre workers, warehouse workers, and construction workers.

640 Restaurant, Hotel, and Catering Workers: All workers in facilities for food and beverage services, public accommodation, and catering services not dedicated to serving a particular industry.

650 General, Legal, Public Interest and Financial Office Workers: All workers who provide legal services including attorneys, those in law offices, title settlement offices, and notary offices. All workers who provide services to the legal industry including law publishers, private investigators, legal researchers, and providers of brief-writing, transcription, and title-search services. All workers who provide financial and insurance services including those in banks, stock and commodities exchanges, and real estate, accounting, and insurance companies. All workers in enterprises primarily engaged in providing humane services to the public, other than health services, including those in religious, charitable, public advocacy, community, and service organizations, and employment agencies not otherwise organized.

651 Government Workers: All civil service workers at the federal, state, provincial, county, and municipal levels not otherwise organized, including office staff, librarians, utility and construction inspectors, firefighters, recreation workers, and public works.

660 Retail Workers: All workers in general distribution facilities, wholesale and retail.

670 Utility & Sanitation Workers: All non-government workers engaged in the supply, maintenance, and transmission of gas, electric, water, and sewer services including all workers employed in the collection and processing of disposable and recyclable materials.

680 Household and Personal Service Workers: All workers performing services in and around the home including homemakers, cooks, maids, and house cleaning services. All workers perform-

ing personal services for individuals and families including barber shops, beauty salons, massage services, dry cleaning and laundry establishments, tailor shops, funeral parlors and crematoria, veterinary offices and other animal care centers.

690 Sex Industry Workers: All workers who use sexuality as the primary tool of their industry including telephone and webcam sex workers, actors, erotic massage services, erotic and escort services, and dancers and models in night clubs, exotic dance clubs and peep shows.



## IWW PREAMBLE

The working class and the employing class have nothing in common. There can be no peace so long as hunger and want are found among millions of the working people and the few, who make up the employing class, have all the good things of life.

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

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

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

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

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



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