Cleveland Jobs with Justice - Bylaws & Organization Structure
As Amended November 14, 2014

I. Purpose - The purpose of the Jobs with Justice Coalition is to work as a coalition of labor unions, community organizations and the religious community to raise the public's awareness of and build campaigns to promote workers' rights and social justice issues.

II. Membership - The membership shall be open to all labor unions, community groups and religious organizations that promote social justice. An organization shall become a member of the Cleveland Jobs with Justice Coalition upon an affirmative vote of two-thirds (2/3) of those in attendance at a Steering Committee meeting.

III. Working Groups - Permanent working groups or standing committees of Cleveland JwJ are hereby dissolved. The Steering Committee will develop working groups on an as-needed basis and define the roles and responsibilities of such a group.

IV. Steering Committee - Decisions of the Coalition shall be made by the Steering Committee. Each member organization shall have one vote on the Steering Committee. All major decisions of the Coalition shall be decided by a vote of the Steering Committee. The Chairperson (or Co-Chairpersons) shall call all meetings of the Coalition. The Steering Committee shall decide on programs/speakers at events, location and times of events and issues to promote.

A. Functions

1. Information exchange among member organizations and allies

2. Mobilization for campaigns, programs, projects and activities

3. Recruitment of activists and leaders for projects and committees

4. Decision making: the Steering Committee, as the assembly of member organizations, remains the ultimate authority in Cleveland JwJ. It makes the following decisions:

a. Elects the Executive Committee
b. Approves the strategic plan
c. Approves the budget
d. Approves new major projects
e. Makes major structural decisions (new by-laws, etc)

B. Membership

1. Every member organization has the right to a representative with one vote.

2. Steering Committee meetings are open; all JwJ activists are welcome to attend and participate in the discussions.

V. Executive Committee – The Executive Committee represents Cleveland Jobs with Justice and is the leadership body of the organization.

A. Members: the Executive Committee consists of:

1. Officers of Cleveland Jobs with Justice

2. Three (3) labor and two (2) non-labor representative to be elected at large by the Steering Committee

B. Responsibilities: the Executive Committee is responsible for:

1. Making executive decisions as necessary

2. Monitoring the progress of the strategic plan and planning/preparing the annual strategic retreat

3. Approving the budget to be proposed to the Steering Committee, receiving quarterly financial reports and budget reports and making reports/proposals to the Steering Committee

4. Making major program, structure or organizational development proposals to the Steering Committee

5. Directing the work of the staff

6. Other responsibilities to be proposed by the Executive Committee for approval by the Steering Committee

C. Meetings: the Executive Committee will have a regular meeting, and can meet more often to respond to special needs when called to do so by the co-chairs

D. Terms. The members of the Executive Committee shall be elected on a bi-annual basis by the Steering Committee and will be elected in the first quarter of the election year, but always after the annual planning retreat.

Unexpired term of an Executive Committee Member: upon the need to replace a member of the Executive Committee, the Executive Committee shall recommend the replacement to the Steering Committee at the first full meeting of the Steering Committee after the vacancy of the office. The Steering Committee, as a body, will then vote on the Executive Committee's recommendation.

VI. Officers

A. Officers and their functions will be:

1. Three Co-Chairs (one each representing labor, community and religious constituencies). The Co-Chairs make decisions between Executive Committee meetings, represent JwJ publicly, prepare agendas for Executive Committee and Steering Committee meetings and conduct those meetings.

2. Treasurer. The Treasurer provides general oversight of our books and accounts, checks on budget process, and serves as primary financial officer of Cleveland Jobs with Justice.

B. Cleveland Jobs with Justice is committed to diversity and that commitment shall be reflected in the composition of the officers of the Executive Committee.

C. Officers will be elected bi-annually by the Steering Committee

VII. Staff

A. Staff is responsible to make sure that programs of the organization, activities to support our strategic priorities and our development goals are carried out. Specific outlines of responsibilities will be developed by the Executive Committee as necessary, in accordance with the strategic goals outlines at the annual strategic meeting. In addition, the Coordinator is responsible for general administration and supervision of the remaining staff members.

B. Staff is responsible to the Executive Committee as a body.

C. A member of the Executive Committee will provide ongoing supervision of staff work

1. Major decisions about staff (hiring and firing, discipline issues, etc.) will be made in the following way: the Coordinator will engage the Executive Committee through the Staff Liaison. The Staff Liaison and Coordinator will make recommendations to the Executive Committee for actions. The Executive Committee will make a decision, which will be ratified by the Steering Committee.

2. The Executive Committee will be responsible for a semi-annual review of staff performance. These reviews are intended to help develop the work and the working situation of the staff.

VIII. Coalition Committees – A standing or ad hoc committee may be created by the Steering Committee at any regular meeting. These committees will be granted the authority to conduct official coalition business but will be responsible to the overall coalition.

IX. Annual Membership Contribution/Dues:

1. An annual contribution will be paid each year by each organization that is a member of Cleveland Jobs with Justice. Each member organization gets to participate on the Steering Committee and gets one vote.

2. Suggested minimum membership contributions/dues are based on the following schedule and **are negotiable** with the final decision made by the Executive Committee:

   A. Regional entities of national unions, denominations or organizations (e.g. CWA District 4, UAW Region 2 or Catholic Diocese) and Locals with over 10,000 members…….……..…….....$2000 per year

   B. Local unions with 5,000-9,999 members and annual budgets of $250,000 or greater.....……...……...$1000 per year

   C. Local unions with memberships between 2,000 and 4,999 and annual budgets of $250,000 or greater; and local churches and community organizations with annual budgets of $500,000 or greater.....…….....……$400 per year

   D. Local unions with memberships under 4,999 and annual budgets under $250,000; and local churches and community organizations with annual budgets of $250,000 - 500,000.....……$250 per year

   E. Local churches and community organizations with annual budgets under $250,000.....…….……....$100 per year

   F. Individual members ……$25 per year*

3. Organizations will be assigned categories by the Executive Committee. Any organization that either disagrees with the category or has circumstances that makes payment of annual contribution/dues not possible within the current year may ask the Executive Committee to consider their situation. All decisions of the Executive Committee are subject to appeal to the Steering Committee.

4. The annual contribution/dues is due in January of each year.

X. Adoption and Amendment

A. These by-laws and Organizational Structure shall be adopted upon approval of two thirds (2/3) of the Steering Committee in attendance at a Steering Committee meeting called for that purpose.

B. Amendments to these by-laws can be made by two-thirds (2/3) majority vote at the second successive regular Steering Committee meeting at which they are read.

* Individual members will be invited to attend but will be ineligible to vote at Steering Committee meetings.