

SEIU CAUCUS GUIDELINES

I. SETTING GOALS

Caucuses have proven to be an important means of support, advocacy, information exchange, and leadership development. They can provide a voice for diverse constituencies in an environment of mutual respect with a sense of community. They facilitate the sharing of experiences, concerns and activities of various constituencies with SEIU membership which enhances member participation in general. Caucuses can be an effective means for learning and building leadership skills. And they can be a resource for SEIU in terms of evaluating International Union efforts from the perspective of specific member constituencies.

Thus, the goals of caucus activity with the International Union at this time include, but are not limited to:

- A. Advance diversity in SEIU membership as a source of strength through the principles of unionism, inclusiveness, empowerment and self determination;
- B. Develop, advocate and monitor issues identified by constituents and work with the International Union through education;
- C. Serve as a resource to the International Union in organizing, political action and community involvement;
- D. Promote and advance leadership development and training on all levels of Union representation.

II. DEFINING CAUCUSES

The following caucuses are officially recognized by the International Union for the purpose of participating in International Union activities and receipt of International Union resources: African American Caucus (AFRAM), Asian-Pacific Islander Caucus, Native Americans Caucus, International Latino Caucus, Lavender Caucus, People with Disabilities Caucus, Retirees Caucus, and Women's Caucus.

Additional caucuses can be officially recognized by the International Union by vote at each International Union Convention.

Caucuses may exist on the local, regional and national levels. However, caucus formation should begin on the local level, and then process towards regional and national development. Several locals can vote to form a regional caucus in a defined geographical region, subject to the approval of the International Executive Board.

National Caucus Formation

A caucus can be recognized as "national" after consistent and demonstrated patterns of local and regional developments are evidenced, and after satisfying at least one of the following criteria:

- A. At least three out of four regional caucuses vote to form a national caucus.
- B. Approval of the International Executive Board.

III. FACILITATING DIALOGUE

- A. The Constitution and/or governance document of each caucus shall not conflict with the Constitution and Bylaws of the International Union.
- B. Each national caucus can refer all recommendations and resolutions relating to SEIU policies to the relevant committee designed by the International President.
- C. Caucuses shall not interfere with Local Union affairs, make public pronouncements on Local Union affairs or endorse candidates for Local Union office or International Union office.
- D. Each caucus has a responsibility to remain sensitive to other caucus issues and to promote the concept of social justice.

IV. GOVERNING POLICIES

- A. Decisions/votes shall be defined by the caucus and shall be based on the concept of one local one vote or one person one vote. Decisions/votes shall be designated to foster Local/Caucus development and cohesion.
- B. Caucuses shall establish an election process to elect officers. At the caucuses' discretion, they may establish an Executive Committee. The Executive Committee of a national or regional caucus shall have authority to represent their specific caucus to the International Union leadership and in all other matters.
- C. All members of Locals in good standing are eligible for caucus membership.
- D. Where a national caucus exists, caucuses shall appoint a person who shall be recognized as the primary contact for the purpose of International Union relationships.

Local and regional caucuses share in the responsibility of presenting consensus opinions to the International Union on issues of concern.

V. REPORTING PROCEDURES

- A. All caucuses shall provide and submit a copy of their Constitution and Bylaws to the International Union officers and the chair(s) of the relevant committee designated by the International President. Any caucus shall resubmit copies of such Constitution and Bylaws whenever they are amended to the International Union.
- B. Caucuses shall provide activity progress reports *twice a year* to the relevant committee designed by the International President.

VI. FUNDING

- A. Each caucus will be eligible to request an annual contribution from the International Union for operational program support. Caucuses with a **national** structure may receive an annual contribution of \$25,000. All caucus requests for funding shall be submitted in writing to the International Union before the end of each calendar year.
- B. Where a national caucus exists, **regional** caucus must submit an annual budget and work plan consistent with the goals and mission of the International Union to receive funding support. Regional and/or area caucuses under a specific national caucus structure should submit their request for funding to their national caucus leadership with a budget and work plan consistent with the goals and mission of the International Union.
- C. Where no national caucus exists, **regional** caucuses may receive \$5,000 from the International Union for operational program support. Regional caucuses could submit a request for additional programmatic and/or operational funding to the International Union, provided each caucus requesting such funds outlines how the initial funds were used based on their goals and work plan/project, and to what degree they were successful in executing their work. Such work plan must be consistent with the goals and mission of the International Union. The additional funding request must also outline and justify how these additional funds would be utilized. The annual aggregate amount of funding provided to the individual regional/area caucus should not exceed the annual allotment provided to each of the SEIU caucuses.
- D. National caucuses must submit quarterly financial reports on the allocation and use of funds they received from the International Union.
- E. A subcommittee of the relevant committee designated by the International President will oversee the approval and distribution of funds requested.
- F. In order to receive continued funding, a caucus (whether national, regional or area) must submit an annual report outlining how the funds were used to achieve the goals for the work plan/project, etc., and to what degree they were successful in executing their work.
- G. National caucuses could submit a request for additional funding to support their annual conference provided they submit (in advance) a proposal outlining how these additional funds would be utilized.