

STRUCTURE AND FUNCTIONING



International LADIES' GARMENT
WORKERS' UNION
EDUCATIONAL DEPARTMENT

STRUCTURE AND FUNCTIONING of the

I. L. G. W. U.



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INTERNATIONAL LADIES'
GARMENT WORKERS' UNION

ABCO PRESS, Inc., N. Y.



INTERNATIONAL
LADIES' GARMENT WORKERS' UNION
EDUCATIONAL DEPARTMENT

3 West 16th Street

New York

1934

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FOREWORD

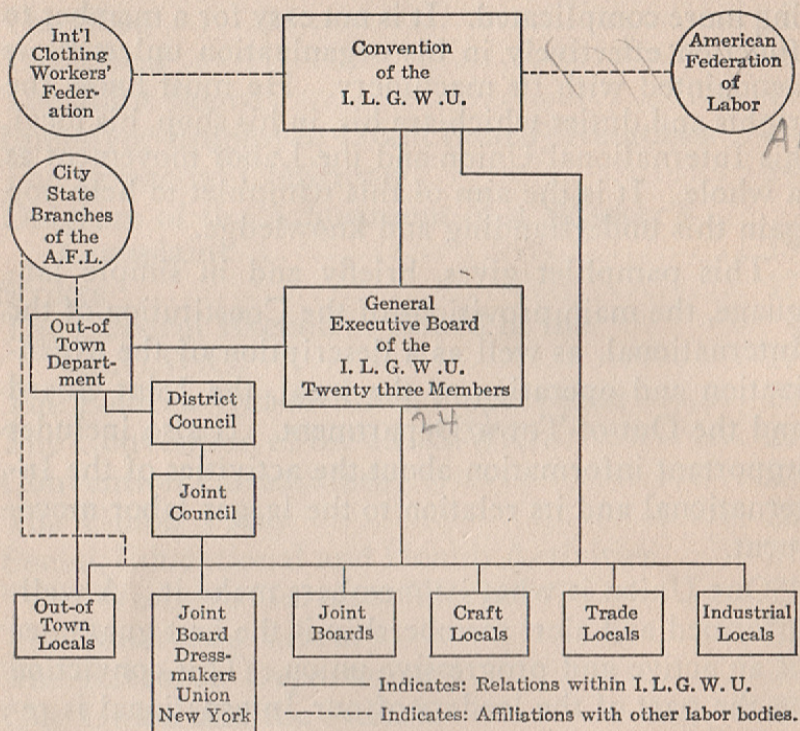
OUR International wants its members to take an active and intelligent part in its affairs. But in order to do this you must understand the structure of your union and know how it operates.

The management of a union is constantly becoming more complicated. It is not easy for a member to function effectively in his organization unless he is acquainted with its machinery. He must know the rights and duties which are his, in his shop, his local, his International Union and the Labor movement as a whole. It is the aim of this pamphlet to help you gain this understanding and knowledge.

This pamphlet gives, briefly and in simple language, the main provisions of the Constitution of the International, as well as a description of the organization and operation of the local, the Joint Board and the Out-of-Town Department. It also includes important information about the activities of the International and its relation to the larger labor movement.

Our Union is what its members make it. A well-informed and alert membership is the best guarantee of an active and progressive union. This conviction on the part of the leaders of our International is responsible for the existence of our Educational Department. And it is in order that the members of today may worthily carry on our union's tradition of social purpose and labor solidarity, that we have prepared a number of pamphlets, of which this is one, on various phases of the life of our Union.

DIAGRAM OF STRUCTURE AND AFFILIATIONS OF THE INTERNATIONAL LADIES' GARMENT WORKERS' UNION



INTRODUCTION*

The International, formed in 1900, is an industrial union. It embraces all the workers employed in the making of women's clothes. It brings together the workers of more than a dozen trades in all parts of the United States and Canada. Each trade has its own problems and a separate employers' association. Hence the International has to deal with many employers' associations, and almost monthly it has to take part in the framing of a new trade agreement or the administering of the codes.

The principle of industrial unionism is applied in the shop, in the Joint Boards, and in the International. Even the truckmen who carry the work from the manufacturer and jobber to the contractor in the cloak and suit and dress industries, were recently organized by the International into a Truckmen's Union.

The International has from the start been affiliated with the American Federation of Labor. It is also affiliated with the International Federation of Tailors with headquarters in Amsterdam, Holland.

The International has been a pioneer in progressive industrial relations. It was the first union in the United States to establish unemployment insurance to which the employer as well as the workers contribute. It has made important studies of the economics of the women's garment trades. On the basis of these studies, it has put forward constructive proposals for the economic planning of the industry.

* For details, consult the Constitution and By-Laws of the I.L.G.W.U., and Louis Levine—"The Women's Garment Workers: A History of the I.L.G.W.U.," 1924.

The International has paved the way in social and educational activities. It was the first union to establish an Educational Department. It is the only union which conducts a Health Center. It owns and operates, on a non-profit basis, one of the most beautiful country homes—Unity House.

The International has taken an important part in every progressive activity of the American labor movement, in the economic, social, educational and political field. It has generously assisted, financially and morally, every important labor struggle, both in this country and abroad.

For 34 years the International has carried on a heroic struggle to wipe out that terrible evil of modern industry—the sweatshop—in all its forms. It has fought many dramatic battles, and from its ranks have come heroes and martyrs. Friend and foe alike have paid tribute to the high idealism and courage which, even in the darkest days, have never failed to inspire the International. Now, as thirty-five years ago, the International marches forward under the banner of working class solidarity, toward a world free from poverty and exploitation.

THE MEMBER

A worker becomes a member of the International by joining a local union in his or her craft or trade and locality. The applicant must be an actual worker in the industry.

No member of the International may hold any position in the women's garment industry in which he must hire and fire workers or otherwise act in ways opposed to the interests of the International or the principles of the organized labor movement.

Every worker gets a union book or duplicate when he is initiated into the union, and he is provided by his local with a working card which entitles him to work in a union shop.

To be in good standing, a member must pay all union dues and assessments on time. If a member is over three months in arrears, he may only be reinstated as a new member.

The members themselves in each shop elect their shop chairman, price committee and also the officers of the local union of which they are a part. They also choose the delegates to the convention of the International, the highest authority of the Union. These delegates elect the General Executive Board, and representatives to the convention of the American Federation of Labor.

THE SHOP

In the shop, members of the union are a world in themselves. One shop may have various crafts and members of several locals, as in the cloak and suit and dress trades. But all the workers of a shop meet

together at shop meetings to discuss shop problems, elect a shop chairman or chairlady, and a price committee (where the piece work system of payment prevails.) The shop meetings in such cases are called by the Joint Board, or by the local union if there is only one craft in the shop.

The shop chairman is the workers' representative in dealing with the employer. In his shop he represents the local union or the Joint Board (as for instance in the cloak and suit and dress trades). His duties are:

To carry out the instruction of his local or the Joint Board in maintaining union standards.

To report to the local union or the Joint Board any violations of agreements by the employer.

To try to settle any disputes which arise between the workers and the employer.

Should he fail to adjust the matter, to refer it to the office of the local union or the Joint Board.

To report violations of union rules by members.

To collect union dues and to inspect the union books (or duplicates) and working cards.

To keep in touch with the office of his local union or the Joint Board, and in difficult matters to consult the officers.

THE LOCAL

Seven or more workers employed in the women's garment industry in a locality may organize a local union and affiliate with the I.L.G.W.U. Only actual workers in the trade can qualify for membership. A charter is granted by the general secretary-treasurer of the International after qualifications are met and fees paid.

Local unions may adopt and enforce by-laws in harmony with the constitution of the International. The officers (president, vice-presidents, financial and recording secretaries, members of the executive board, and any other officers) are elected annually.

Members must belong to the union for at least three months, and be in good standing, to vote in elections. To hold any elected office, paid or unpaid, in the union, members must belong to their local union for at least one year and the International for at least two years. In the case of a newly organized local, in existence less than a year, candidates for offices must be members since it was formed.

Local Executive Board

The Executive Board, together with the manager and other officers, forms the administration of the local. It usually meets weekly, to receive and act on the reports of the manager and standing committees (finance, grievance, education and so forth), and make plans for the future. The minutes of the Executive Board are submitted for approval to the general membership meetings. Such meetings must be held at least once a month.

Kinds of Locals

Craft locals are made up of workers in some particular craft of the women's garment industry, as Cutters' Local 10 in New York City.

Language locals are organized on the basis of language so that they may conduct their affairs without interpreters. The Italian locals, for instance Locals 48 and 89, include practically all the crafts in their trade.

Trade locals include all the crafts of a trade (except the cutters, who have a craft local of their own),

such as the Whitegoods Workers' Union (Local 62) and the Children's Dress and Housedress Makers' Union (Local 91) of New York, and the Knitted Garment Workers' Union (Local 155).

Industrial locals embrace all workers on women's garments in a particular locality. They are usually found in the small places, in towns where there are not enough workers in the various crafts to maintain separate locals.

Functions

The Locals, together with the International, negotiate agreements with employers' associations (or individual employers). They enforce standards of wages, hours and conditions of work, on the basis of these agreements.

except when a joint board function
The locals regulate apprenticeship. They grant (and revoke) working cards. They carry on organization campaigns, and conduct strikes when necessary. General strikes are conducted by the local together with the general office. The locals enact and enforce rules and conduct activities in harmony with the constitution and by-laws of the International.

Income and Expenses

The local derives its income from members' weekly dues. Each local determines its own dues.

It pays initiation fees and per capita dues on a weekly basis to the International, for which it gets stamps to be pasted in its members' union books. The amount of these dues is fixed by the Convention of the International.

Locals that are affiliated with a Joint Board contribute to its budget in proportion to their membership.

Besides their dues and stamps issued by the International, members receive receipts for their dues and for other payments.

Affiliations

Just as the International is affiliated with the A. F. of L., so the local unions are also affiliated with the A. F. of L. city centrals and state Federations of Labor.

THE JOINT BOARD

Because the International is an industrial union, the constitution provides for the formation of Joint Boards. That is, wherever there are two or more craft unions in a trade in the same city or region, they must form a Joint Board to represent their combined interests.

Thus locals of cutters, operators, finishers, and pressers are combined in a Joint Board of Cloakmakers. In New York, the Joint Board of Dressmakers is composed of four locals. In most markets, cloakmakers and dressmakers belong to the same Joint Board.

Composition

A Joint Board is composed of delegates from the executive boards of its affiliated local unions. A local is entitled to representation on the Joint Board in proportion to the size of its membership, but with a maximum of eight delegates.

The Joint Board elects a president and vice-presidents from its own members, who serve without salary.

The general manager, who is the chief administrative officer, may be elected by referendum of the membership or by the Joint Board.

The secretary-treasurer is elected by the Joint Board delegates.

The Joint Board representatives (business agents) are chosen by the locals in proportion to their membership. From these are assigned the departmental and district managers.

The Board of Directors, composed of one or two members of each local union, is the executive committee of the Joint Board.

Functions

The Joint Board enters into agreements with employers' associations and with individual employers for its entire membership.

It enforces standards of wages, hours, and conditions of work in accordance with trade agreements.

It attends to disputes that arise between members and employers.

The J. B. carries on organization campaigns. It calls and conducts strikes.

The J. B. maintains harmony among its affiliated locals.

Functions of Officers

The paid full-time officers of the Joint Board are the general manager, the secretary-treasurer, departmental and district managers, the business agents, and the complaint clerks.

The general manager is the chief executive officer of the Joint Board. He is responsible for carrying out all of its decisions and policies, and enforcing agreements with employers.

The Joint Board representative (business agent) is assigned to a district under the departmental manager and has the duty of attending to complaints and

maintaining union conditions in the shops under his control.

The complaint clerk receives the complaint from the shop chairman or the individual worker, judges the extent of the grievance, and enters it on a complaint blank of the proper department. It is then turned over to the business agent for investigation and action.

Around New York City, in addition to the central offices of the Joint Board, there are district offices in outlying sections. These offices, established for greater efficiency and promptness, are located in:

Bronx
Harlem
Williamsburg
Brownsville
Boro Park

Each of these offices is in charge of a district manager and a staff of business agents.

The Union is making every effort to equalize conditions in all the shops. It therefore assigns one business agent to a group of shops of contractors who work for the same jobber. Also, joint meetings are arranged for all the workers of these shops.

All these officials are responsible to the general manager of the Joint Board.

The secretary-treasurer of the Joint Board is in charge of the office, handles the funds of the Joint Board, and keeps all records.

In a word, the Joint Board is the administrative body for the entire membership of a trade in a locality, in line with the industrial form of organization of the International.

EMPLOYER-EMPLOYEE (JOINT BOARD) RELATIONS*

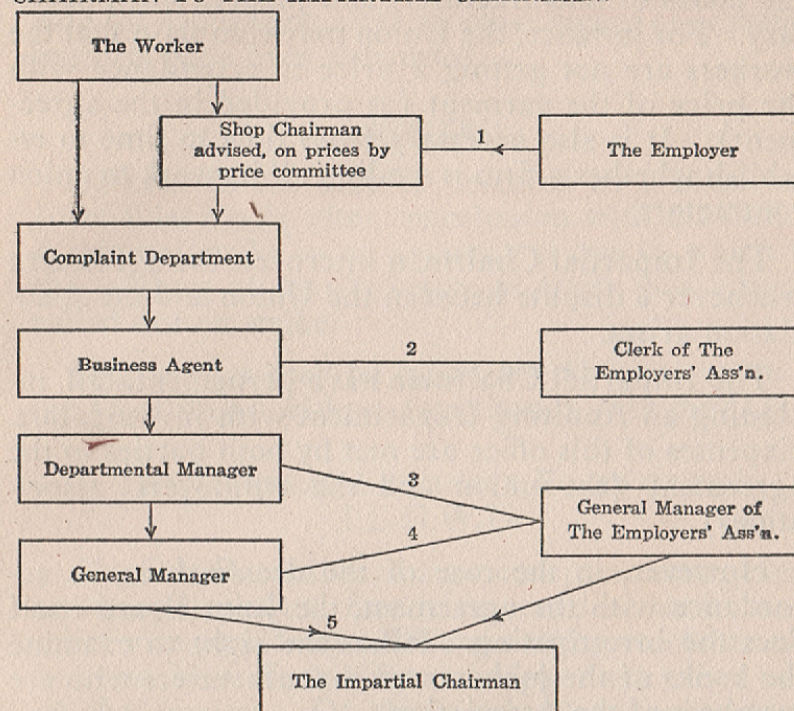
1. A dispute in the shop, between workers and employer, is referred first to the shop chairman (as in the case of payment below the union scale, discharge, unequal division of work, discourteous treatment of the workers by the management, etc.).
2. If the shop chairman cannot adjust the matter, then he or the worker brings the grievance to the Complaint Department of the Joint Board.
3. The dispute is then turned over by the complaint clerk to the representative (business agent) of the Joint Board. The business agent and the corresponding officer (clerk) of the particular employers' association involved, go to the shop where the dispute has arisen to investigate the complaint.
4. If the business agent fails to adjust the dispute, he refers it to his departmental manager, who takes it up with the corresponding officer (manager) of the Association.
5. If they cannot settle the case, it finally goes to the general manager of the Joint Board, who tries to straighten it out with the general manager of the Association.
6. If all these attempts fail, the final arbiter is the Impartial Chairman of the industry.

THE IMPARTIAL CHAIRMAN

The Impartial Chairman is chosen by the union and the Employers' Association. The procedure of the Impartial Chairman in settling disputes varies slightly from market to market. The exact details can be found in the individual trade agreement.

* See diagram, p. 15

DIAGRAM OF THE ADJUSTMENT OF A COMPLAINT OF A WORKER, FROM THE TIME IT IS MADE TO THE SHOP CHAIRMAN TO THE IMPARTIAL CHAIRMAN.



(1) Indicates the effort of the Shop Chairman to adjust the complaint. If he fails, he refers it to the complaint department and (2) shows the business agent's attempt to adjust it with the clerk of the Association to which the employer belongs. That failing, (3) is the departmental manager's negotiation with the general manager of the association; then, next, (4) the Joint Board general manager's attempt with the general manager of the association. (5) is the last resort complaint to the Impartial Chairman.

The following procedure applies to the cloak, suit and dress industries in New York City.

The agreements entered into jointly by the International and the Joint Boards on one hand, and the Employers' Associations on the other, provide that a dispute, if it cannot be adjusted through the means mentioned above, goes to the Impartial Chairman. He holds a hearing at which each side presents its case. He then renders his decision, which is final.

The Impartial Chairman has a right to investigate the books of manufacturers and jobbers when necessary. For instance, the Union may complain that the workers are not getting a price in accordance with the price of the garment (as provided in the agreement). It is also necessary from time to time to establish whether a firm is sending all its work to union contractors.

The Impartial Chairman interprets the agreement whenever a dispute between the Union and the Association arises.

The Impartial Chairman has a permanent staff, including an Auditing Department with investigators. Expenses of this office are met by both parties to the agreement (the union and the employers' associations).

However, in the case of the dressmakers, in accordance with the agreement, the Joint Board itself does the investigating. It has the right to examine the books of the jobbers and manufacturers who are members of the Association.

The Joint Board has a special Auditing and Investigation Department. This Department makes regular investigations of the employers' books each year or season. Special investigations are made in case of complaints, and also to see that the minimum wage is paid to the workers. This department also makes investigations at the request of the Impartial Chairman, to assist him in deciding disputes. The Impartial Chairman may make independent investigations only in cases of complaints by the Union that the workers are not being paid the minimum wage.

Where there is no Joint Board, the local union follows the same procedure as in the case of the Joint Board.

The agreements entered into by all the local unions under the jurisdiction of the International provide for arbitration after all other means of adjusting conflicts have been exhausted.

STRIKES

General strikes may be declared by a local or a Joint Board only after consultation with the G.E.B. A general strike in an industry is one in which all the workers of that industry or trade in a city are called out on strike.

Shop strikes may be called by the local union or the Joint Board without consultation with the G.E.B.

THE GENERAL EXECUTIVE BOARD OF THE I.L.G.W.U.

The G.E.B. consists of a general president, general secretary-treasurer, first vice-president and twenty other vice-presidents. Thirteen vice-presidents must be from New York City and eight from other parts of the country. Of these only the president and secretary-treasurer are paid officers.

These officers are elected at each biennial convention of the International by the delegates representing the locals, by a majority vote, for a term of two years.

The G.E.B. is the highest authority of the International between the conventions.

The G.E.B. holds quarterly meetings.

Functions

The G.E.B. appoints general organizers to form new locals and to assist existing locals in organizing work, in strikes, and in other ways.

The G.E.B. adjusts disputes and negotiates agreements with employers together with the Joint Board and local unions.

It decides questions involving interpretations of the Constitution.

It grants (and revokes) charters of the locals.

It guards the interests of the entire membership in the U. S. and Canada.

It has all the powers and duties of the International between conventions.

It receives and acts on reports of the general president and general secretary-treasurer, vice-presidents and general organizers, and its standing committees and departments.

It elects from among its members the following standing committees, which report their decisions to it for approval:

Finance: To plan the budget and supervise audits.

Grievance and Appeal: To pass on all appeals of members of local unions, in accordance with the Constitution. Members may appeal against the decisions of the grievance committee of their local unions. But where a local is affiliated with a Joint Board, its members must take their case to the Appeal Committee of the Joint Board before they take it to the G.E.B.

Press: Consists of three members, including the president and general secretary-treasurer.

Unity House Committee: Consists of nine members.

This committee supervises the affairs of Unity House, the country home of the International.

Educational: A committee of five members who engage an executive head for the Educational Department. It meets periodically to receive reports of the executive and passes upon the program presented by him. It is in touch with all the activities of the Educational Department (established in 1917).

Functions of the General Officers

The president is the chief executive of the International. He carries out the policies and the decisions of the G.E.B. He is in charge of all organizing work, conducts negotiations with employers, and enters jointly with the local unions and the Joint Board into trade agreements with employers. He assists the Joint Boards and local unions in enforcing agreements. He visits and supervises the local unions and Joint Boards to the quarterly meetings of the G.E.B.

The general secretary-treasurer is the chief financial officer of the International. He supervises the finances of the locals. He is in charge of the general office, and of the work of its various departments. He reports to the G.E.B. at its quarterly meetings.

Executive Committee

The New York members of the General Executive Board constitute its executive committee, which meets monthly and possesses all the powers of the G.E.B. between sessions of the whole board.

Income and Expenditures

The income of the International is derived from the per capita dues paid by the locals. Out of this are met the expenses of organization work, publications, the maintenance of the office and all other expenses of the International, including the support of

many working class activities. Special assessments are sometimes levied for emergencies.

EASTERN OUT-OF-TOWN DEPARTMENT

The Eastern Out-of-Town Department was formed by the Convention of the International to meet the situation created by the development of jobbers, who send their work to contractors in New Jersey, Connecticut and other places near New York City. It is the central organization of the I. L. G. W. U.'s local unions in these places.

The Out-of-Town Department organizes the workers in these localities into local unions of the International.

It maintains union conditions, equal to those in New York City, by making the employers live up to their agreements with the Union. It defends these conditions by negotiations and, where necessary, through stoppages and strikes.

The Out-of-Town Department keeps the local unions in this territory in touch with one another and with the New York locals and the New York Joint Boards of the Dressmakers' and Cloak and Suit Makers' Unions.

The offices and sub-offices which conduct the affairs of these locals, such as receiving complaints from workers, adjusting disputes and arranging meetings, are under the central direction of the Out-of-Town Department.

An office for the Out-of-Town Department is maintained in the headquarters of the I.L.G.W.U. at 3 West 16th Street, New York City. A general manager is in charge, and a staff of experienced organizers is kept in the field. The manager reports to the G.E.B., to which he is responsible.

The District Council

To assure improved control of conditions and greater unity of action among all Out-of-Town locals, the District Council has been created, composed of two representatives from each local, an officer and one member.

The District Council meets monthly at the headquarters of the International and takes up all problems and reports of various localities in order to bring about better and more uniform conditions in the Eastern Out-of-Town locals.

The Joint Council

In order to give practical effectiveness to the work of unifying out-of-town and New York working conditions, a Contact Manager is employed in the Out-of-Town Department to assure this uniformity.

To assist further in this direction, the Joint Council has been created composed of the members of the District Council as representatives of the Out-of-Town locals together with the Joint Board of the New York Dressmakers' Union. This step is required because of the specially close interrelation of competition in the same market. In many instances both groups work for the same jobber.

The Joint Council meets monthly in New York to assure elimination of competition in prices and other conditions.

THE CONVENTION OF THE I.L.G.W.U.

The Convention is the highest authority of the International. It meets every two years. It consists of delegates of the locals in proportion to their membership. The Joint Boards are represented at the Convention by one delegate each. Each delegate has one vote.

To be eligible as delegates to the Convention, candidates must be actively engaged in the industry and must be members in continuous good standing in their local unions for at least two years. Members representing a local union which has not been in existence for two years prior to the Convention, are exempt from this provision. (However, it is required that they should be members of their local since the time of its organization.)

The delegates to the Convention receive a printed report of the G.E.B. and a financial report of the secretary-treasurer. In them there is a record of all that has happened in the International since the last Convention. The general secretary-treasurer's report consists of an itemized record of the income and expenditures for the same period, audited by a certified public accountant. These reports are referred to the Convention Committee on Officers' Reports.

The Convention may amend the Constitution. The Convention sets the general policies for the entire International.

It elects the president, the general secretary-treasurer and the twenty-one vice-presidents. All these elected officers constitute the G.E.B.

It elects delegates of the International to the annual conventions of the A. F. of L.

The Convention also acts as the court of final appeal for the International. Members and locals can appeal to the Convention against the decisions of the G.E.B. All appeals have to be made to the Convention through its proper committee.

The daily proceedings of the Convention are published (during the Convention) for the delegates. Afterwards, the proceedings appear in book form together with the report of the G.E.B. to the Conven-

tion and the financial report of the general secretary-treasurer. In these pages is recorded the history of the International — a record, at once documentary and dramatic, of what has transpired in the organization.

CONVENTION COMMITTEES

The president, subject to approval of the Convention, appoints the following convention committees:

- Press
- Resolutions
- Laws
- Report of Officers
- Appeal and Grievance
- Organization
- Label
- Educational
- International and National Relations

THE UNION PRESS

Justice, the official magazine of the Union, is published monthly in four languages—English, Jewish, Italian and Spanish—and mailed free to all members. It is an important educational medium because in it appear reports of the various locals, reflecting the life of the organization.

Its editorials discuss the current problems, aims and policies of the International and of the labor movement as a whole. In it are also interpreted international events as they affect the workers.

Several pages are devoted to the work of the Educational Department.

SOCIAL, EDUCATIONAL AND HEALTH ACTIVITIES

Unity House

Unity House at Forest Park, Pa., is the country home of the International.

It is owned and operated by the International on a non-profit basis, for the benefit of its members (and their families) and other organized workers. Unity House was established in 1918.

It is built on an 850 acre estate and has accommodations for almost 1000 people. In addition to beauty and comfort, it offers a varied program of educational, recreational, and social activities.

It has one and a half miles of frontage on its private lake, which is equipped with bath houses and boats. Overlooking the lake is a spacious social hall, on whose stage dramatics and musical performances take place. There is also an outdoor Greek amphitheatre where educational activities are conducted. There is an excellent library in a building of its own, with a librarian in charge. For the recreation of the guests, there are tennis, handball, and basketball courts, and many other attractions.

Unity House is an example of what workers can do for themselves collectively through their unions, without incentive of profit.

Health Center

Union Health Center, established in 1913, is owned by the International and conducted on a cooperative basis. The Union Health Center is under the direction of a well-known physician who is a specialist in Industrial Hygiene. It provides competent medical and dental care at low rates to workers and their families. It also conducts an educational program

with a view to helping the workers prevent illness as well as cure it. As a part of this preventive work, it examines new members to make sure that they have no contagious diseases. In the case of locals which have sick benefits, this examination is also to decide whether the members are eligible to come under the sick benefit plans.

The medical department occupies a four-story building of its own at 131 East 17th Street, New York City. It has a staff of competent physicians, including specialists in all fields. It has the necessary equipment for all the most modern therapeutic treatment. There are also laboratory and X-Ray rooms. It includes a drug store, under an expert pharmacist.

The dental clinic occupies an entire floor (at 222 Fourth Avenue, New York City). It has twenty-four chairs, X-Ray equipment, and a staff of competent dentists in charge.

The Union Health Center serves not only members of the International but all organized workers.

Educational Department

The Educational Department tries to develop an intelligent, well-informed, and healthy rank and file and leadership. *See*

It believes that workers' education should be dynamic and purposeful and inspire the workers to united action.

The members of the International get their most important training by taking part in the activities of their Union. In shop and membership meetings, on executive committees, in conventions, they learn to act as voters, legislators, judges and administrators. They learn to take responsibilities and to make and defend decisions.

But they can do much more effective work when, in addition to their experience, they have the training provided by an effective workers' education program.

Such a program must make clear to the workers the economics of their industry and the workings of their union. But it must also show the relation of their industry to other industries, and of their union to the labor movement, and the social and economic interdependence of all workers. It must interpret to them the social forces at work in the world, and their effect on them and their union.

The program of the Educational Department is based on these needs of the workers.

The slogan of the Educational Department is "Knowledge is Power."

Activities

The Educational Department established in 1917, directs the educational, social, and recreational activities of the members throughout the United States and Canada. It provides mass education for the entire membership and arranges more intensive training for smaller groups of the more experienced and active members. From these are drawn organizers and other leaders of the Union.

It does this by a program of educational meetings, lectures and classes. It prepares outlines, pamphlets, articles, lists of books and other material for its teachers, lecturers, and for the general membership.

It helps the locals to equip club-rooms and libraries.

It dramatizes important events in the history and life of the International and presents them in dramatic performances and pageants.

Social and recreational activities, including dances, parties, and hikes, are arranged by the Educational Department for members and their families. An inspiring feature of these activities is group singing, which develops the sense of comradeship and solidarity.

Important Contributions

The International is composed of workers in more than a dozen trades. The Educational Department has made a distinct contribution by bringing members of the various crafts and trades closer together, through classes, lectures, physical training, gymnasiums, and entertainments.

It has actively taken part in the development of the workers' education movement throughout the country.

It participated in the first two international conferences on workers' education, held in Belgium and England in 1922 and 1924.

"THE WOMEN'S GARMENT WORKERS"

The Women's Garment Workers is the history of the International Ladies' Garment Workers' Union. The members of the International can learn from this history the aims and achievements of their Union.

It reveals to them the heroic idealism, devotion, and great sacrifices of the men and women who built the union by their courageous struggles.

This book is offered to members of the International at a special price.

REFERENCE LIBRARY

The International maintains a reference library.

This includes publications, records and documents dealing with the history and activities of the International, and information concerning the women's garment industry. It also contains books on other subjects of general interest to the labor movement.

THE RESEARCH DEPARTMENT

This Department collects, analyzes and interprets all the facts of the industry. These include the extent of employment, elements in the cost of production, wholesale and retail prices, and other information.

At the same time it gathers information on business trends, industrial production, and employment in general, and relates this information to the problems and prospects of the industry and of the labor movement as a whole. This information is used by the International in negotiating agreements with the employers, and in representing the workers in their daily relations with employers.

OUR UNION AND THE N.R.A.

Under the National Industrial Recovery Act it became necessary to adopt codes for the trades which comprise the women's garment industry. Each code of fair trade practices is first drafted by the industry and it provides for a code authority which administers the code and secures compliance to its provisions.

In our industry we have several codes. Our Union took the initiative at the public hearings in Washington in presenting to the N.R.A. proposed codes in the dress trade in August, 1933 and in the suit and coat trade in October, 1933. Our Union succeeded in having representatives of the International included on the membership of most of our code authorities. This feature has been adopted only in a

few industries where union organization is strong. A more detailed description of our Union's organization under the codes is given in a later section.

CODES OBSERVANCE BUREAU

This Bureau keeps in touch with developments in connection with the various codes in which our union is interested. Its director acts as a liaison officer between the union and the various code authorities. He follows up complaints, keeps the locals throughout the country informed of the activities of the code authorities, and sits as a member of some of them.

AUDITING DEPARTMENT

This Department makes periodic audits of the books of the Joint Boards and local unions throughout the United States and Canada. Between audits the Department receives monthly financial statements from the Joint Boards and local unions.

The general auditor instructs newly organized locals in methods of keeping financial records and assists them in establishing their offices. This Department is always prepared to assist the Joint Boards and local unions with advice and guidance in the efficient handling of their books and financial records.

The Department is in charge of a general auditor and a staff of assistants.

THE RECORD DEPARTMENT

The Record Department receives from the local unions the records of the ledger cards of the members as soon as they join the locals.

Each month the Department receives from the local unions a copy of their records, on which are entered dues, initiation fees and assessments collected

from their members. This information is entered on the ledger cards. Thus an exact record of every member's financial standing with his local union is on file in the Record Department.

The Department is prepared at any time to make necessary reports showing payments of dues and assessments by the members of the locals.

It takes annual or periodic censuses of the entire membership of the International. It also prepares separate reports of the membership of the locals and Joint Boards.

The Record Department is in charge of a supervisor and a staff of workers.

CONCLUSION

From this pamphlet, our members get a glimpse of the scope of our International and the complexity of its organization. But this pamphlet can be only an introduction to our International.

The functions of our union are manifold, for it serves the interests, not in one field but in many, of the hundreds of thousands of our members and their families. A record of even one day's activities of our union would fill many volumes. Only the member who keeps himself informed of all the activities of his union, who knows how it is managed, can make the fullest use of the advantages it offers, or give it the fullest service of which he is capable.

But neither from this nor from any pamphlet can our members learn the full meaning of our union. That can only be learned by joining in its activities—its battles and its celebrations, its educational and recreational activities—in short, by living its life. It is in the hope that it may help our members both to gain more from their union and to serve it better, that we have prepared this pamphlet.

CODE AUTHORITIES

I. COAT AND SUIT CODE AUTHORITY

(National Headquarters: 128 West 31st Street, New York City)

The Code specifies that the International Ladies' Garment Workers' Union is to have three representatives on the Code Authority. These representatives are: DAVID DUBINSKY, President of the I.L.G.W.U., ISIDORE NAGLER, General Manager of the New York Joint Board of Cloakmakers, and A. W. KATOVSKY, General Manager of Cleveland Joint Board Cloak and Dressmakers' Union.

The following list shows the cities in which the Coat and Suit Code Authority has set up branch enforcement offices, the name of the enforcement officer, address of the local office, and the name of the union representative on the local enforcement committee.

BALTIMORE—Jonas H. Glass, 531 Munsey Bldg.
Charles Kreindler, Vice-Pres. of I.L.G.W.U.

BOSTON—Sol Hamburger, 2603 Tremont St.
Philip Kramer, Mgr. Joint Board Cloak & Dressmakers Union

CHICAGO—S. J. Kantor, 330 So. Wells St.
M. Bialis, Mgr. Joint Board Cloak & Dressmakers Union

CLEVELAND—F. A. Garvey, 305 Marione Bldg.
Abraham W. Katovsky, Mgr. Joint Board Cloak & Dressmakers Union

LOS ANGELES—Julius Marcus, 403 West 8th St.
H. Scott

PHILADELPHIA—S. D. Bass
1029 Bankers Trust Bldg.
George Rubin

SAN FRANCISCO—Robert Karger
74 New Montgomery St.
Samuel S. White

ST. LOUIS—Sidney S. Cohen, 352 Cotton Belt Bldg.
Ben Gilbert

KANSAS CITY—Sidney S. Cohen
352 Cotton Belt Bldg., St. Louis, Mo.
A. Plotkin

2. DRESS CODE AUTHORITY

(National Headquarters: 261 Fifth Avenue,
York City)

The Code specifies that the International Ladies' Garment Workers' Union is to have three representatives on the Code Authority. These representatives are DAVID DUBINSKY, President of the I.L.G.W.U., JULIUS HOCHMAN, General Manager of the New York Joint Board of Dressmakers, and MORRIS BIALIS, General Manager of the Chicago Joint Board of Cloak and Dress Makers. There are three alternates, Luigi Antonini, General Secretary of the Dressmakers' Union, Local No. 89, Charles S. Zimmerman, Manager of the Dressmakers' Union, Local No. 22, and I. Wasilensky, Chairman of the Dress Pressers' Union, Local No. 60. The Code Authority has set up Industrial Adjustment Agencies in the major dress markets. On each of these Adjustment Agencies there is a union representative.

The following list gives the address of each Industrial Adjustment Agency, and the union representative on it.

BOSTON—Philip Kramer, 15 Kneeland St.

CHICAGO—M. Bialis, 330 So. Wells St.

LOS ANGELES—Harry Scott, 117 West 9th St.
William Busick

PHILADELPHIA—Elias Reisberg, 1210 Chestnut St.

SAN FRANCISCO—D. Gisnet, 74 New Montgomery St.

ST. LOUIS—1315 Railway Exchange Bldg.
(no definite designation)

COTTON GARMENT CODE AUTHORITY

(National Headquarters: 40 Worth Street, New
York City)

The International has no representative on the
Code Authority.

3. UNDERGARMENT AND NEGLIGEE CODE AUTHORITY (National Headquarters: 261 Fifth Avenue, New York City)

The Code provides that two members of the
Code Authority shall be appointed by the Ad-
ministrator on the nomination of the Labor Ad-
visory Board. The two labor representatives are:
SAMUEL SHORE, Manager of the White
Goods Workers' Union, Local No. 62, and
FREDERICK F. UMHEY, Executive Secre-
tary of the I.L.G.W.U.

4. BLOUSE AND SKIRT CODE AUTHORITY (National Headquarters: 225 West 34th Street, New York City)

The Code provides that two members of the
Code Authority shall be appointed by the Ad-
ministrator on the nomination of the Labor Ad-
visory Board. The two labor representatives now
serving are: MAX MOSKOWITZ, Manager of
the Blouse & Waistmakers' Union, Local No. 25,
and LOUIS REISS, Manager of the Skirt Mak-
ers' Union Local No. 23.

5. PLEATING, STITCHING AND BONNAZ AND HAND EMBROIDERY CODE AUTHORITY

(National Headquarters: 1440 Broadway, New York City)

The Code provides that the Administrator may appoint one member of the Code Authority, on recommendation of the Labor Advisory Board, to represent labor. The labor representative thus appointed is Mr. Z. FRIEDMAN, President, Bonnaz Embroiderers' Union Local No. 66.

6. ROBE AND ALLIED PRODUCTS CODE AUTHORITY

(National Headquarters: 60 East 42nd Street, New York City)

Code does not provide for labor representation.

SCHIFFLI, HAND MACHINE EMBROIDERY, AND EMBROIDERY THREAD AND SCALLOP CUTTING CODE AUTHORITY

(National Headquarters: 988 Bergenline Ave., Union City, N. J.)

The Code provides that the Administrator may appoint one member of the Code Authority without vote, on recommendation of the Labor Advisory Board, to represent labor. The labor member thus appointed is FREDERICK F. U M H E Y, Executive Secretary of the I.L.G.W.U.

7. WOMEN'S NECKWEAR AND SCARF CODE AUTHORITY

The code has not yet been approved.

8. RAINWEAR DIVISIONAL CODE AUTHORITY OF THE RUBBER MANUFACTURING INDUSTRY

No labor representative provided by Code.

9. INFANTS' AND CHILDREN'S WEAR CODE AUTHORITY

(National Headquarters: 10 West 33rd Street, New York City)

The Code provides that two members to represent the interests of labor shall be appointed by the Administrator on nomination of the Labor Advisory Board. The labor members thus appointed are HARRY GREENBERG, Manager of Local No. 91, I.L.G.W.U. and M. H. BERNSTEIN, of the Amalgamated Clothing Workers of America.

10. CORSET AND BRASSIERE CODE AUTHORITY

(National Headquarters: 385 Fifth Avenue, New York City)

Elias Lieberman, attorney for the I.L.G.W.U., is one of the appointees on the Code Authority.

11. COVERED BUTTON CODE AUTHORITY

(National Headquarters: 570 Seventh Ave., New York City)

The administrator may appoint one member on the recommendation of the Labor Advisory Board. The labor member thus appointed is Charles Green, Compliance Director of the I.L.G.W.U.

HANDKERCHIEF CODE AUTHORITY

(National Headquarters: 350 Broadway, New York City)

KNITTED OUTERWEAR CODE AUTHORITY

(National Headquarters: 1 Madison Ave., New York City)

No labor representation.

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- Lorwin, Lewis L.: The American Federation of Labor, Wash., 1933
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Reports of the General Executive Board to the Convention of the I.L.G.W.U.
- Proceedings of Conventions of the I.L.G.W.U.
"Our Educational Department Goes Into Action"—Reprint from Justice, Dec., 1933
- ✓ Report of Educational Department—Convention Proceedings, I.L.G.W.U., 1928
- Carman, H. J.: The I.L.G.W.U. and Workers' Education
Justice, Giustizia, Gerechtigkeit, Justicia, published by the I.L.G.W.U.
The issues which contain the minutes of the quarterly meetings of the General Executive Board are particularly important.
- The Monthly Labor Review of the U. S. Department of Labor has published articles on our union and industry from time to time:
Vol. 20, May 1925 "Experiment of Protocolism"
Vol. 22, April 1926 "Unemployment Insurance"
Vol. 29, Sept. 1929 "Situation in the Women's Garment Trades"
Vol. 36, March 1933 "Growth of Sweatshops under Depression"
- Publication of various state Departments of Labor, especially those of New York and Massachusetts, are useful sources of information.
Copies of the codes in the various trades under the jurisdiction of the International may be obtained from the NRA.
- Survey Graphic: Article by Frances Perkins, "Cost of \$5.00 Dress" Feb. 1933
- Survey Graphic: Vol. 69, June 1933 "Plan to Oust \$5.00 Dress"
- Survey Graphic: Vol. 69, Dec., 1933 "Labels Under the Code"
- ✓ Survey Graphic: Vol. 70, Jan. 1934 "Wages in Conn. Dress Ind."
- Wolman, Leo: "The Garment Industries", article in Vol. VI, Encyclopedia of the Social Sciences.
- Women's Wear Daily (New York) is a valuable source of information.
Governor's Advisory Commission in the Cloak, Suit and Skirt Industry, New York City, 1926

It would be impossible to give here a list of all books, articles, and documents which give some information about the I.L.G.W.U. This bibliography therefore is merely selective of some of the most important literature of our union and the industry.