

Sample Letter #2 To Get a Copy of Your Union Constitution or Bylaws

Change the names and information to fit your situation. Keep a copy of all correspondence and receipts.

By the Association for Union Democracy, www.uniondemocracy.org

BY CERTIFIED MAIL

April 7, 2000

Bernard Weiner, President

United Workers of America, Local 3

735 Wythe Ave.

Brooklyn, NY 11211

Dear Brother Weiner,

I am writing to request a copy of the Constitution and/or Bylaws of the United Workers of America, and the Constitution and/or Bylaws of Local 3.

I have worked at the Overwork Manufacturing Corp. as a machine operator and have been a member of Local 3 for 15 years. I understand that it is the union's obligation under the Labor-Management Reporting and Disclosure Act to make available to its members a current, true, and complete copy of the Constitution and/or Bylaws of the union.

Please send me a copy of the International and Local Constitution and/or Bylaws to the address below or let me know when I can come to the office to obtain a copy of the documents. I ask to receive a copy of the Constitution and/or Bylaws by April 21, 2000.

Thank you for your assistance.

Sincerely,

Luis Cruz

203 West 116th Street, Apt. 3B

New York, NY 10034

(212) 456-9876