



**CSUEU Chapter [number here]**  
**Healthy Chapter**  
**Plan**  
**for [year here]**



# Introduction

## ***Healthy chapters make a strong statewide union***

The chapters are the building blocks of our union. Like small cities, chapters have to work mostly independently to carry out our mission. Members and non-member fee payers have expectations of the union both locally and statewide. Locally, they want basic services like representation and communication; statewide, they want a good contract. To a point, these expectations are legitimate, but the burden on a small group of activist volunteers is unfair. Our challenge is to change expectations of service to providing tools of self empowerment, from service given to service performed, from seeing the union as an external entity with limited roles and influence to understanding that their union is their opportunity to get involved and make a difference, making them *want* to put the “you” in union.

Chapter stability, structure, and functioning is a key part of building strength and participation. As leadership, we have to mobilize and engage our members. We have to bring all employees into a close working relationship with the union if we hope to be democratic and effective. A strong chapter is one where a clear plan is in place that new activists, as they are developed, can be plugged into.

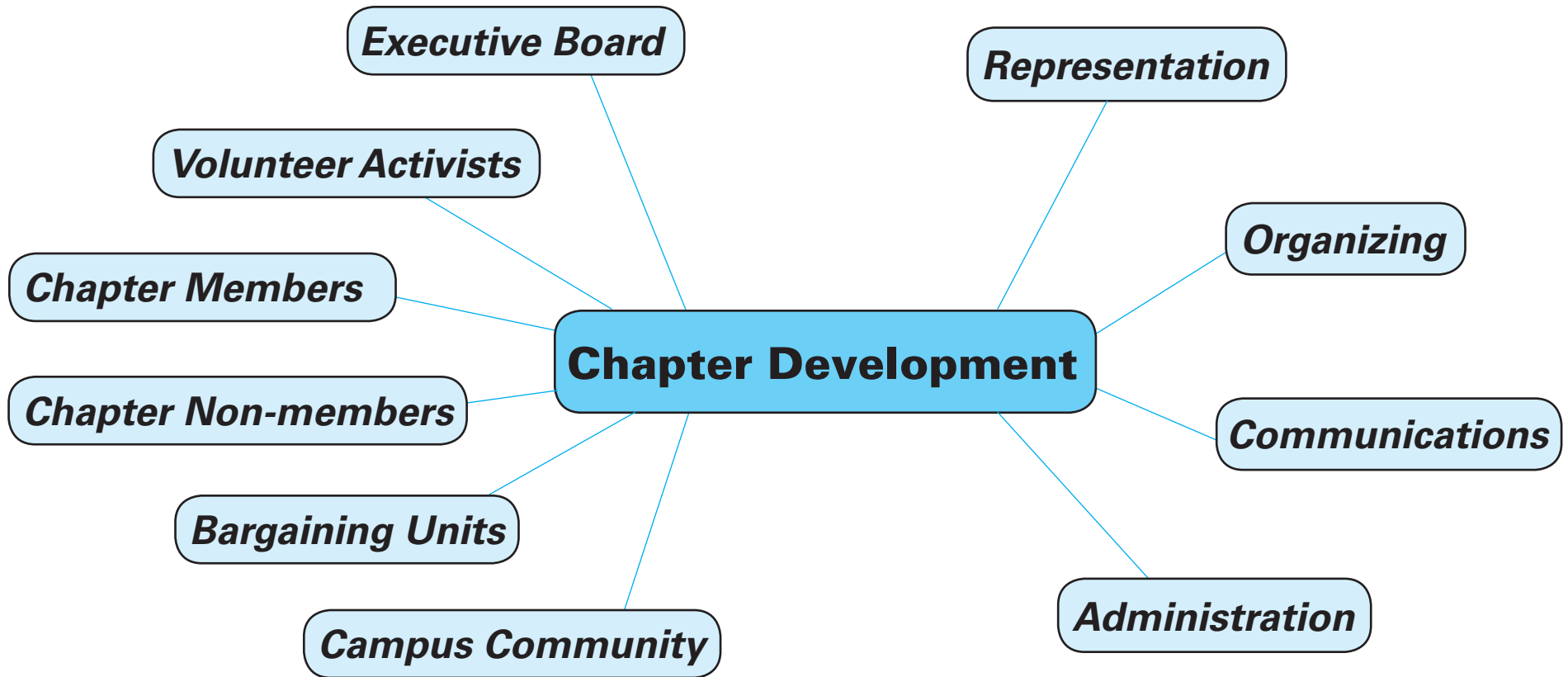
This plan is designed to advance the basic elements of our chapters to put them on the road to health. It covers four fundamental programs: representation, organizing, communications, and administration; and the six basic constituencies that affect chapters: executive board, volunteer activists (including stewards), chapter members, chapter non-member fee payers, bargaining units, and the wider campus community. This plan should be tailored to fit (at a board retreat) and adopted (at a chapter meeting) at the beginning of the year and carried out over twelve months. There are benchmarks for each quarter, at the end of six months, and the end of the year.

We can succeed if we plan, commit, and carry out this program. It requires that every officer, the union staff, and volunteers work together. Teamwork is the most important advantage of the union. This can take an enormous, overwhelming effort, but it doesn't have to. By working from an overall plan, we are able to break the work into manageable pieces.

When we joined the union, we entered into an unspoken contract. We pledged to support each other in bargaining with our employer, protect each other from abuse, and create a positive, productive workplace. Building an healthy chapter is the most important step we can take in fulfilling these commitments.

## ***Things to remember***

Some things to remember as you review this plan. First, it is a plan, not a rule book. It is an outline of goals and activities which can be changed to suit energy, talents, and circumstances. No plan ever remains totally unchanged as it is implemented. As we gain experience, we will make improvements, adding and subtracting from the original. What is important is making steady progress, working in a methodical way, and passing on our work to the next generation of officers and activists. Second, the more we involve our members, the better we are. This plan should be shared with the entire chapter so they know how hard we are working for them and open the process for their input and participation. Success will come when not only individuals work together but when the entire plan is working, each part playing its role to support the whole. Progress in all areas will be hampered by poor development in another area. Finally, a journey of a thousand miles begins with one step. Vow to take one step each day and get others committed to do the same and before you know it, we will be somewhere further along in our journey.



**Principles**

- The Union is an advocate for employees, not an arm of the University per se, but we can and do work cooperatively with the university to solve problems in the least harmful way. Union business is university business because we contribute to a safer, more productive environment through our advocacy and representation. We fight for the rights of employees in the workplace but we do not advocate or condone bad behavior. We should evoke these principles to convince fee payers of the value of the union because they are often turned off by the sometimes antagonistic relations between management and labor and to convince reluctant managers to cooperate. We won't always agree with Human Resources but we are in the same business, maintaining a safe and healthy workplace.
- Decisions are to be made by the democratic process, emphasizing consensus with inclusiveness and tolerance through compromise and commitment.
- Everyone needs to be part of chapter development and activities.
- Planning and goal setting are the starting point for chapter activities with room for individuals to act autonomously.
- Teams involve officers, staff, and volunteers.
- Progress is to be measured and everyone held accountable to his or her commitments, but with an understanding that this is volunteer work and sometimes life can change a person's priorities.
- Members set goals and make decisions; staff propose plans and implement programs.

# Representation

## Goals

- Stewards for all constituencies
- Regular Stewards Council meetings
- Basic and Advanced Steward Training
  - Education of employees
  - Labor/Management meetings
- Better outreach to underserved communities

## Actions

- Schedule Stewards Council meetings
- Schedule Basic and Advanced Steward Training
- Recruit stewards for each constituency
  - Identify representation interests  
for employee education
- Set up, maintain labor/management meetings  
in critical areas
- Recruit and train translators

## Team

Chief steward: \_\_\_\_\_

LRR: \_\_\_\_\_

Unit 2

BUR: \_\_\_\_\_

Clinical Support: \_\_\_\_\_

Nurses: \_\_\_\_\_

Unit 5

BUR: \_\_\_\_\_

Day Shift Custodial: \_\_\_\_\_

Night Shift Custodial: \_\_\_\_\_

Grounds: \_\_\_\_\_

Housing: \_\_\_\_\_

Unit 7

BUR: \_\_\_\_\_

Academic Support: \_\_\_\_\_

Administrative Support: \_\_\_\_\_

Downtown: \_\_\_\_\_

Unit 9

BUR: \_\_\_\_\_

IT: \_\_\_\_\_

Instructional Support: \_\_\_\_\_

Analyst/Specialists: \_\_\_\_\_

Professionals: \_\_\_\_\_

Downtown: \_\_\_\_\_

# Organizing

## Goals

- 50% membership overall  
(can set individual BU targets)
- Organizing Committee in place
- Welcome Wagon for new employees
- Outreach program to recruit current fee payers  
(department- or building-plans and charting)
  - Fee-payer education

## Actions

- Recruit volunteers for committee
  - Train committee on organizing
- Stockpile materials for recruitment
- Identify incentives for joining and recruiting
  - Create database of employees
  - Prepare form letter for fee payers
- Schedule Welcome Wagon outreach
- Schedule cold calls and site visits to fee payers
  - Increase visibility: T-shirt days, Quad events, scholarship program, worksite/building events, lunch-time workshops, ads in student media, letters to editor and op eds
- Produce materials in needed languages

## Team

|                         |       |
|-------------------------|-------|
| Chair:                  | _____ |
| LRR:                    | _____ |
| List Manager:           | _____ |
| Welcome Wagon:          | _____ |
| Unit 2                  |       |
| BUR:                    | _____ |
| Clinical Support:       | _____ |
| Nurses:                 | _____ |
| Unit 5                  |       |
| BUR:                    | _____ |
| Day Shift Custodial:    | _____ |
| Night Shift Custodial:  | _____ |
| Grounds:                | _____ |
| Housing:                | _____ |
| Unit 7                  |       |
| BUR:                    | _____ |
| Academic Support:       | _____ |
| Administrative Support: | _____ |
| Downtown:               | _____ |
| Unit 9                  |       |
| BUR:                    | _____ |
| IT:                     | _____ |
| Instructional Support:  | _____ |
| Analyst/Specialists:    | _____ |
| Professionals:          | _____ |
| Downtown:               | _____ |

# Communications

## Goals

- Regular communication
- Print newsletter (occasional)
  - E-mail list accuracy
  - Up-to-date Web site
- Maintained Bulletin Boards
  - Flyer distribution system
- Increased information flow and visibility
  - Improve Unit 5 information flow
    - To tell our story

## Team

|                       |
|-----------------------|
| Communications Chair: |
| LRR:                  |
| List Manager:         |
| Newsletter Editor:    |
| Web Master:           |
| Distribution:         |
| Unit 2 Contributor:   |
| Unit 5 Contributor:   |
| Unit 7 Contributor:   |
| Unit 9 Contributor:   |
| Other contributors:   |

## Actions

- Recruit volunteers for committee
- Train committee on communications
  - Develop Web space
- Create/upkeep employee database
- Create ads for student newspaper
  - Schedule publications
- Start cycle of planning, writing, editing, distribution
  - Create letter forms/suggestions for media
    - Create press releases
- Create flyers in needed languages

# Administration

## Goals

- Monthly meetings
- Better planning for budgets and programs
  - Review of programs and member needs
  - Volunteer and new activist development
- Attention to statewide connections and issues
- Attention to regional connections and issues

## Officers

- President: \_\_\_\_\_
- Vice President: \_\_\_\_\_
- Treasurer: \_\_\_\_\_
- Secretary: \_\_\_\_\_
- Chief Steward: \_\_\_\_\_
- Organizing Chair: \_\_\_\_\_
- Unit 2 BUR: \_\_\_\_\_
- Unit 5 BUR: \_\_\_\_\_
- Unit 7 BUR: \_\_\_\_\_
- Unit 9 BUR: \_\_\_\_\_
- SF Labor Council Delegates (2, nonvoting): \_\_\_\_\_

## Actions

- Schedule meetings for the year
- Prepare and distribute agenda before meetings
- Prepare and monitor annual budget
  - Appoint committees
  - Plan chapter events
- Hold new-officer training
  - Hold yearly retreat
- Improve attendance to meetings
- Schedule visits to local elected officials
- Schedule regular bargaining unit meetings
  - Support for bargaining team
- Support for statewide organizing

## Committees

- Stewards Council
- Organizing Committee
- Communications Committee
- Finance Committee
- Scholarship Committee
- SF State Labor Council
- Safety Committees (campus-wide and Unit 5)
- LMC/ULP temporary committees