

PART III: ORGANIZING

1. Organizing Guidelines

The Director of Organizing and District Vice President shall supervise and direct all organizing (internal and external) in his/her District and shall:

1. Develop and carry out internal organizing programs designed to bring all existing Locals up to or above ninety percent (90%) membership development;
2. Develop and carry out external organizing programs for organizing the unorganized into new CWA bargaining units. The "unorganized" includes any group of workers not presently organized under a contract held by another AFL-CIO affiliate;
3. Provide guidance and direction to staff, clearly outlining their authority and responsibility to give guidance, assistance and direction to the Locals they are assigned to serve, covering all of the activities required of the Locals;
4. Coordinate organizing activity in the District with the organizing activities of other Districts when so directed; and
5. Make all decisions affecting organizing in his/her District including the granting of Local charters or the amending of existing charters as provided in the CWA Constitution and the negotiation of recognition agreements and wage and working condition contracts for newly established units.

The District Organizer/Coordinator or CWA Representative shall:

1. Give assistance and direction to Locals;
2. Advise and assist the Locals regarding membership percentage with special emphasis on those Locals having less than ninety percent (90%) development;

3. Advise and assist the Locals in carrying out their responsibilities for external organizing within their geographic jurisdiction; and
4. Comply with the rules established by the Vice President, especially those for reporting the membership development levels of Locals and the status of all external organizing projects.

2. Organizing Rules

ORGANIZING EXPENSES

1. In general, Locals are responsible for all expense incurred while conducting internal organizing programs.
2. Locals requiring financial assistance in external organizing may make application through the District Vice President.
3. The Vice President and Organizing Department will review the request and notify the Local of their decision.

Approval must be obtained before any of the expenses for which such assistance is requested are incurred.

REPRESENTATION CASES

Vice Presidents shall establish appropriate rules regulating the filing of representation cases with the National Labor Relations Board or other appropriate agencies which shall include same day notice of such filings to the President.

A copy of the form filed with the agency shall be used for this purpose.

UNFAIR LABOR PRACTICE CHARGE

Unfair labor practice charges shall not be filed without the prior approval of the Vice President.

REPORTS

1. Vice Presidents shall establish appropriate rules and procedures for receiving regular reports covering new projects started, projects completed, projects dropped and a prognosis for uncompleted projects.
2. Vice Presidents shall furnish the President, on a monthly basis, not later than the 10th day of each following month, a report by states and by Locals covering new projects started, projects completed, projects dropped and a prognosis for each uncompleted project.

This report shall include projects requiring Headquarters approval of expenditures as well as those financed from District or Local funds.

DUES AND INITIATION FEES

1. Monthly membership dues and initiation fees, established by the Local in accordance with the Constitution, are due and payable not later than the first day of the second month following the date recognition is obtained from an employer or the date the contract is ratified.
2. Monthly per capita dues for bargaining units joining CWA through affiliation are due and payable as provided in the affiliation agreement approved by the Executive Board.

3. Organizing Models

Following are organizing models to give you guidance in beginning an organizing campaign. (Section 20.3.1)

For further details on organizing methods and procedures, refer to your Organizing Manual.

a. UNITS WITH MORE THAN FIFTY PEOPLE WITH EMPLOYER OPPOSITION

1. Receive initial contact - begin two-way process of deciding whether or not to proceed.
 1. Does unit make sense for an existing CWA Local?
If not, is unit big enough or critical enough to charter new Local?
If no to both, explain to contact why we cannot proceed.
 2. Map out worksite and get list of names, titles and where they fit on map (home addresses, if possible).
 3. Identify CWA Local person(s) or staff who will accept this campaign as their primary assignment.
 4. Depending on size and difficulty of the unit, lost time may be involved. Identify volunteers in Local who will work on project.
2. Build the Organizing Committee by identifying and recruiting at least one key leader per work unit. In units with more than twenty workers, one committee member per ten workers:
 1. Build the committee primarily through interviews, including house visits and small group meetings;
 2. Committee must be trained on what to expect as they organize. Use CWA leaflet "Our Boss Said We Don't Need A Union Because He'll Take Care Of Us"

3. Divide up list of unit employees among committee members - five to ten each.

Explain the role of the committee in **convincing** employees to support the Union and then constantly **checking on** those employees to make sure we maintain that support.

4. If committee seems strong enough, proceed to #3. If not, explain why we cannot proceed.
3. Develop a plan to contact every member of the unit to support the Union and sign a card. This work should mainly be done through the committee structure as outlined above.

Also set dates for committee meetings to evaluate results:

1. To the extent possible, contacts should be made at the worksite. Otherwise, supplement with small group meetings and home visits.
2. Keep a record of every contact with the result.
4. If we have a strong majority, move for recognition or NLRB election. If not, either list key people who we try again to convince or tell committee to monitor worksite until more people are convinced (goodbye for now or associate program).

b. UNITS WITH LESS THAN FIFTY PEOPLE WITH EMPLOYER OPPOSITION

1. Receive initial contact -- begin two-way process of deciding whether or not to proceed:
 - a. Does unit make sense for an existing CWA Local? If not, explain to contact why we cannot proceed.
 - b. Contact must be willing to help build small committee quickly, or find someone else who will.
Each committee member should be responsible for five to ten people who she/he can contact easily at work when necessary.

- c. Map out worksite and get list of names, titles and where they fit on map (home addresses, if possible).
 2. Contact potential committee based on 1B, usually individually, and within one week hold committee meeting:
 - a. Committee must be trained on what to expect as they organize -- allow at least two hours for this meeting so we can move quickly to next step.

Use CWA leaflet "Our Boss Said We Don't Need A Union Because He'll Take Care Of Us"
 - b. Divide up list of unit employees among committee members - five to ten each.

Explain the role of the committee in CONVINCING employees to support the Union and then constantly CHECKING those employees to make sure we maintain that support.
 - c. If committee seems strong enough, proceed to #3. If not, explain why we cannot continue.
 3. Set a time period (one week or less) to contact every member of the unit to support the Union and sign a card. This work should mainly be done through the committee structure as outlined above.

Also set date for next committee meeting to evaluate results.

- a. To the extent possible, this should be done at the worksite.
 - b. Otherwise, supplement with small group meetings and home visits.
 - c. Keep a record of every contact with the result.

If we have a strong majority, move for recognition or NLRB election. If not, either list key people who we try again to convince or tell committee to monitor worksite until more people are convinced (goodbye for now or associate program).

4. Organizing Forms

Form Number	Form Name	Form to be Used in These Situations
2	New Project Notice	Notifying the District and International of new organizing projects
3	Project Dropped Notice	Notifying the District and International of the discontinuation of organizing projects
4	Progress Report	Keeping the District and International informed of the progress of organizing projects
8	Request for Organizing Funds	Requesting financial aid for an organizing project
9	Project Completion Notice	Notifying the District and International of the completion of an organizing project
9A	Change/Deletion Notice	Notifying the District and International of changes in employer information
10	Decertifications Quarterly Report	Monitoring small bargaining units
0-100	Representation Authorization Card	Obtaining authorization from prospective members for CWA to act as their collective bargaining representation

All forms are available on the CWA website, www.cwa-union.org under “For Locals” and click on “Forms.”

ORGANIZING NEW PROJECT NOTICE (FORM 2)

Overview

The New Project Notice, Form 2 (Rev. 01/90), is used by Locals, CWA Staff and/or District Organizers/Coordinators to notify the District and International of new organizing projects.

Policy

Where a project is initiated and completed in one calendar month, this form should be submitted with a Project Completion Notice, Form 9. (See Section 20.4.6)

If a representation petition is filed with the National Labor Relations Board during the same month in which a New Project Notice was submitted, the staff person initiating the petition must send a copy of the petition to the District Vice President with a memo requesting that it be attached to the New Project Notice and transmitted immediately to the International.

Forms Completion and Transmittal Procedures

The New Project Notice is self-explanatory.

DOP Number (Item 10) refers to the District Organizing Project Number which is assigned by the district using a numbering system determined by the Vice President.

All subsequent correspondence and forms regarding this project should reference the DOP Number.

Upon completion of the form, the required number of copies should be forwarded to the District office.

At the end of each month, the District will send copies of all New Project Notices received to the Contract Section at the International who should receive the forms no later than the 10th of the following month.

ORGANIZING PROJECT DROPPED NOTICE (FORM 3)

Overview

The Project Dropped Notice, Form 3, is used by Locals, CWA Staff and/or District Organizers/Coordinators to notify the District and International of the discontinuation of organizing projects.

Policy

This form should be used to report discontinuation of organizing projects only. If a project suffers the loss of a National Labor Relations Board election, that information should be reported on a Project Completion Notice, Form 9. (See Section 20.4.6)

Forms Completion and Transmittal Procedures

The Project Dropped Notice is self-explanatory.

The District Organizing Project Number must be indicated.

Upon completion of the form, the required number of copies should be forwarded to the District office.

At the end of each month, the District will send copies of all Project Dropped Notices received to the Contract Section at the International.

ORGANIZING PROGRESS REPORT (FORM 4)

Overview

The Progress Report, Form 4, is used by Locals, CWA Staff and/or District Organizers/Coordinators to advise the District and International of the status of ongoing organizing projects.

Policy

A separate Progress Report must be submitted for each organizing project in progress.

The first Progress Report is due at the end of the month following that in which the project was initiated and reported on a New Project Notice, Form 2. (See Section 20.4.1)

Forms Completion and Transmittal Procedures

The Progress Report is self-explanatory.

The District Organizing Project Number must be indicated.

Upon completion of the form, the required number of copies should be forwarded to the District office.

At the end of each month, the District will send copies of all Progress Reports received to the Contract Section at Headquarters.

ORGANIZING REQUEST FOR ORGANIZING FUNDS (FORM 8)

Overview

The Request for Organizing Funds, Form 8, is used by District Vice Presidents to request financial aid for an organizing project from the International's Organizing Fund.

Policy

Two copies of the District Organizing Project Survey should accompany the Application.

This will ensure that the President has all information necessary to give proper consideration to the request.

If desired, the Vice President may also include a memo supplying additional justification for the request.

Forms Completion and Transmittal Procedures

The form is self-explanatory.

If space provided is insufficient to completely answer any questions, supplementary sheets may be attached.

One copy of the request for Organizing Funds and one copy of the District Organizing Project Survey should be submitted to the Organizing Department.

PROJECT COMPLETION NOTICE (FORM 9)

Overview

The Project Completion Notice, Form 9, is used by Locals, CWA Staff and/or District Organizers/Coordinators to notify the District and International of the certification or recognition of a new bargaining unit.

Policy

A project may be "completed" by consent recognition secured from a company or as the result of a National Labor Relations Board election.

If an NLRB election is held, the project will be considered completed even if the election resulted in a CWA loss.

Where it is determined that organizing efforts should be continued after such a loss, the Project Completion Notice should be submitted to the International along with a New Project Notice, Form 2.

The "remarks" section of the New Project Notice should explain the situation.

Forms Completion and Transmittal Procedures

Item 1 - Date of Election - should show the date of the NLRB election -- not the date the form is completed.

Item 4 - Product and/or Type of Business - should be as descriptive as possible. For example, specify if the employer **manufactures, repairs, sells or installs** electronic alarm systems.

Item 5 - should specify the staff assigned to negotiate the contract for the new bargaining unit or if it is to be incorporated into an existing bargaining unit. If applicable, it is important that the existing bargaining unit number be given so that two different numbers are not assigned to the same bargaining unit.

Item 7 - Employer (unit) number assigned - will be completed by the International.

Item 11 - DOP # - refers to the District Organizing Project Number assigned by the District when a New Project Notice, Form 2, was completed.

Upon completion, the Project Completion Notice should be submitted to the Contract Section at the International.

The Contract Section will review the form and will contact the appropriate District office if there are any questions.

After the employer number is assigned, the Contract Section will distribute copies of the Project Completion Notice as indicated in the legend at the bottom of the form.

CHANGE/DELETION NOTICE (FORM 9A)

Overview

The Change/Deletion Notice, Form 9A, is used by Locals to notify the District and International of changes in bargaining unit information (i.e., company name or location, Local number, etc.)

It is also used to delete a bargaining unit from the International's files.

Policy

The Change/Deletion Notice should be completed immediately when a Local is advised of any changes in bargaining unit information.

Forms Completion and Transmittal Procedures

This form is self-explanatory.

Indicate whether a change in location (Item 8B) affects the company's headquarters or the bargaining unit by circling either HQ or BU.

It is important that detailed explanation of other changes (8C) and deletions (9B) be given.

Upon completion, the Change/Deletion Notice should be submitted to the Contract Section at the International.

The Contract Section will make the necessary changes in the computer database and distribute copies of the form as indicated in the legend at the bottom.

ORGANIZING DECERTIFICATION SEMI-ANNUAL REPORT (FORM 10)

Overview

The Decertification Semi-Annual Report, Form 10, is used by CWA Staff to keep the District office informed of the status of small bargaining units not worked with on a regular basis.

Forms Completion and Transmittal Procedures

The Report is self-explanatory.

The form should be completed in its entirety and submitted to the administrative staff person in the District assigned to monitor organizing projects.

The form should be completed semi-annually.

ORGANIZING REPRESENTATION AUTHORIZATION CARD (0-100)

Overview

The Decertification Semi-Annual Report, Form 10, is used by CWA Staff to keep the District office informed of the status of small bargaining units not worked with on a regular basis.

Policy

The Representation Authorization Card is to be used only in external organizing campaigns.

It should not be used to enroll new members in existing Locals.

To order a supply of these cards, send a written request to the International Secretary-Treasurer stating the number of cards desired.