

Common Course Outline
LBST 201
Local Union Administration
3 semester hours

Description

Local Union Administration

Provides union members and officers with the skills necessary to administer a local union; examines strategic planning, designation /delegation of responsibility and provides a thorough understanding of all of the functions of a local union.

Prerequisite: (ENGL 052 or LVE 2) or (ESOL 052 or LVE 2), (RDNG 052 or LVR 2)

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Evaluate all functions of a local union.
2. Assess the relationship between various levels of the union (international, district, local, shop) to assure that the functions of the union are being carried out.
3. Identify all applicable laws which cover the local union administration.
4. Understand the practices of running a union meeting.
5. Design a financial plan, including internal and external auditing procedures and safeguards, with periodic reports to the membership
6. Create a program to increase membership participation in all areas of the union.
7. Understand the concept of “strategic planning,” as applied to the local union.
8. Design a plan for local union political action, including voter registration.
9. Judge the dynamics of the local union organization, including the delegation of responsibility and the concept of accountability.
10. Create a time-line, with specific goals, for the local union.

Major Topics

- I. Local union structure and administration
 1. Local bylaws and constitution
 2. Specific functions of local officers
- II. Relation of local union to other levels of the union (international, district, and shop)
- III. Strategic Planning
 1. Goal setting and time lines
 2. Evaluation of process and success
- IV. Running a successful meeting
 1. *Robert's Rules of Order*
 2. Good speaking techniques
- V. Increasing membership participation

1. Internal organizing techniques
 2. One-on-one campaigns
 3. Increasing attendance at local meetings
 4. Internal communications improvements (leaflets, web site, etc.)
- VI. Involvement in political action
1. Understanding current political issues that affect the local union
 2. Evaluation of politicians and their positions
 3. How to conduct a voter registration drive
- VII. Understanding all applicable laws that apply to the local union
1. The Landrum-Griffin Act
 2. The national Labor Relations Act
 3. Any applicable local or public legislation
- VIII. Creating a financial plan for the local
1. How to maintain a system of financial reporting
 2. Requirements imposed by law
 3. Requirements imposed by the international union

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A written mid-term exam
- A written final exam
- A class project on “Improving Our Local Union”

Other Course Information

Individual faculty members may include additional course objectives, major topics and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests. WE take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups and portfolio evaluations. We ask that you take these tests seriously so that we can obtain valid data to use for the continuous improvement of CCBC’s courses and programs.