



CHAPTER STRUCTURE & OPERATIONS

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Teams & Responsibilities

Leadership Council

The Leadership Council is responsible for steering and supporting the work of the entire Chapter. Leadership Council is formally made up of the Chapter Coordinator, People Power Team Coordinator, Political Power Team Coordinator, GND4CPS Campaign Coordinators, Finance Lead, & Movement Delegate. However, all Chapter members are welcome to attend leadership council meetings

- **Strategy**
 - Setting the Chapter's long term strategy
 - Planning quarterly strategy sessions
 - Ensuring the Chapter is meeting its long term strategy
- **Structure**
 - Setting the Chapter's structure
 - Ensuring all leadership roles are filled
- **Finance:**
 - Drafting, getting feedback on, and approving the Chapter budget
 - Obtaining funds from Sunrise Movement through the Hub Materials Project
 - Tracking chapter expenses
 - Facilitating reimbursements for approved Chapter expenses

People Power Team

The People Power Team is responsible for growing and developing our Chapter's membership, facilitating Chapter-wide community building, and managing both the Chapter's internal and external communications.

- **Membership**
 - Recruiting new members to the chapter, with an emphasis on tactics that help us build a multiracial, cross-class membership
 - Onboarding new members to the Chapter
 - Tracking the Chapter's Membership and monitoring the progress of our Chapter's efforts to build a multiracial, cross-class, Chapter
 - Developing the Chapter's membership through political education & skills trainings
 - Holding Monthly Chapter Meetings
 - Planning regular Chapter social events
- **Communications**
 - Updating the Chapter's Public Google Calendar
 - Managing & creating content for the Chapter's social media accounts
 - Writing, editing & sending the monthly newsletter
 - Pitching stories regarding the Chapter's work (ex. Media advisory, press release)
 - Maintaining the Chapter Linktree
 - Maintaining the Chapter Website
 - Maintaining the Chapter's Slack workspace

Political Power Team

The Political Power team is responsible for managing the Chapter's partnerships, running issue-based campaigns and growing the number of elected officials who will champion the vision of a Green New Deal at all levels of government

- **Partnerships**
 - Identifying & deepening relationships with local aligned organizations
 - Building relationships with local elected & appointed officials
 - Engaging in local and state coalition work
- **Electoral**
 - Researching & recommending potential target districts/races to intervene in
 - Leading the endorsement process during election cycles
 - Canvassing/Phone Banking etc to elect endorsed candidates
- **Campaigns**
 - Running the chapter's long term, local, issue-based campaign (Currently: GND4CPS)
 - Running short-term and mid-term local, state, or Sunrise national campaigns (Currently: Make Polluters Pay)

Role Descriptions

Role	Team(s)
<u>Chapter Coordinator</u>	Leadership Council
<u>Finance Lead</u>	Leadership Council
<u>Delegate</u>	Leadership Council
<u>Onboarding Lead</u>	People Power, Leadership Council
<u>Membership & Engagement Lead</u>	People Power, Leadership Council
<u>Chapter Meetings Lead</u>	People Power, Leadership Council
<u>Communications Lead</u>	People Power, Leadership Council
<u>Anti-Authoritarianism Organizing Lead</u>	Political Power, Leadership Council
<u>Make Polluters Pay Campaign Lead</u>	Political Power, Leadership Council
<u>GND4CPS Campaign Lead</u>	Political Power, Leadership Council
<u>Electoral Organizing Lead</u>	Political Power, Leadership Council

Chapter Coordinator

- Create the agenda for & facilitate Leadership Council Meetings
- Develop, coach, and support those holding leadership roles in the Chapter
- Managing access to the Chapter's Shared Google Drive
- Managing the Chapter's Inbox

Finance Lead

- Obtaining and assuming responsibility for the Chapter's 501c3 and 501c4 cards
- Tracking the Chapters Expenses
- Creating and submitting Hub Materials Project Requests twice a year
- Facilitating reimbursements for approved Chapter expenses
- Submitting monthly expense reports

Delegate

- Attending monthly delegate body meetings
- Communicating with and updating the Chapter on movement updates and decisions
- Facilitating Chapter discussions before lead up to movement decisions
- Facilitate chapter votes on major movement decisions
- Turning out membership to core movement-wide calls, discussions and votes

Onboarding Lead

- Act as a co-coordinator of the People Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Maintain the Sunrise Chicago signup form via EveryAction
- Ensure the [New Member Guide](#) stays up to date
- Review submissions to the Sunrise Chicago Signup Form at least weekly and add potential new members to the “potential members sheet of the Membership & Onboarding Tracker
- Assemble, train, and support an “onboarding crew,” a group of members capable of doing new member 1:1s
- Assign new member 1:1s at least weekly, using the “1:1 Records” sheet on the Membership & Onboarding Tracker

Membership & Engagement Lead

- Act as a co-coordinator of the People Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the point person & delegate responsibilities relating to planning and carrying out a social event, training, mutual aid event, or political education event, for Chapter members at least once every other month
- Assemble, train, and support an “textbanking/phonebanking crew,” a group of members regularly helping with internal recruitment and connecting with our membership

Chapter Meetings Lead

- Act as a co-coordinator of the People Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the point person & delegate responsibilities relating to planning and carrying out monthly chapter meetings, including, but not limited to:
 - Selecting and booking the meeting location
 - Creating the mobilize link for the meeting
 - Planning the meeting agenda & delegating facilitation
 - Preparing meeting materials (slides, exit slip, etc)
 - Arriving early to meetings to set up the meeting space
 - Staying after to pack up supplies and make sure the meeting space is clean
 - Going through and share the responses to the exit slips

Communications Lead

- Act as a co-coordinator of the People Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the point person for running and maintaining the Chapter’s social media account
- Act as the point person for the writing and sending of the monthly newsletter
- Assemble, train, and support an “content crew” a group of members regularly supporting with creating social media content and helping run the Chapter’s social media accounts

Anti-Authoritarianism Organizing Lead

- Act as a co-coordinator of the Political Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the Chapter's representative to the Coalition Against the Trump Agenda, attending and reporting back to the Chapter on Coalition meetings
- Act as the point person & delegate responsibilities relating to anti-authoritarian chapter organizing the chapter is engaged in, including, but not limited to:
 - Ensuring members of the chapter are fully Know Your Rights and Migra Watch Trained
 - Helping Chapter members plug into local rapid response networks
 - Participation in short-term anti-authoritarian campaigns

Make Polluters Pay Campaign Lead

- Act as a co-coordinator of the Political Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the Chapter's representative to the IL Make Polluters Pay Coalition, attending and reporting back to the Chapter on Coalition meetings
- Facilitate the creation and maintenance of a long-term campaign escalation arc for the Make Polluters Pay Campaign
- Act as the point person & delegate responsibilities relating to executing the campaign escalation arc, including, but not limited to:
 - Collecting MPP Petition Signatures
 - Tracking MPP Pledge progress & growing the number of MPP Pledge Signers
 - NVDA

GND4CPS Campaign Lead

- Act as a co-coordinator of the Political Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the Chapter's representative to the Healthy Green Schools Coalition, attending and reporting back to the Chapter on Coalition meetings
- Facilitate the creation and maintenance of a long-term campaign escalation arc for the GND4CPS Campaign
- Act as the point person & delegate responsibilities relating to executing the campaign escalation arc, including, but not limited to:
 - Collecting GND4CPS Petition signatures
 - Tracking GND4CPS Pledge progress & growing the number of GND4CPS Pledge Signers
 - Seed new GND4CPS School Teams through canvassing, class-raps, and other recruitment tactics
 - Develop, coach, and existing GND4CPS School Team leads
 - NVDA

Electoral Organizing Lead

- Act as a co-coordinator of the Political Power Team, assisting with and/or rotating the responsibility of planning team meeting agenda and facilitating team meetings
- Act as the point person for coordinating with the campaign of endorsed candidates
- Act as the point person & delegate responsibilities relating to the chapter's electoral organizing efforts

Types of Meetings

Chapter Meetings

A time for all members of the hub to come together for updates, community & skill building, and collective decision making. [Monthly]

Leadership Council Meetings

A time for the Core Chapter Leaders (Chapter Coordinator, People Power Team Coordinator, Political Power Team Coordinator, GND4CPS Campaign Coordinator, Finance Lead, and Movement Delegate) to coordinate Chapter-wide activities, make collective decisions, and evaluate progress against the Chapter's longer term goals. Its purpose is not to make unilateral decisions or to centralize power. These meetings are open to everyone in the Chapter *[Every other week]*

Team Meetings

A time for the Chapter's teams to share updates, make collective decisions, and delegate work relating to the team's responsibilities. *[by team]*

Strategy Retreats

A time for coordinators and team leads to plan strategically for the long term success and development of the Chicago chapter. The meetings should be planned and facilitated by the Chapter Coordinators, with required attendance by all Team Leads and the Hub Delegate and suggested attendance by any interested members. *[Every 3 months, or as needed]*

Chapter Norms

Remember Why We're Here: We all have something to lose to the climate crisis and something to gain in coming together. We tell our stories about race, class, where we're from, and who we are, to remind ourselves and each other of our stake in the movement

Honor our Context: Although we are part of a national movement, as the Chicago Chapter we ground ourselves in the context of our city's history and people. We strive to understand Chicago's rich organizing legacy, collaborate in solidarity, and pursue goals that serve local needs.

Dismantling Oppression is Lifelong Work: Colonialism/imperialism, white supremacy, and the patriarchy are built to be self-perpetuating. We are proactive in identifying how/when these practices show up in our work by engaging in consistent feedback and evaluation, and then making the necessary organizational and personal changes to dismantle them. We recognize that this is lifelong work, requiring constant and intentional efforts.

Step Up, Step Back: Every member should be able to feel empowered to "step up," from sharing their thoughts in meetings to taking on leadership roles. However, we are mindful of systems of oppression that we exist within, recognizing and working to disrupt the current reality that white (or white passing), men (or masc presenting), cisgender, straight, able-bodied, and older folks historically often have an easier time with "stepping up." All members of the Chapter are responsible for being aware of these dynamics and understanding when to "step back" and make space for others to "step up." We value, respect, and encourage the unique contributions of all of our members, regardless of role, experience level, or other identities.

Lead by Example: When we have something we support, are excited about, or feel higher levels of stake in, we make that known and take responsibility for building consensus around it amongst the Chapter. When we see something we don't like, we don't critique from the sidelines; instead, we share our own alternative vision and take responsibility for helping make it a reality.

Invest in Leadership: As organizers, we know that one of our biggest responsibilities is sharing our knowledge and skills in order to ensure the movement continues to grow and build its power. We intentionally invest in potential members and members through 1:1s, training, and mentoring in order to build a skilled, disciplined, and powerful base full of members who are prepared and supported to as leaders

Move at the Speed of Trust: The power of both our organization and broader movements are directly tied to trusting relationships at the member and organizational level. Both externally and internally, we do our best to balance the urgency of the crises facing us with the understanding that we are engaged in lifelong struggle. Building trusting relationships is always an ongoing process, strengthened by often, honest communication, dependability, and systems of care.

Culture of Care: We seek to make the chapter a space that reflects the world we're fighting for; one where everyone is welcomed, valued, supported, and has their needs met. We do this by taking the

time to develop our personal relationships, prioritizing accessibility, asking for help when we're struggling, and giving what we can to support our fellow members' needs.

Feedback as Care: Feedback is a crucial tool for enabling growth, and thus, is a form of care. We actively create space for feedback to be given and received within the chapter, recognizing that it is often best received when given early, often, directly, and with compassion.

Choose Accountability: We are all collectively responsible for both our own and other chapter members' growth as organizers and people; we understand that there is no such thing as holding someone accountable, only the two-way street of choosing to be accountable to each other. Choosing accountability requires both giving and listening to feedback, accepting responsibility, learning from our mistakes, honoring our interdependent relationships, and committing to repair when necessary.

Norms Change: We recognize this above list of norms will never be a finished product. We consistently revisit, amend, and add to our Chapter norms as necessary.

Decision Making Guidelines

Establishing Clear Channels of Communication & Decision Making: Before decisions need to be made, those engaged in decision making should agree upon the manner in which decisions will be made and communicated to one another. This helps ensure transparency and accountability later on.

Follow the Energy: Within the Chapter, our work obtains legitimacy through the buy-in of active members. If we can't find the minimum number of people needed to fill key roles to intentionally execute a project/initiative we recognize it should not currently be a priority; there is always time for this to change.

Ask for Advice, not Permission: There is no one person in the Chapter who can "give permission" for actions and decisions. The role of a leader is not to single-handedly shape any project or team, but to empower the members of the team to make decisions, take power, work cohesively, and communicate effectively. Instead, those leading a decision making process should seek advice from those who hold expertise and those who will be impacted by the decision.

Voting: When making formal, public decisions as a Chapter (ex. supporting legislation, endorsing candidates, signing onto a public letter), we use voting to come to an agreement. While the specific timing and thresholds for voting should be determined on a decision by decision basis, we believe that in order to be making collective, democratic, decisions, each active member should have the opportunity to be official chapAn active member will be defined as anyone who has attended at least 3 events, meetings, and/or actions, with at least one being in the last 3 months.

Membership & Dues

Overview

Sunrise is a dues-paying, membership based organization. It is recommended, but NOT required, that you be an official Sunrise member to participate with Sunrise Chicago.

Why Dues?

- **Movement accountable to membership:** First, we aspire to become a powerful youth climate movement owned and funded by our membership. Thus, we are accountable to our members, not to funders and the whims of the philanthropic elite.
- **Organize more people into Sunrise:** We believe a shift towards dues will enable us to organize more people into the movement. Not everyone is able to give an hour or three or five to hub efforts or organizing, but do have resources to support the movement. We want avenues to engage as much of the movement as possible in our efforts!
- **Networks of care & solidarity:** As the climate crisis looms, it is clear that we must build networks of solidarity, care, and support for each other to weather the storms ahead. Our vision is that the membership and dues drive generate the resources to build care for our society by passing the Green New Deal at every layer of government, but also care for the relationships we're building to stay in this fight for the long haul. To do this through our member drive, this looks like using our power and resources in the movement to:
 - Create networks during climate disasters to support our members
 - Using hub money to provide meals at all hub meetings and events
 - Creating directories with offerings from inside and outside the movement, including everything for free or supported housing, childcare, access to car or transit, jobs, free therapy, free meals, and other resources.
- **Explicit convos about class:** Finally, we believe a shift towards dues will support us to build across class by requiring members and leaders to engage in explicit and ongoing conversations about money and class.

How much are Dues?

You decide! Dues are paid on a sliding scale, but we offer suggestions below based on class background

- \$0/a month (waiver) - you're currently unable to pay dues
- \$5/ a month - you keep a tight budget and have little flexible money to spend
- \$15/ a month - you make a living wage or are financially comfortable
- \$45/ a month - you make a high income or have access to inherited wealth

Where does Dues Money Go?

- 33% will go directly back to each hub or chapter
- 33% goes to Sunrise's central organizing budget (towards programming things like retreats for hub leaders, the Green New Deal for Schools program, or a national campaign)

- 33% is pooled and redistributed as stipends for the Principle Six Program, a financial support program for poor/working class volunteers that offers up to \$800 per month in financial support

What do I get as a Dues Paying Member?

- Access to Sunrise trainings, programs, resources, etc.
- Access to Sunrise Portal (online site that has access to all our resources, etc.)