

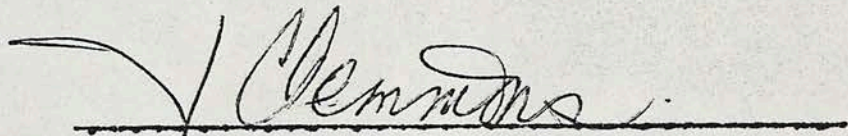
ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Jackie Ainsworth:

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, ~~Local #~~

Such Authorization effective this 18th day of February, 19 74.



Provincial Association Representative.

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Ruth Allen :

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, ~~Local #~~

Such Authorization effective this 19th day of February, 19 74.

J. Commons
Provincial Association Representative.

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Diane Brooks:

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, ~~local #~~

Such Authorization effective this 19th day
of February, 19 74.

J. Commons
Provincial Association Representative.

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Carol Singer :

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, ~~Local #~~

Such Authorization effective this 19th day of February, 19 74.

V. Cannon

Provincial Association Representative.

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Doris Maki:

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, Local #

Such Authorization effective this 19th day of February, 19 74.

V. Clemens

Provincial Association Representative.

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

(AUCE)

Dear Lynne Bowness:

This will confirm that you are hereby authorized to receive applications for membership and accept such persons making applications into membership status of this Association, ~~Local #~~

Such Authorization effective this 16th day of February, 19 74.

J. Clemens
Provincial Association Representative.

TO CHARTER AN AUCE LOCAL

1. Interested persons sign as headquarters members of AUCE.
2. 10 - 12 or more of such headquarters members call an Organizational Meeting at which they decide to apply for a charter. A By-Laws Committee is elected at this meeting.
3. The members present at the Organizational Meeting apply in writing to the Provincial Executive of AUCE to have a charter granted to them.
4. The Provincial Executive grants a charter to the new Local and transfers the headquarters members into the new Local.
5. The new local has a Charter Meeting at which the by-laws of the new local are presented and voted upon. Once the by-laws have been adopted, elections for the local executive are held.

* * * * *

The following are attached:

- a) outline of a First Organizational Meeting
- b) sample of letter to be sent to AUCE Provincial Executive to apply for the granting of a charter
- c) outline of a Charter Meeting
- d) list of instructions for those authorized to sign up members into the Association

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES
Minutes of the First Organizational Meeting of Local # _____

The First Organizational Meeting of Local # _____ was held at _____ (time) on _____ (date) at _____ (place).

Present: (list names)
(N.B. All those present should be headquarters members of AUCE.)

_____ (name) was elected to be Chairperson, _____ (name), Secretary.

_____ (name) commented on the purpose of the Organizational Meeting. She/he stated that since a majority of _____ (type of employees) employees at _____ (institution) are not organized, an attempt should be made to organize these workers into the Association of University and College Employees.

REGULARLY MOVED by _____ (name), SECONDED by _____ (name): That it is the consensus of this meeting that the headquarters members of AUCE present should apply to the AUCE Provincial Executive to be granted a charter in the name of AUCE Local # _____ (name of institution) for the purpose of organizing _____ (type of employees) at _____ (institution). CARRIED*

REGULARLY MOVED by _____ (name), SECONDED by _____ (name): That a committee of _____ (#) be elected to draft the by-laws for the proposed AUCE Local # _____. CARRIED*

_____ (name of Chairperson) called for nominations for the Committee.

_____ (name) nominated _____ (name), _____ (name) nominated _____ (name) etc.

The chair asked the above nominees if they would stand for the Committee. _____ (names) agreed to stand. (If there are the same number of nominees as positions on the Committee, the next sentence would be ... Elected by acclamation to the Committee... Otherwise ... _____ (names) elected to the Committee....)

REGULARLY MOVED by _____ (name), SECONDED by _____ (name): That the first meeting of the By-laws Committee be held _____ (date, time & place). CARRIED*

REGULARLY MOVED by _____ (name), SECONDED by _____ (name): That, subject to the granting of the Local # _____ charter by the AUCE Provincial Executive, the Charter Meeting for Local # _____ should be held _____ (date, time & place). CARRIED*

The Chair asked for a motion to adjourn the meeting.

REGULARLY MOVED by _____ (name), SECONDED by _____ (name): That the meeting be adjourned. CARRIED*

The meeting adjourned at _____ (time).

*In most cases this would read CARRIED UNANIMOUSLY. Otherwise, indicate just CARRIED and record the number in favour, against & abstentions.

Sample of letter to be sent to AUCE Provincial Executive
to apply for the granting of a charter:

Provincial Secretary-Treasurer
Association of University and College Employees
c/o Box 11
Student Union Building
University of British Columbia
Vancouver, B.C.

We, the undersigned headquarters members of the Association
of University and College Employees, hereby request that the
Provincial Executive of the Association of University and
College Employees grant a charter in the name of AUCE Local
(name of institution). Furthermore, we would
request that the undersigned headquarters members be trans-
ferred into said Local # .

As employees of (name of institution) , we are requesting
that this AUCE charter be granted to enable us to undertake
an organizational program of the (type of employees)
employees at (name of institution) .

Respectfully submitted,

(signatures of all present at the
Organizational Meeting)

The Charter Meeting of Local # _____ was held at _____ (time) _____ on _____ (date) _____ at _____ (place) _____.

Present: (list names)

(N.B. If anyone turns up at this meeting who has not signed an application for membership previously, they should either be signed up now or asked to leave. From this point on, when application forms are filled out, the # of the Local should be filled in beside "Local" at the top of the application form.)

_____ (name) _____ and _____ (name) _____ elected Chairperson and Secretary respectively, at the First Organizational Meeting, _____ (date of 1st Org. Mtg.), continued in these positions. (It is best if the same chairperson and secretary elected previously are available. If not, the sentence could read " _____ (name) _____ was elected to be Chairperson, _____ (name) _____, Secretary.")

_____ (name of Chairperson) _____ instructed _____ (name of Secretary) _____ to read the minutes of the First Organizational Meeting.

REGULARLY MOVED by _____ (name of Secretary) _____, SECONDED by _____ (name) _____: That the minutes of the First Organizational Meeting be adopted as read. CARRIED*

The Chairperson now instructed the By-laws Committee to report. _____ (#) _____ members of the By-laws Committee, _____ (names) _____ reported that there were _____ (#) _____ meetings to discuss the By-laws, one on _____ (date) _____, one _____ (date) _____ etc.

REGULARLY MOVED by _____ (name of committee member) _____, SECONDED by _____ (name) _____: That the By-laws as reported by the Committee be adopted.

The By-laws of Local # _____ as reported by the Committee were reviewed section by section.

(A listing is then made of those sections where amendments were voted on. The following format to be used:

Example - (K) DUES & FINANCES: REGULARLY MOVED by _____ (name) _____, SECONDED by _____ (name) _____: That the second sentence of Section 1 be amended to read "Dues can only be changed by a majority of votes cast in a referendum ballot of the Local Association membership." CARRIED*)

The Chairperson called the voted for adoption* of Sections _____ to _____ of the By-laws as amended. CARRIED*

Those present signed the By-laws. (Members put their signatures on the last page of the typed By-laws as presented by the Committee.)

REGULARLY MOVED by _____ (name) _____, SECONDED by _____ (name) _____: That the election of officers for Local # _____ take place. CARRIED*

_____ (name) _____ was chosen to act as tabulator. (The person chosen as tabulator should be one who will not be running for any position in the elections)

*In most cases this would read CARRIED UNANIMOUSLY. Otherwise, indicate just CARRIED and record the number in favour, against & abstentions.

____ (name) _____ nominated _____ (name) _____; _____ (name) _____ nominated _____ (name) _____ etc. for the position of President. _____ (name) _____ was elected by secret ballot. (If only one person was nominated, the sentence could read: _____ (name) _____ elected by acclamation.)

(The above format used for all positions on the Local Executive, including the Vice-President, Secretary, Treasurer, Trustees, and the two Local representatives on the Provincial Executive.)

REGULARLY MOVED by _____ (name) _____, SECONDED by _____ (name) _____: That the Treasurer, _____ (name of Treasurer) _____, open a _____ (type of account) _____ account in the name of The Association of University and College Employees, Local # _____. CARRIED*

REGULARLY MOVED by _____ (name) _____, SECONDED by _____ (name) _____: That the Local # _____ Executive make application for certification of Local # _____ as soon as practical. CARRIED*

REGULARLY MOVED by _____ (name) _____, SECONDED by _____ (name) _____: That the first Local # _____ Executive meeting be held _____ (date, time, place) _____. CARRIED*

The Chair asked for a motion to adjourn the meeting.

REGULARLY MOVED BY _____ (name) _____, SECONDED by _____ (name) _____: That the meeting be adjourned. CARRIED*

*In most cases this would read CARRIED UNANIMOUSLY. Otherwise, indicate just CARRIED and record the number in favour, against, & abstentions.

ACCEPTING APPLICATIONS FOR AUCE

1. Only those who have been authorized can accept applications for membership in AUCE. To accept headquarters memberships, you must be authorized by a Provincial Executive Officer or a Local Association Executive Officer. To accept memberships in a particular Local, you must be authorized by an Executive Officer of that Local.
2. If you do not know the applicant personally, ask for identification, preferably with their signature on it.
3. Have the applicant fill in the Application Form in ink. Make sure they include "76" in the date. The applicant completes the top portion of the form only. In the case of headquarters memberships, the word "headquarters" should be added after "Local" at the top of the form. For memberships in a particular Local, the appropriate Local # should be added in the space provided.
4. Take the \$1.00 Initiation Fee. (Note: Do NOT lend the applicant the dollar!) Fill out the receipt, using carbon paper. Use a ball point pen, so the carbon copy will be clear. Your signature goes after "Received by" and after "Authorized Signature". The dates on the two sections of the Official Receipt should be the same. Give the top copy of the receipt to the applicant.