

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.



ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES  
Minutes of the Charter Meeting of Local # \_\_\_\_\_

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 adoptions 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.