

**UAW Local 2324**  
Boston University Technical Office Professionals  
650 Beacon Street · Boston Massachusetts 02215  
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**Coffee Break**

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## August 2007

Greetings all,

It was three years ago this month that I ran for the position of President, and the opportunity to make a difference for so many. In looking back at all the obstacles, the highs and lows, and ultimately the accomplishments that this local has made over this period of time; makes me both satisfied for what together we have achieved, and hungry for the things that have not yet been accomplished. It has always been my goal to make this a Union that people can be proud to be a part of, a Union that can overcome adversity, one that can rise above the scandals of the past. I sit here today able to reflect of where we were three years ago, versus where we are today and without a doubt can say we are in a much better position. This is not enough for me, and I hope it is not enough for you either. What I am trying to say is, I need your help. We have our officer elections coming in September, and we need good motivated members to fill each and every one of these positions. Please read over the descriptions provided in this newsletter and if you have any questions don't hesitate to call the office.

Regards,

Chris Snook



## **NOTICE OF LOCAL UNION AND UNIT ELECTIONS**

On September 26, 2007, elections will be held to fill all Executive Board, Grievance Committee and Steward Positions for a Three (3) year term.

The nomination period will open on August 3, 2007 and closes at 5:00 PM August 21, 2007.

All members in good standing are automatically nominated.

In order to run for any position, you must accept the nomination, using the enclosed nomination acceptance form and return it to the Union Office by 5:00 PM on August 21, 2007. Nomination Acceptance forms may be faxed; hand delivered, or mailed registered receipt requested.

The Election Committee will open the nomination forms and prepare the official ballot by September 5, 2007

A sample ballot and voting times and locations will be mailed to all members.

Enclosed you will find a listing of each vacant position and a brief summary of the job responsibilities.

In order to accept the nomination to run for any position in the Executive Board or Grievance Committee, you must be a member in good standing for at least one (1) year.

Please contact the Union Office should you have any questions regarding the election process.

A run-off election, if necessary will be held at the Local Union Office on October 11, 2007.

## **LOCAL 2324 UAW ELECTED POSITIONS**

All positions term run from October 2007-June 2010. All members in good standing are eligible to run for office.\*

### **LOCAL UNION OFFICERS/EXECUTIVE BOARD**

*Executive Board members may also run for any steward position and automatically become members of the Workplace Council.*

#### **PRESIDENT – 1 position**

**This is a full-time, union paid position.**

The President is the highest authority for all duties of grievance handling and contract enforcement. He/she is the primary representative to the university, trustees and administration. The President shall be the primary spokesperson for the union.

#### **VICE-PRESIDENT – 1 position**

**This is a seven (7) hour per month contractual paid time position.**

The Vice President shall oversee all committees of the local and shall chair the communication (newsletter) committee. The Vice President will assist the President in carrying out the duties of the President's office as well as take primary responsibility for internal union building/organizing.

#### **RECORDING SECRETARY – 1 position**

**This is a seven (7) hour per month contractual paid time position.**

The Recording Secretary shall keep a correct record of the proceedings at all Executive Board, Workplace Council and Membership Meetings. He/she will sign all orders on the treasury authorized by the local union. He/she will read all documents and conduct the general correspondence received by the union.

#### **FINANCIAL SECRETARY/TREASURER – 1 position**

**This is a seven (7) hour per month contractual paid time position.**

The Financial Secretary/Treasurer will receive all dues, initiation fees and all other income of the local union for any fund from any source. He/she will prepare weekly, monthly, quarterly and year-end reports required by the International Union, the Department of Labor and the Internal Revenue Service. (*Being elected to this position does not guarantee you a job working at the local.*)

#### **TRUSTEES – 3 positions**

[no contractual time given on this form)

The Trustees shall perform a semi-annual audit of the records maintained by the Financial Secretary/Treasurer.

### **SERGEANT-AT-ARMS – 1 position**

**This is a seven (7) hour per month contractual paid time position.**

He/she will chair the local's Education Committee and assist the President and others with training programs. He/she will assist the Guide and others in the preparation and presentation of new member orientation luncheons.

### **GUIDE – 1 position**

**This is a seven (7) hour per month contractual paid time position.**

He/she will assist the Financial Secretary/Treasurer to insure that the membership list is current and that members are in good standing. He/she is responsible for delivery of all new member packets and subsequent signing-up of all new members. He/she will plan and initiate new member orientation luncheons with the assistance of the Sgt-at-Arms.

## **GRIEVANCE COMMITTEE**

*No member of the Grievance Committee, including Chair, shall be eligible to run for Executive Board, Steward or Alternate Steward.*

*Members of the Grievance Committee are eligible to be nominated and run for Bargaining Committee or Convention Delegate where such delegates are elected. All Grievance Committee members automatically become part of the Workplace Council of Local 2324 UAW.*

### **CHAIR – 1 Position**

**This is a seven (7) hour per month contractual paid time position.**

***\*Only members in good standing for at least one (1) year prior to the election date shall be eligible to run for Chair of the Grievance Committee.***

The Chair will be responsible for the maintenance, tracking, updating and general coordination of all grievances and files. The Chair may handle grievances at Steps 1, 2 and 3, as well as arbitration, upon designation of the Local President. The Chair will make a monthly report to the Workplace Council on the status of all grievances and arbitration cases.

### **COMMITTEE MEMBERS – 3 Positions**

**This is a seven (7) hour per month contractual paid time position**

Committee Members will investigate and handle grievances and disputes. He/she will attend Weingarten interviews. He/she will represent members at Step 1 and Step 2 grievances. He/she will attend monthly Grievance Committee and Workplace Council meetings.

## **STEWARDS AND ALTERNATES**

### **STEWARDS AND ALTERNATES – 24 positions**

**This is a five (5) hour per month contractual paid time position**

Investigate and handle grievances and disputes. Attend Weingarten interviews. Represent members at Step 1 and Step 2 grievances. Attend monthly Grievance Committee and Workplace Council meetings.



Local 2324 United Auto Workers/AFL-CIO  
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## 2004-2007

### Officers:

President	Chris Snook	262-6333
Vice President	Richard Larkin	8-4054
Recording Secretary	Selma Mayer	3-4149
Financial Secretary/Treas.	Nancy Olson Garofalo	262-6333
Trustee	Claude Green	3-2307
Trustee	Robert Colbert	3-2307
Trustee	Open position	
Sergeant at Arms	Doris McFarlin	3-3752
Guide	Kristine Sessa	3-3731

### Grievance Committee:

David Ritchie, Chair,	SAR	3-2729
Linda Prater	WBUR	3-0909
Robert Snee	CAS Physics	3-5056
Open Position		

### Stewards:

George Boag	RHO Special Services	3-2307
Terry Canavan	Rental Property	3-9833
Elizabeth Case	Theology	3-3038
David Cyr	RHO Special Services	3-2307
Joseph DiMauro	RHO Special Services	3-2307
Jim Eisenberg	Reservations	3-2932
Wayne Grachow	Graphics	3-4557
Jose Ponce	Com Admin	3-3498
Darlene Santos-Smith	Media	3-3227
Michael Swan	RHO Special Services	3-2307
Maria Farias	Chemistry	3-2500

**All positions are open for the September 26, 2007 elections**

**Local 2324 UAW**  
**Standing Committees**

(volunteer position's)

**BYLAW**

Nancy Olson, Chair  
Chris Snook  
David Ritchie  
Richard Larkin  
Mike Swan  
Linda Prater

**CONTRACT REVIEW**

Chris Snook, Chair  
Mike Swan  
David Ritchie  
Richard Larkin  
Bob Snee

**ELECTION**

Wayne Grachow, Chair  
Terry Canavan  
Elizabeth Case  
Jose Ponce  
Joseph DiMauro

**HEALTH AND SAFETY**

Chris Snook  
Miriam Hatoum

**COMMUNICATION**

Richard Larkin, Chair  
Chris Snook

**RETIREES**

Marcia Childs, Chair

**SOCIAL**

Richard Larkin, Chair  
David Ritchie  
Doris McFarlin  
Chris Snook  
Nancy Olson  
Kris Sessa  
Maria Farias  
Bob Snee

*If you are interested in joining any of these committees or volunteering for one or more special events, please contact the union office.*

NOMINATION ACCEPTANCE FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby accept the nomination for the following position with  
Local 2324 UAW at Boston University, Boston, MA 02215:

\_\_\_\_\_  
(title of position)

I wish my name to appear on the ballot as:

\_\_\_\_\_  
(please print)

Signed: \_\_\_\_\_

Phone: \_\_\_\_\_

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# **KNOW YOUR CONTRACT!!!**

**ARTICLE 22 : DISCIPLINE AND DISCHARGE**

“Upon request of the employee, disciplinary letters shall be removed from an employee’s personnel file provided there are no other letters of disciplinary action in the employee’s personnel file within three (3) years following the date of the initial disciplinary letter.”

*It is time to get those letters out of your file once and for all. If you have received a warning letter more than three years ago, and have not received another one since, you can have it removed. To make sure this is done, contact the Union office to assist you with this process!!*



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**JULY through DECEMBER 2007 MEETING SCHEDULE**

Executive Board/Workplace Council meet 11:00 am -1:00 pm  
Membership and Luncheon Meetings are from 12:00-1:00 and 1:00-2:00 pm  
Grievance Committee meets 12:00 – 1:00 pm

<b><i>DATE</i></b>	<b><i>Day</i></b>	<b><i>MEETING</i></b>	<b><i>LOCATION</i></b>
July 11	Wed	Exec Board/WPC	cancelled
July 18	Wed	Membership	cancelled
July 25	Wed	Grievance	Marsh Chapel
<b>Aug 1</b>	<b>Wed</b>	<b>Exec Board/WPC</b>	<b>Marsh Chapel</b>
<b>Aug 3</b>	<b>Fri</b>	<b>Nomination period begins</b>	
<b>Aug 15</b>	<b>Wed</b>	<b>Reg. 9A President's Meeting</b>	<b>Connecticut</b>
<b>Aug 21</b>	<b>Tues</b>	<b>Nomination deadline</b>	
<b>Aug 22</b>	<b>Wed</b>	<b>Grievance</b>	<b>Marsh Chapel</b>
Sept 5	Wed	Exec Board/WPC	Marsh Chapel
Sept 19	Wed	Membership	TBA
Sept 26	Wed	Officer Elections	TBA
<b>Oct 3</b>	<b>Wed</b>	<b>Exec Board/WPC</b>	<b>Marsh Chapel</b>
<b>Oct 24</b>	<b>Wed</b>	<b>Grievance Committee</b>	<b>Marsh Chapel</b>
<b>Oct 31</b>	<b>Wed</b>	<b>Luncheon</b>	<b>TBA</b>
Nov 7	Wed	Exec Board/WPC	Marsh Chapel
Nov 28	Wed	Grievance Committee	Marsh Chapel
<b>Dec 5</b>	<b>Wed</b>	<b>Local 2324 Holiday Party</b>	<b>TBA</b>
<b>Dec 13</b>	<b>Thurs</b>	<b>Reg. 9A President's Meeting</b>	<b>Connecticut</b>
<b>Dec 19</b>	<b>Wed</b>	<b>Exec Board/WPC</b>	<b>Marsh Chapel</b>

ALL MEETINGS ARE OPEN TO ALL MEMBERS  
CHECK WEB PAGES FOR UPDATES