

INSTRUCTIONS FOR AUCE LOCAL #6 UNION ORGANIZERS

If we are to achieve certification, which means signing up 50% plus one of the teaching support staff workers at SFU (T.A.'s, language assistants, research assistants, sessional lecturers) your job as a union organizer is really important. You must consciously combat a tendency to believe that someone else will do the necessary organizing work. Unless each of us strives to complete our tasks, we will not build a strong union. You must distribute pamphlets, maintain a list of all teaching support staff in your department and sign up as many people as possible. If this work is shared it will be easier. It is important to adhere to the following instructions because of the legal requirements of certification.

- 1) Familiarize yourself with the information about the union which is available in CC 7127. Any questions you might have or may be asked can be answered by calling:

1. SFU AUCE OFFICE, CC 7127, (Between 11:30 and 2:00 Monday to Friday) 291-4433

2. AUCE PROVINCIAL OFFICE, 1113-207 West Hastings, 684-6737

3. Michele Pujol [REDACTED]

- Tom McGauley [REDACTED]

- Glen Ash [REDACTED]

- 2) Fill in the POTENTIAL MEMBERSHIP LIST immediately. Leave a copy of this in CC 7127 as soon as possible. Use your duplicate to record all further contact. Some of this information may be available from the Departmental Assistant.
 - 3) Distribute to each teaching support staff worker, via mailboxes, the Local #6 AUCE pamphlet. There are approximately 4 to 6 of these scheduled and they should be distributed a week apart.
 - 4) Stop by the AUCE - SFU office (CC 7127) at least once a week to report on your organizational progress.
 - 5) After each pamphlet distribution, approach teaching support staff workers regarding signing up. As all organizing work will be more easily accomplished and successful if shared, find someone else as equally convinced about the union, and the two of you make as many contacts as possible.

PAGE 2

Instructions for AUCE Local #6 Union Organizers

- 6) Keep the POTENTIAL MEMBERSHIP LIST as up to date as possible. Mark an evaluation of each person's interest and support on the provided form.
- 7) Signing up Members involves:
 - a) Payment of the dollar fee; (DO NOT LEND ANY MONEY)
 - b) completion of the provided membership form;
 - c) give the new member the provided receipt;
 - d) return the form and the fee to CC 7127;
 - e) if the new member is able and interested he/she can be authorized to sign up further members by filling out the AUTHORIZATION FORM available in CC 7127.
- 8) Remember that each membership form is a document which the Labour Relations Board will inspect. DONOT EVER PROVIDE THE DOLLAR membership fee for anyone. Return the membership form and dollar fee to Room CC 7127.

GOOD LUCK