

# According to the UAW Constitution

## ARTICLE 40

### Guide

Section 14. It shall be the duty of the Guide to maintain order, inspect the membership receipts, satisfy her/himself that all present are entitled to remain in the meeting of the Local Union and perform such other duties as are usual to the office.

# According to the Local By-Laws

## ARTICLE IX

### Duties of Officers

The duties of the Local Union officers shall be as provided for in Article 40 of the Constitution of the International Union, provided, that the Recording Secretary shall maintain a binder in the office of the Local Union, containing a true copy of the minutes of the previous meetings and this binder shall be available to the inspection of any member of the Local Union at his or her request.

## GUIDE

The duties of the guide are outlined in the UAW Constitution under Article 40, Section 14, "It shall be the duty of the Guide to:

- ◆ maintain order
- ◆ inspect the membership receipts
- ◆ satisfy her/himself that all present are entitled to remain in the meeting of the Local Union and
- ◆ perform such other duties as are usual to the office."

For example a guide may be called upon to make sure that Article 40, Section 15 of the constitution is carried out. "All local union officers, committees, stewards and other members handling funds or other property of the local union shall, at the completion of

their duties, turn over all papers, documents, funds and/or other local union property to the properly constituted local union officers."

Another responsibility, as listed under Article 43 of the UAW Constitution, is for the president to direct the guide to assist with the initiation ceremony of new members (some locals hold more formal initiation ceremonies). The president says the following: "You will now place the candidate before me for the obligation."

The guide advances with the candidate and places her/him in front of the president's station. All newly elected members before being admitted to the full membership subscribe to the following obligation:

### **UAW INITIATION OATH**

*"I pledge my honor to faithfully observe the Constitution and laws of this Union and the Constitution of the United States (or Canada, as the case may be); to comply with all the rules and regulations for the government thereof; not to divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me to the best of my ability and skill; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faithful allegiance to the International Union United Automobile, Aerospace and Agricultural Implement Workers of America (UAW)."*

If you wish to acknowledge your members' initiation into the local union, you may purchase initiation certificates, which are available from the UAW Purchase and Supply Department (*"Certificate of Initiation Ceremony,"* Publication No. 1131).

As a guide, be prepared to maintain order during meetings. Sometimes, debates become heated and the significance of key issues are lost during heated arguments. Your responsibilities include assisting the chair in keeping the attendees focused on the business at hand. But remember—if you approach a member, be polite and give the member a chance to save face by "cooling down." If the individual ignores your request, you and the sergeant-at arms may be forced to escort him/her from the meeting.

Another important responsibility is to make sure that everyone present at a meeting is authorized to attend.

Often-times local unions discuss sensitive issues that determine union policies. It may be appropriate for only union members to be present. If you must request that a non-member leaves, be courteous.

If you take the time to explain why you are asking the person to leave, chances are they will not feel offended. And you can build a mutual respect between the local union and that person.

In addition to these duties, the president may request the guide to conduct tours, chair a standing committee meeting or distribute information to the membership.

As you can see, your role as guide is important to ensuring that the local union can go about taking care of its business. This elected position may not have such an extensive list of duties as some others, but you still play a vital role in the growth and success of the local.

