

# According to the UAW Constitution

## ARTICLE 40

### Sergeant-at-Arms

Section 13. It shall be the duty of the Sergeant-at-Arms to introduce all new members and visitors and assist the President in preserving order when called upon to do so. S/He shall also take charge of all property of the Local Union not otherwise provided for and perform such other duties as may be assigned to her/him from time to time.

# 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.

## SERGEANT-AT-ARMS

As Sergeant-at-Arms you have an excellent opportunity to learn about and support the other various office holders and representatives while assisting the local union executive officers in building the power of the union.

The duties of the sergeant-at-arms are detailed in the UAW Constitution under Article 40, A, Section 13. "It shall be the duty of the Sergeant-at-Arms to:

- ◆ introduce all new members and visitors and
- ◆ assist the president in preserving order when called upon to do so.
- ◆ S/he shall also take charge of all property of the Local Union not otherwise provided for and
- ◆ perform such other duties as may be assigned to her/him from time to time."

Because you introduce all new members and visitors, you have a unique opportunity to build your local union through a positive approach. Often times, visitors and even new members do not know anything about the organized labor movement. You may be the first trade unionist that they meet and interact with. If you introduce yourself before the

meeting and briefly share your local's positive message for all workers, you may contribute to creating an activist in your local and in the community.

As is true with the guide, one of your most important responsibilities is to preserve order so that your local union can carry out its important business. If you approach a member or visitor, be firm but fair. Don't attempt to intimidate the individual because you risk the chance of alienating them and the local may lose a valuable resource.

Just as the trustees are entrusted with protecting local union property, you too are responsible for taking charge of property when another officer is not designated. As you serve your membership in this capacity, remember no other attribute is valued more than trust.

In addition to these duties, the president may request the sergeant-at-arms to perform various other duties for the local as needed.