



# **Harvard Union of Clerical and Technical Workers**

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**AFSCME Local 3650**

15 Mount Auburn Street

Cambridge, MA 02138

(617) 661-8289

FAX (617) 661-9617

## **Notice of Nomination**

### **Nominations Close Monday, November 19, 2007**

#### **ELECTIONS FOR:**

**Campus-Wide Officers**- *Officers are elected to a three (3) year term.*

**President**

*Presides at all HUCTW and Executive Board meetings, is a member of all internal Union committees, and serves as a member of the University Joint Council.*

**Vice-President**

*Assists the President in the work of the HUCTW; in the absence of the President, presides at all meetings and performs all duties otherwise performed by the President.*

**Recording Secretary**

*Keeps a record of the proceedings of all membership meetings and all Executive Board meetings; carries on the official correspondence of HUCTW.*

**Secretary-Treasurer**

*Receives and records all monies of HUCTW, prepares and signs checks for such purposes as are required by the Constitution or are authorized by the membership or the Executive Board, maintains and reports the finances of HUCTW in accordance with the International Union constitution.*

**Representatives to the Executive Board** – elected by Region.

*The Executive Board is responsible for all matters affecting the policies, aims and means of accomplishing the purposes of HUCTW not specifically provided for in the Constitution or by action of the membership at a membership meeting. Executive Board Representatives are elected to a two (2) year term.*

**Representatives to Local Joint Councils** – elected by Joint Council unit.

*Joint Council members meet regularly to discuss policy and planning issues in the workplace as described in the Agreement.*

**Local Union Representatives** – elected by Unit or Department.

*According to the HUCTW By-Laws, Union Representatives are elected to a one-year term by unit or department, about “one representative for every 35 employees.” Local Union Representatives will serve as a source of information for co-workers and will be a first contact for co-workers with questions or problems. They will be trained to participate in the individual problem-solving process established in the HUCTW’s Agreement with the University.*

**NOMINATIONS:**

As prescribed by the HUCTW By-Laws, (Article VI, Section 1): “To be eligible for elected office a member must be in good standing for at least 6 months immediately preceding the election.” Nominations must be received by Monday, November 19, 2007, not later than 6:00 p.m. Please indicate the candidate’s name, department, and work phone, and the position being sought. Nominations must be delivered to HUCTW, 15 Mount Auburn Street, Cambridge, MA 02138, Attn: Elections Committee. **Please note that mailed, hand-delivered, faxed (617 661-9617), or e-mailed (elections@huctw.org) nominations can be accepted, but not voice-mail.**

## Elections to take place Tuesday, December 4, 2007

Please see Notice of Elections for polling locations and times.

**CENTRAL Region: One (1) Executive Board member position is open.**

*Local Union Representative positions are enumerated below.*

**Financial Administration (FAD): 4 local union representatives**

**VP for Administration:** (includes: HRES, HPAI 2 *local union representatives*; Dining Services 1 *local union representative*; UOS, (FMO, Transportation & Parking, Engineering & Utilities, EH&S, Green Campus Initiative) 2 *local union representatives*; OHR and Harvard Magazine, Arboretum, Faculty Club 1 *local union representative*.)

**Alumni Affairs & Development: 3 local union representatives**

**University Information Systems: 3 local union representatives**

**University Health Services: 4 local union representatives**

**University Press: 1 local union representative**

**LASPAU: 1 local union representative**

**Harvard University Art Museums: 2 local union representatives**

**Cross Yard:** (includes: HUPD, Information Office, News & Public Affairs, Government Community & Public Affairs, Memorial Church, Governing Boards, Marshall’s Office, Nieman Foundation, President’s Office, Institute for Global Health, Harvard Student Agencies, Mind Brain & Behavior) 3 *local union representatives*

**FAS ARTS Region: One (1) Executive Board member position is open.**

*Local Union Representative positions are enumerated below.*

**Administration** (includes: Academic Affairs, Athletics, Bureau of Study Counsel, College Life & Student Services, Dean’s Office, FAS Computer Services, FAS Financial Office, FAS Physical Resources, Freshman Dean’s Office, Freshman Seminar Program, Harvard College, Harvard Foundation, Media Services, O.I.R.E., Office of Career Services, Office of Secretary to the Faculty, Phillips Brooks House, Piano Technical Services, Public Service Program, Registrar’s Office, Signet Society) 6 *local union representatives*

**Academic** (includes: African and Afro-American Studies, Carpenter Center, Classics, Committee on Degrees in Literature, Core Program, CLCS, DuBois Institute, Economics, English and American Literature and Language, Expository Writing, Germanic Language and Literature, Government, History, History and Literature, History of Art and Architecture, Literature Concentration, Philosophy, Romance Language and Literature, Sanskrit and Indian Studies, Slavic Language and Literature, Studies of Women, Gender and Sexuality, Study of Religion, Visual and Environmental Studies) 4 *local union representatives*

**Harvard College Libraries, Harvard University Library 5 local union representatives**

**Widener Library: (includes 625 Mass. Ave.) 4 local union representatives**

**CAB (includes Continuing Education, ART, Undergraduate Admissions and Financial Aid, Graduate Admissions and Financial Aid, Lehman Hall)**

**4 local union representatives**

**FAS SCIENCES Region: One (1) Executive Board member position is open.**

***Local Union Representative positions are enumerated below.***

**Biological & Chemical Sciences (includes: Molecular & Cellular Biology, Stem Cell Institute) 3 local union representatives**

(includes: Chemistry, Earth & Planetary Sciences, Bauer Center for Genomics Research, University Center for the Environment, Mathematical Biology and Evolutionary Dynamics) **3 local union representatives**

**Earth & Natural Sciences (includes: Anthropology, Botany Museum, Center for Jewish Studies, Concord Field Station, Geology Department, Harvard Forest, Herbaria, Harvard Museum of Natural History, MCZ, MCZ Labs, Organismic and Evolutionary Biology, Peabody Museum, Near Eastern Languages and Civilizations, Semitic Museum) 5 local union representatives**

**Applied & Physical Sciences (includes: Rowland Institute, SEAS, High Energy Physics, History of Science, Mathematics, Observatory, Physics, Science Center (excluding FASCS), Statistics, Bok Center) 5 local union representatives**

**Social & Political Sciences (includes: AAASS, CES, CMES, Asia-related Centers, WCFIA, DRCLAS, IQSS/HMDC, Davis Center, Yenching Institute, HURI, Psychology, Sociology) 4 local union representatives**

**MEDICAL Region: Two (2) Executive Board member positions are open.**

***Local Union Representative positions are enumerated below.***

**Medical and Dental Schools 20 local union representatives**

**New England Regional Primate Center 3 local union representatives**

**School of Public Health 11 local union representatives**

**PROFESSIONAL Region: Two (2) Executive Board member positions are open.**

***Local Union Representative positions are enumerated below.***

**Business School 8 local union representatives**

**Design School 2 local union representatives**

**Divinity School 2 local union representatives**

**School of Education 4 local union representatives**

**Kennedy School 6 local union representatives**

**Law School 7 local union representatives**

**Radcliffe Institute 1 local union representative**