ATTACHMENT "A"
INSTRUCTIONS FOR OBTAINING/SUBMITTING MEMBER DATA

Pursuant to Article VI of the Constitution, as amended on July 29, 2023, when the local union, regional board or joint council forward the per capita payment due to the National Union on the 15th of each month, it must also submit an accurate list of names and addresses of its members.

1) If the local union maintains membership data, please provide the National with an excel file containing the following information. An excel template has been provided via email to all local officers:
    a. Name
    b. Address
    c. Telephone numbers (including mobile numbers)
    d. Email address
    e. Date of birth
    f. Seniority date
    g. Work classification
    h. Membership status

2) If the local union does not maintain membership data, please use Attachment "B" and send to your members' employers to request the information in an electronic format. The letter should be updated to reflect your local union information and placed on your local union letterhead. The excel template should accompany the letter provided to the employers.

3) Once the excel template has been completed, please submit your file to the National Office via email at memberdata@uwua.net. This data will be loaded to our membership database.

4) Once initial files from local unions are received, the National Office will be contacting each local union regarding membership maintenance in the database on an ongoing basis.

ATTACHMENT "B"

Letter to Employers

<<ON LOCAL LETTERHEAD>>

<<Date>>

Dear Labor Relations Manager:

UWUA Local <<___>> requests the following information from <<Company X>> for bargaining unit employees on a monthly basis.

- Name
- Address
- Telephone numbers (including mobile numbers)
- Email address
- Date of birth
- Seniority date
- Work classification
- Membership status

This information is necessary for UWUA Local <<___>> to properly represent and communicate with the bargaining unit. The information is also necessary for UWUA Local << ___>> to comply with the provisions of the UWUA National Constitution.

If you have any questions, please contact me.

Sincerely,

<<Jane Doe>>
<<President Local ___>>