

## **ARTICLE 6: CORRESPONDENCE**

- 6.01 Except where otherwise expressly provided in this Agreement, correspondence between the parties with respect to the administration of this Agreement shall be between the President of the University or his/her delegate and the President of the Association or his/her delegate. Correspondence to the President of the Association shall be addressed to the Lakehead University Faculty Association Office.
- 6.02 Except where otherwise expressly provided in this Agreement, the University's internal mail service shall be deemed adequate for the exchange of correspondence, including the giving of notice, required by this Agreement. The effective date for receipt of any correspondence shall be two working days from the date of mailing unless there is evidence to the contrary.