



CONSTITUTION and GENERAL RULES

July 17-19, 2018

**The Westin Cleveland Downtown
Cleveland, Ohio**

Adopted at the Twelfth Quadrennial Convention

Chartered January 23, 1889



Our Motto: "Truth, Honor and Sincerity"

CONSTITUTION and GENERAL RULES

Of the

SMART Transportation Division AUXILIARY

A Non-Sectarian and Non-Partisan Organization

The Auxiliary was originally organized as Grand Lodge Ladies Auxiliary of the Brotherhood of Railroad Trainmen at Fort Gratiot, Michigan, January 23, 1889 by granting of Charter March 10, 1970. The name changed to Auxiliary of the United Transportation Union by Delegate action at the 7th International Convention held in Columbus, Ohio in 1998.

The name changed to *SMART Transportation Division Auxiliary* by Delegate action at the 12th International Convention held in Cleveland, Ohio 2018

PREAMBLE

This Auxiliary has been organized for the purpose of uniting the families of the **Sheet Metal, Air, Rail, Transportation – Transportation Division** (hereinafter referred to as **SMART TD** except in reference to retired United Transportation Union members) by promoting their social, moral and intellectual welfare and by encouraging them in all things pertaining to their good.

It is for the good of the SMART TD and **SMART TD Auxiliary** (hereinafter referred to as **the Auxiliary**) to maintain mutual respect between both organizations. It shall be our constant aim and endeavor to create and maintain amicable working relationships.

(Note: as reference to SMART TD and the Auxiliary, mention will not be brought forth to designate the change from United Transportation Union or the Auxiliary of the United Transportation Union, but will be handled as a bookkeeping issue for expediency)

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**CONSTITUTION GRAND LODGE
ARTICLE I**

Name and Composition

Sec. 1. This organization shall be known in name and composition as the Grand Lodge of the **SMART Transportation Division Auxiliary** and shall consist of one Grand Lodge composed as hereinafter provided and of such Subordinate Lodges as may hold legal and un-reclaimed Charters, granted by the Grand Lodge.

Time and Place of Meeting

Sec. 2. The Grand Lodge shall meet, every four (4) years, at such time as may be decided upon by the International President and International Secretary/Treasurer. PROVIDING THERE IS A SUFFICIENT AMOUNT IN THE GENERAL FUND TO MEET EXPENSES.

Special Convention — How Called

Sec. 3. A majority of Lodges in good standing in the Grand Lodge may present a petition on a form furnished by the International Secretary/Treasurer. The International Secretary /Treasurer shall send a response within 30 days to each lodge stating that a majority of lodges have requested a Special Convention to be called. Each lodge at a regular meeting shall put the question, "Shall a Special Convention be called for the purpose stated?" If a majority of the members present vote "yes/no" the petition shall be endorsed "yes/no" and signed by the President and Secretary.

The International Secretary/Treasurer shall set a date not less than two (2) calendar months after the issuance of such petition, by which time the petition shall be returned to the office. No ballot received after the date set for counting considered. If a majority of the votes so cast are in the affirmative, the International Secretary/Treasurer shall notify the International President, who will, at once issue a call for a Special Convention for the purpose stated, such Convention to the same shall be held not later than sixty (60) days after the date set for counting the ballots, and at such place as may be determined. Ballots are to be counted by the International President, International Secretary/ Treasurer, and Board of Trustees Chairperson. The International Secretary/Treasurer shall, as soon

1 as possible after counting of the ballots, issue a circular to all
2 Lodges, giving the vote of each Lodge and announcing result.

3 4 **Quorum**

5
6 **Sec. 4.** A majority of the Delegates, who are registered and
7 seated on the first day of convention, shall constitute a Quorum and
8 shall be qualified to transact the business of the Convention.

9 10 **Powers of the Grand Lodge**

11
12 **Sec. 5.** The Grand Lodge shall be the highest tribunal of the
13 Auxiliary and its enactments and decisions shall be the supreme law
14 governing the Order and its membership. No Subordinate Lodge
15 can be formed or continue to exist, except in the manner prescribed
16 by these laws. It shall have power to provide the means of its own
17 support to regulate and control all of its Funds and to fix the rate of
18 assessment upon all its members. It shall have power to receive
19 appeals and redress grievances, to provide all instructions, charters,
20 rituals and other papers to its Subordinate Lodges. Also, to decide
21 as a tribunal of last resort all questions arising out of the laws and
22 rules of the Auxiliary, and to promote the interests of the Order in
23 accordance with the laws of the land.

24 25 **Officers and Members of the Grand Lodge**

26
27 **Sec. 6.** The elective officers of the Grand Lodge shall be:
28 International President
29 International Secretary/Treasurer
30 **seven (7)** District Vice-Presidents
31 Board of Trustees three (3) members
32 National Legislative Director of the United States
33 **ten (10)** Alternate Officers

34 For each District Vice President, an Alternate shall be
35 elected and shall serve and assume the duties as District Vice
36 President. Should a vacancy occur in the office of District Vice
37 President by resignation, death or otherwise (The International
38 President is to fill the vacancy in the office of Alternate District Vice
39 President by appointment). Should a District Vice President be
40 unable to take care of his/her duties and so advises the
41 International President, the Alternate District Vice President will
42 upon assignment from the International President, assume the
43 duties.

1 The **ten (10)** Alternate District Vice Presidents elected shall
2 serve only when assigned by the International President and their
3 term shall be the same as District Vice Presidents.

4 Two Alternate Officers shall be elected for the Board of
5 Trustees. Should a vacancy occur in an office of the Board of
6 Trustees, the first Alternate shall be notified by the International
7 President of the vacancy and he/she shall assume duties
8 immediately. The International President is to fill the vacancy of the
9 office of the first Alternate with second Alternate by appointment.

10 An Alternate shall be elected for the National Legislative
11 Director of the United States. Should a vacancy occur in the office of
12 National Legislative Director of the United States, the Alternate shall
13 be notified by the International President of the vacancy and shall
14 assume duties immediately. The International President is to fill the
15 vacancy of the office of the Alternate by appointment.

16 The International President having served a term, and a
17 successor has assumed the duties of that office, shall become Past
18 International President. The President of the **SMART TD** shall be
19 International Counselor of this Auxiliary.

20 The Grand Lodge shall consist of the elective officers, the
21 Past International President, International Counselor, and one (1)
22 Delegate from each Subordinate Lodge, in good standing.

23 The **seven (7)** District Vice Presidents shall serve without
24 seniority and one (1) District Vice President shall be elected from
25 each of the following geographical Districts:

26
27 **District No. 2.** All Lodges located in the States of
28 Connecticut, Delaware, District of Columbia, Maine, Maryland,
29 Massachusetts, New Hampshire, New Jersey, New York,
30 Pennsylvania and Vermont.

31
32 **District No. 3.** All Lodges located in the States of Alabama,
33 Florida, Georgia, Mississippi, North Carolina, South Carolina,
34 Tennessee, and Virginia.

35
36 **District No. 4.** All Lodges located in the States of Indiana,
37 Kentucky, Michigan, Ohio, and West Virginia.

38
39 **District No. 5.** All Lodges located in the States of Illinois,
40 Iowa, Wisconsin, and Minnesota.

41
42 **District No. 6.** All Lodges located in the States of Colorado,
43 Kansas, Missouri, Nebraska, North Dakota, and South Dakota.

1 **District No. 7.** All Lodges located in the States of
2 Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

3
4 **District No. 8.** All Lodges located in the States of Arizona,
5 California, Idaho, Montana, Nevada, Oregon, Utah, Washington,
6 and Wyoming.

7
8 A District Vice President shall be a resident of a District and
9 a member of a Lodge located in the geographical District from which
10 elected.

11 **Location of International Headquarters**

12
13 **Sec. 7.** The Headquarters of the Grand Lodge shall be
14 located at Cleveland, Ohio. Should the laws of the State of Ohio be
15 changed providing for a tax on the funds of fraternal organizations,
16 only then following a referendum vote of the Subordinate Lodges,
17 will relocation be considered.

18 **Eligibility, Tenure, Election and Installation** 19 **Grand Lodge Officers**

20
21 **Sec. 8.** ELIGIBILITY REQUIREMENTS: To be eligible to
22 the Election or Appointment to a Grand Lodge Office, a member
23 must be a Grand Lodge Officer, Delegate or former Delegate. A
24 District Vice President or Alternate, shall be a resident of a District
25 and a member of a Lodge located in the geographical District from
26 which elected.

27
28 **The International President must have been a member**
29 **of SMART TD Auxiliary at least five (5) years to be eligible for**
30 **election to offices.**

31
32 **The Secretary/Treasurer must have been a member of**
33 **SMART TD Auxiliary at least three (3) years but is not required**
34 **to be a delegate to be eligible for election to offices. (Note:**
35 **The membership eligibility requirement of only the Secretary/**
36 **Treasurer was reduced from five (5) to three (3) years during**
37 **the June 7, 2016 Special Convention Conference Call, as well**
38 **as the removal of the delegate requirement for Secretary**
39 **/Treasurer).**

40 **Term of Office.** The Grand Lodge Officers will be elected at each
41 regular Convention and will hold office for the official term, January
42 1 following the election through December 31 in which the next
43

1 regular Convention is held. If a vacancy occurs, the Officer will be
2 approved by the Executive Board, so notified of this approval by the
3 International President and installed to fill the vacancy. He/She will
4 assume all duties and serve the remainder of the term; all
5 appointments to be approved by the Executive Board within one (1)
6 calendar month.
7

8 **Tellers for Election.** The Presiding Officer of each election
9 shall appoint two (2) tellers for the election, when they elect a
10 District Vice President and Alternate. It shall be the duty of the
11 tellers to distribute and collect the ballots. After the votes are
12 collected, canvass the same at the Secretary's station. It shall be
13 the duty of the tellers at the election of District Vice President and
14 Alternates, to check, verify and sign the Report of Roll Call and the
15 Report of Elections. It shall be the duty of the tellers at the elections
16 of District Vice Presidents and Alternates, to check the receipts of
17 visitors present at such elections and see that all visitors are kept
18 from the Delegate's Section during the election.
19

20 **Presiding Officers during Elections.** The International
21 President shall preside during the election of the International
22 President, International Secretary/Treasurer, the three (3) Members
23 of the Board of Trustees, the Alternates for the Board of Trustees,
24 the National Legislative Director for the United States and Alternate.
25 Each District Vice President shall preside over the election of
26 District Vice President and Alternate in each respective
27 geographical District.
28

29 **Secretary for the Elections of District Vice-President
30 and Alternate.** Each presiding Officer at the election of Vice
31 President and Alternate shall appoint a Secretary whose duty it shall
32 be to keep all Minutes, call and verify Roll Call of Delegates present
33 at election, keep a record of all nominations and elections, keep
34 tally of all ballots and announce the result of each ballot. Following
35 the elections: deliver to the presiding Officers of the elections, the
36 report of roll call, the report of elections, the Minutes, all properly
37 signed and completed. All nominating election ballots, placed in
38 separate, properly marked envelopes.
39

40 **Rules of Election.** For any and all elections of Grand
41 Lodge Officers, verbal or written nominations may be used; this is to
42 be decided by vote of the Delegates. If written ballot is used and
43 nominee receives a majority of all legal votes cast, motion may be

1 presented to consider the nominating ballot an elective ballot. If this
2 is carried by a majority vote of the Delegates present, it shall be
3 considered, and this would have the effect of changing the
4 nominating ballot to an election. Delegates will deposit a single vote,
5 upon which shall be written in his/her own handwriting, the name of
6 the person he/she wishes to elect. When there is more than one (1)
7 candidate for the same office, the one receiving the lowest number
8 of votes on each ballot will be dropped, until one (1) candidate has
9 received a majority of all votes cast.

10
11 **The Election of Grand Lodge Officers** shall be held in the
12 following order: FIRST ELECTION of International President and
13 then the International Secretary/Treasurer, with all Delegates
14 participating. SECOND ELECTION of three (3) members of Board
15 of Trustees; the first member elected on the Board of Trustees shall
16 be the Chairperson. The second member elected shall be the
17 Secretary. The third member elected shall be the Member. THIRD
18 ELECTION is for the United States Legislative Director and an
19 Alternate with all United States Delegates participating. FOURTH
20 ELECTION is the **seven (7)** District Vice Presidents and **ten (10)**
21 Alternates with the Delegates of each geographical district meeting
22 in separate, simultaneous sessions for that purpose.

23
24 **Report of Elections of District Vice Presidents and**
25 **Alternates.** Following the election of the District Vice President and
26 Alternate, each presiding Officer shall sign the Report of Election
27 and the Minutes of the meeting. They shall then deliver to the
28 International Secretary/Treasurer: the Report of Roll Call, Report of
29 Election, Minutes and ballots. It shall be the duty of the International
30 Secretary/Treasurer to read the results of the elections of District
31 Vice Presidents and Alternates to the Grand Lodge, at the first
32 session of Grand Lodge, immediately following the election of
33 District Vice Presidents and Alternates.

34
35 **Installation.** The elected Grand Lodge Officers shall be
36 installed at each regular meeting of the Grand Lodge and enter
37 upon their duties the first day of the following January. In the event
38 of the re-election of the International President, it will not be
39 necessary for the Past International President to be installed.

1 dismissing, as deemed necessary. International President shall
2 grant and sign all Charters and Dispensations emanating from
3 Grand Lodge. He/She shall have the power to suspend and remove
4 Subordinate Lodge officers for sufficient cause. He/She shall have
5 the power to convene the Board of Directors, Board of Trustees,
6 and Executive Board when necessary. He/She will fill vacancies in
7 the Grand Lodge within two (2) calendar months, subject to the
8 approval of the Executive Board, whose decision shall be in the
9 hands of the International President, within one (1) calendar month.
10 He/She shall interpret all laws in the organization, subject to
11 approval of an International Convention. He/She shall have the
12 power in conjunction with the Executive Board to remove any Grand
13 Lodge Officer who proves incompetent or fails after proper
14 notification to perform the duties assigned. The International
15 President, jointly with the International Secretary /Treasurer, shall
16 have the responsibility of the hiring of a Certified Public Accountant
17 to audit the Grand Lodge books each year. The International
18 President shall appoint the majority of all Committees.

19 In event of vacancy in the Office of International President,
20 caused by death, prolonged illness (causing inability to perform
21 duties), resignation, or removal, the International Secretary
22 /Treasurer shall notify the Chairperson of the Executive Board to
23 come to International Headquarters and temporarily fill the office.
24 The Chairperson will notify the Executive Board to convene at the
25 International Headquarters to elect an International President. Such
26 time not later than thirty (30) days after the vacancy occurred.

27 The Chairperson of the Executive Board shall be paid the
28 same as the International President until such time as the vacancy
29 is filled and the International President has assumed the duties of
30 office.

31 SALARIES

32 International President 33 And

34 International Secretary/Treasurer

35 **Sec. 13. The International President shall receive Fifty-**
36 **five Thousand Dollars (\$55,000.00) per year.**

37 **The International Secretary/Treasurer shall receive Fifty-five**
38 **Thousand Dollars (\$55,000.00) per year.**

39 Officers will receive a food allowance of sixty-five dollars (\$65.00)
40 per day when on assignment. Hotel (when necessary),
41 transportation and other expenses will be paid in accordance with
42
43

1 the Expense Statement. If traveling by car, Grand Lodge officers will
2 be reimbursed based on the IRS standard mileage rate. Parking
3 and toll charges are allowed. **Itemized receipts are required for all**
4 **expenses within thirty (30) days.**

5 They each shall be allowed thirty (30) days of sick leave on
6 Salary, per year, proof of illness to be accompanied by doctor's
7 excuse if more than four (4) consecutive days used. They each shall
8 be allowed three (3) weeks' vacation per year, with salary.

9
10 **If the International President and/or International**
11 **Secretary/Treasurer re-locates nearer to Grand Lodge**
12 **Headquarters, the President and/or International**
13 **Secretary/Treasurer will receive a Maximum of Five Thousand**
14 **Dollars (\$5,000.00) to be reimbursed with receipts for moving**
15 **expenses as approved by the Executive Board. If the officer left**
16 **other than for a medical reason, the moving expenses would**
17 **have to be paid back.**

18
19 ***The above Salaries reflect the actual yearly pay for the**
20 **noted positions as of January 1, 2018. These amounts are in**
21 **accordance with the action taken by the Twelfth Quadrennial**
22 **Convention of SMART Transportation Division Auxiliary, July**
23 **2018.**

24 **Satellite Office**

25
26 **International President has the option to operate from a**
27 **satellite office if located more than 100 miles radius from Grand**
28 **Lodge or Grand Lodge location. There shall be a mandatory**
29 **minimum of twice per month report given by the International**
30 **President to the International Secretary/Treasurer, Chair of the**
31 **Executive Board and Chairman of the Board of Trustees by**
32 **phone and/or video conference. The International President**
33 **shall come to Grand Lodge a minimum of six weeks per year**
34 **with those travel expenses to be paid by the International**
35 **President**

36 **All Other Grand Lodge Officers and Alternates**

37
38
39 **Sec. 14.** All Other Grand Lodge Officers shall receive One
40 Hundred-Twenty Dollars (\$120.00) per day for Services; Food
41 Expense of Sixty-five Dollars (\$65.00) per day, Hotel (when
42 necessary), transportation, and other expenses in accordance with

1 Expense Statement. If traveling by car, mileage will be paid per IRS
2 Standard Mileage Rates. Parking and Toll Charges are allowed.
3 **Itemized receipts are required for all expenses.** All expense
4 statements shall be submitted to the International President within
5 sixty (60) days after completion of Assignments.

6 7 **Duties of District Vice-Presidents**

8
9 **Sec. 15.** It shall be the duties of the District Vice Presidents
10 to devote as much time as may be possible to the interests of the
11 Auxiliary. They shall assist the International President in the
12 discharge of duties as presiding Officer at the sessions of Grand
13 Lodge.

14 The District Vice Presidents shall serve without seniority.
15 They shall be assigned work of Organizing, Auditing, Promotion and
16 any other assistance, as may be assigned to them by the
17 International President, of the Lodges of the geographical District,
18 from which the Vice President was elected. They shall be entitled to
19 attend State or Provincial Meetings of the **SMART TD Auxiliary** and
20 Region Meeting, held in a State or Province of their own
21 geographical District. **For the purpose of reimbursement the**
22 **International President shall designate the paid attendee(s) for**
23 **each meeting(s).**

24 The District Vice Presidents shall constitute the International
25 Executive Board.

26 The District Vice Presidents shall be required to
27 acknowledge **itemized receipts are required for all expenses** of
28 all assignments and notify the International President within five (5)
29 days whether or not the work can be taken care of in accordance
30 with assignment from the International President.

31 They shall be required to render a weekly Report of all work
32 assigned them and submit Expense Statements in duplicate, and
33 receipts for all expenses incurred during said week, on official
34 blanks furnished by Grand Lodge. Expense Statements are to be
35 approved by the International President and International
36 Secretary/Treasurer.

37 38 **Duties of International Secretary/Treasurer**

39
40 **Sec. 16.** The International Secretary/Treasurer shall be the
41 Chief Financial Officer of the **SMART TD Auxiliary**. He/She shall
42 receive and collect all monies due the Grand Lodge and pay all bills
43 of the Grand Lodge. He/She shall countersign all checks and drafts

1 requiring a signature and such other papers as may be necessary in
2 the transaction of the business of the office. He/She shall jointly,
3 with the International President, sign and seal all Charters and hire
4 a Certified Public Accountant to audit Grand Lodge books each
5 year.

6 The International President and International Secretary
7 /Treasurer shall jointly make all arrangements for the International
8 Convention and perform such other duties as may be required by
9 the Constitution.

10 The books of Grand Lodge shall be open at any time for
11 audit. The International Secretary/Treasurer shall submit to all
12 Grand Lodge Officers, a quarterly and annual financial statement of
13 all monies received and disbursed in all funds. He/She shall send
14 out the report of the annual audit to all Subordinate Lodge
15 Treasurers and Grand Lodge Officers after each audit. A correct
16 record of all Admissions and Severances.

17 When a Lodge becomes delinquent in payment of
18 assessments the International Secretary/Treasurer shall notify the
19 President and Secretary of said Lodge. Should the Lodge fail or
20 refuse to pay such arrearages on or before the last of that same
21 month, the International Secretary/Treasurer shall notify the
22 International President who shall declare the Lodge defunct for non-
23 payment and shall revoke the Charter.

24 He/She may attend each year, two (2) **SMART TD**
25 Region Meetings on assignment from the International President.

26 He/She shall with prior approval of the Investment
27 Committee (consisting of International President, Board of Trustees
28 and International Secretary/Treasurer), have power to sell or
29 otherwise dispose of any and all securities and other property
30 owned by the Grand Lodge and to execute and deliver any and all
31 assignments and other instruments of conveyance necessary to
32 consummate such sale or disposition of such securities and
33 property. In case of death, prolonged illness (causing inability to
34 perform the duties), resignation or removal of the International
35 Secretary/Treasurer, the International President shall advise the
36 Chairperson of the Board of Trustees who shall come to
37 International Headquarters and temporarily fill that office until
38 vacancy is filled by International President. The Chairperson of the
39 Board of Trustees shall be paid the same salary as that of
40 International Secretary/Treasurer until vacancy is filled and new
41 International Secretary/Treasurer assumes duties of that office.
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1 charges within two (2) calendar months after the receipt of the copy
2 of the charges. If the Board decides that the charges shall be heard,
3 they shall within thirty (30) days convene the Board at the office of
4 the International President and proceed to try the case. The
5 Chairperson shall swear in the accuser, the accused and all
6 witnesses.

7 Upon the trial and conviction of a Grand Lodge Officer, it
8 shall be the duty of the Board to censure, suspend or remove such
9 Officer from the Grand Lodge, provided, however, that if the Officer
10 is found guilty of defrauding the Grand Lodge, the Board shall, in
11 addition to removing him/her from office, also reprimand him/her or
12 suspend him/her as a member of the Subordinate Lodge of which
13 he/she is a member. Their decision shall be final unless reversed by
14 a majority vote of the Grand Lodge. Charges shall not be
15 entertained unless signed by a member of the Auxiliary in good
16 standing. They shall present to each Convention a complete report
17 of charges tried, decisions rendered and all other business
18 transacted during their term of office, which shall be accompanied
19 by their financial report when acting in their official capacity. They
20 shall have power, in conjunction with the International President to
21 remove any International Officer who proves incompetent or fails
22 after proper notification to perform the duties assigned. They shall
23 have power to remove any Grand Lodge Officer who is unable to
24 perform the duties because of serious or extended illness.

25 Each member of the Executive Board shall receive Services
26 and expenses as paid to District Vice Presidents.

27 **Board of Trustees**

28 **Sec. 20. The Board of Trustees shall consist of the**
29 **Chairperson, Secretary and Member.**

30 **Duties of Board of Trustees**

31 **Sec. 21.** It shall be the duty of the Board of Trustees to see
32 that all International Officers discharge their duties faithfully and
33 efficiently. In case of any irregularity or neglect of duty they shall
34 promptly prefer charges against the Officer or Officers deemed
35 guilty thereof to the Executive Board. The Secretary shall keep a
36 true record of all transactions of the Board. They shall meet annually
37 to audit the books and accounts of all International Officers,
38 including their expense statements. They shall provide for
39 extraordinary expenses arising in the Grand Lodge. It shall also be
40 their duty to receive the bonds of bonded International Officers and,
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1 if bonds are approved by them, place them in keeping of the Grand
2 Lodge. A report of the audit in circular form, properly authenticated,
3 shall be transmitted to all Subordinate Lodge Treasurers and Grand
4 Lodge Officers within 45 days after the closing of the annual audit
5 meeting. Said report to embody the report of the Certified Public
6 Accountant. The Board of Trustees' completed Audit Report will be
7 printed in-house. They shall submit a message of each meeting of
8 the Grand Lodge, stating what legislation in their judgment is
9 necessary to promote the financial and general welfare of the
10 Auxiliary.

11 They shall have power to decide differences of opinion
12 arising between the International President and International
13 Secretary/Treasurer in regard to the purchase of supplies, or other
14 matters pertaining to the conduct of his/her respective offices. They
15 shall approve the salaries of Office Assistants employed by the
16 International President and the International Secretary/Treasurer.

17 **Board of Directors**

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20 **Sec. 22.** The Board of Directors shall consist of the
21 International President, International Secretary/Treasurer,
22 Chairperson of the Executive Board, Chairperson of the Board of
23 Trustees, National Legislative Director, and Canadian
24 representative. (Vice-President, if a Canadian was not on the Board
25 of the Trustees.)

26 **Duties of Board of Directors**

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29 **Sec. 23.** The duties of the Board of Directors will be to
30 expedite policy matters and to promote the best interests of
31 Auxiliary. They shall meet on call of the International President, at
32 Headquarters, to consider all matters brought before it. All meetings
33 to be presided over by the International President, or the
34 Chairperson of Executive Board, in absence of the International
35 President.

36 Members of the Board of Directors must attend and
37 participate in all Board Meetings, unless prevented by illness or
38 emergency. A majority vote of members is required on all actions.

39 In case an Officer cannot attend the annual meeting, he/she
40 shall immediately notify the International President and the Alternate
41 Officer shall be assigned.

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Trials of Grand Lodge Officers

Sec. 24. Each Grand Lodge Officer shall be entitled to a fair trial for offenses charged against him/her. All charges made against an officer shall be reduced to writing, signed by a member of the Grand Lodge. The Chairperson of the Board shall immediately notify, by circular, all Subordinate Lodges the decision rendered in the case. Such trials to be held within two (2) calendar months from date charges are preferred.

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Appeals from Decision of Executive Board

Sec. 25. Should the officer so suspended or removed consider that the Board has done an injustice to him/her, he/she may appeal to the Grand Lodge and shall notify the Chairperson of the Board of his/her intention at least thirty (30) days prior to the day set for the assembly of the Convention. Such appeals shall be presented to the Convention by the appellant or counsel at the proper time. The Board shall present all evidence taken in the case and the Convention shall carefully and impartially consider the same. The appellant may be heard in person or by counsel, not exceeding three (3) in number, who must be Members of the Auxiliary in good standing. The Counsel and the Board shall submit their arguments. The question shall then be put, "Shall the decision of the Board be sustained?" after which the vote shall be taken without a debate. A majority vote of the Convention will be necessary to reverse any decision made by the Executive Board.

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Subordinate Officers Not Agents of Grand Lodge

Sec. 26. The Officers of Subordinate Lodges, being selected by their members to act as the Officers or Agents of such Subordinate Lodges, are not in any case the Officers or Agents of the Grand Lodge; and they have no authority to act for the Grand Lodge in any matter nor shall the Grand Lodge be bound by or be responsible for any action of such Officers or any one of them.

Title of Funds

Sec. 27. Grand Lodge Monies are comprised of two (2) funds. They are as follows:

- A. General Fund
- B. Special Reserve Fund

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General Fund

Sec. 28. The Grand Lodge shall establish and maintain a fund to be known as the General Fund. The General Fund shall maintain all monies collected for grand dues, Grand Lodge admission fees, charter fees, and the sale of supplies to subordinate lodges and from all other sources not provided for in the Constitution.

10 Salaries and expenses of the Grand Lodge officers and
11 employees, rent for Grand Lodge Headquarters and all expenses
12 incurred for effectively conducting the business of the Grand Lodge
13 will be disbursed from the General Fund. Legal expenses shall be
14 paid from the General Fund. The organization's funds are protected
15 by a series of checks and balances. The books are evaluated both
16 quarterly and annually. All International Officers, members of the
17 Board of Trustees, and treasurers from each subordinate lodge
18 receive and review the organization's financial statements. The
19 certified Public Accountant performs an annual audit of the financial
20 records and funds. Following the CPA's audit, the Board of Trustees
21 performs its audit and the two audits are evaluated. To note: Merrill
22 Lynch's representative has access to the books on a daily basis.

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Assessments Due Grand Lodge

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Sec. 29. The Treasurer of each United States and each Canadian Lodge shall remit **twenty five dollars (\$25.00) per member by March 15th each year and twenty five dollars (\$25.00) per member, by September 15th each year.** The total Assessments due Grand Lodge for each United States and Canadian Member **per year: Fifty Dollars (\$50.00).**

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With the exception of honorary members who had more than 30 years with the Auxiliary or are over 80 years old. Ten dollars (\$10.00) per member per year by March 15 each year. Ten dollars (\$10.00) per member per year by September 15 each year.

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Special Reserve Fund

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Sec. 30. 1980 Convention action to transfer all present Reserve and Insurance Funds (\$464,369.33) to a permanent General Fund Investment Account, from which only the interest income would be directed, for any Grand Lodge administrative purpose, meeting the advance approval of the Board of Directors

1 and Board of Trustees, of the Auxiliary. Such action will preserve,
2 the now unneeded Insurance and Reserve Fund assets, for future
3 purposes determined by the Board of Directors, necessary to the
4 successful operation of Grand Lodge, and to avert the possible
5 future need for levying of Special Assessments, against the
6 membership, for Grand Lodge operations.
7

8 **Funds — How Deposited and Investment Committee**

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10 **Sec. 31.** An Investment Committee consisting of the
11 International President, the International Secretary/Treasurer, and
12 the Members of the Board of Trustees shall approve depositories
13 and investments. The Committee may act only on the vote of a
14 majority of the full membership of the Committee.

15 The International Secretary/Treasurer shall place all funds
16 of the Grand Lodge in the depository or depositories selected by the
17 Investment Committee to the credit of the **SMART TD Auxiliary**.
18 The International Secretary/Treasurer shall be the custodian of all
19 funds, investments and property of the Grand Lodge, and keep a
20 correct record of the receipts and disbursements of each fund.

21 Investments shall not be sold or otherwise disposed of
22 except by a vote of a majority of the full membership of the
23 Investment Committee.
24

25 **Power to Levy Special Assessments**

26

27 **Sec. 32.** The International President in conjunction with the
28 International Secretary/Treasurer and the Board of Trustees shall
29 have power to levy such assessments as may be necessary for the
30 protection of the members and promotion of the Auxiliary.

31 All special assessments shall be levied when and if deemed
32 necessary to levy such assessments, and shall be used solely for
33 the purpose for which they were levied. Subordinate Lodges to
34 receive thirty (30) days' notice of said assessment. Special
35 assessments shall be collected and returns will be made as
36 provided in the Constitution of Subordinate Lodges. The
37 International Secretary/Treasurer shall keep a correct record of
38 same.
39

40 **Protection of Subordinate Lodge Funds**

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42 **Sec. 33.** Each Subordinate Lodge shall be reimbursed in an
43 amount not to exceed One Thousand Dollars (\$1,000.00) when

1 such Lodge has suffered a loss through larceny, embezzlement,
2 theft, forgery, misappropriation, abstraction, willful misapplication, or
3 any other act of fraud or dishonesty by any Subordinate Lodge
4 Treasurer, or a loss of Lodge funds through burglary, robbery, pick-
5 pocketing from the residence or person of any Treasurer, when in
6 the event of such loss the Treasurer would be unable to deliver the
7 cash on hand as noted in his/her books.

8 Should any Lodge suffer a loss from any cause enumerated
9 in this section, it shall be the duty of the Auditing Committee of the
10 Subordinate Lodge to immediately file a statement of such loss with
11 the International Secretary/Treasurer setting forth the nature and
12 amount of said loss, and to furnish such additional information and
13 proofs as may be required by the International Secretary/Treasurer.

14 Should any Lodge desire to be protected in an amount in
15 excess of One Thousand Dollars (\$1,000.00) they shall be from the
16 annual assessment of Three Dollars (\$3.00) when exempt and if
17 they file a statement with the International Secretary/Treasurer to
18 the effect the Subordinate Lodge has made arrangements with a
19 reliable Security Company for the bonding of its Treasurer, in which
20 event the **SMART TD Auxiliary** shall not be liable for any such loss
21 sustained by said Lodge.

22 **Donations**

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25 **Sec. 34.** The funds of this Auxiliary shall not be donated for
26 any purpose except by a two-thirds vote of the Grand Lodge in
27 Convention assembled.

28 In the event the **SMART TD Auxiliary** would cease
29 operation all monies held by the Auxiliary would be transferred to
30 the Auxiliary of the United Transportation Union Scholarship Fund.
31 The Scholarship Fund Board will follow the guidelines already
32 established by the Scholarship Fund by-laws.

33 **Reports of Officers**

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36 **Sec. 35.** All Grand Lodge Officers shall submit at the close
37 of each week of travel an expense statement accompanied by
38 receipts for all transportation, postage, and receipts for all other
39 expenditures, when possible, to the International President. All
40 expense statements should be prepared in triplicate with two (2)
41 copies and attached receipts sent to the International President
42 within 60 days of completed assignment and one (1) copy retained
43 by the officer. If the International President approves it, a copy shall

1 be referred at once to the International Secretary/Treasurer for
2 payment of expenses. Location of Lodge, as well as the number of
3 the Lodge is to be added to the Officers' expense statements and
4 reports of all work.

5 All Grand Lodge Officers shall submit a report of all visits
6 and assignments for all official work transacted by them to the
7 International President and report condition of Lodges visited by
8 them, said report to accompany expense statement. Grand Lodge
9 Officers to return to Grand Lodge any balance due it at close of
10 each year.

11 The Board of Trustees shall submit the detailed Annual
12 Audit to Subordinate Lodges within 60 days after the closing of the
13 Annual Audit meeting. All Grand Lodge Officers shall submit an
14 Annual Report of all their official acts to International Headquarters.
15 The International President shall notify each Grand Lodge Officer
16 within thirty (30) days of the date the Board shall convene in order
17 that there may be no delays in the transmission of the Reports to
18 the Board.

19 **Membership Record**

20 **Sec. 36.** The International Secretary/Treasurer shall keep a
21 Computer Record in Grand Lodge recording all the name and
22 addresses of all Members of the Auxiliary.
23

24 **Official Seal**

25 **Sec. 37.** The Grand Lodge shall have an Official Seal which
26 shall be in the possession of the International Secretary/Treasurer,
27 which shall be affixed to all official documents and papers issued by
28 and under the authority of the Grand Lodge, an impression of which
29 shall be deposited with the International President. Any person or
30 Lodge using the Official Seal in any manner other than herein
31 provided shall be subject to censure, suspension, or removal from
32 office.
33

34 **Standing Committees**

35 **Sec. 38.** There shall be appointed for each meeting of the
36 Grand Lodge, the following committee of Five (5) members on the
37 Constitution and Salaries Committees; four (4) members on the
38 Reception Committees; three (3) members on the Resolutions
39 Committees who shall serve during the meeting at which they are
40 appointed. A Constitution Committee shall meet at Grand Lodge
41 Headquarters, ninety (90) days prior to date set for the Convention,
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1 for the purpose of considering all proposed changes in the
2 Constitution that have been submitted.

3 Such committee shall make a Report to the Convention on
4 all proposed changes recommended by it. There shall be a copy of
5 the Constitution Committee's Report submitted to each Subordinate
6 Lodge Delegate and each Grand Lodge Officer, not later than forty-
7 five (45) days prior to the date the Convention is scheduled to
8 convene. If deemed advisable, the Committee may briefly give its
9 reason for any recommendations. The Delegate will carefully review
10 the Constitution Committee Report and bring to the attention of the
11 Lodge, all proposed changes in Constitution Laws, so members of
12 the Lodge will be informed and conversant with recommendations
13 for changes in the Constitution, before the Delegate leaves for the
14 Convention. The Delegate MUST bring the Constitution Committee
15 Report to the Convention.

16 All resolutions and communications pertaining to proposed
17 changes in the Constitution shall be in the hands of the International
18 Secretary/Treasurer fifteen (15) days previous to the convening of
19 the Constitution Committee. All other resolutions and
20 communications shall be in the hands of the International
21 Secretary/Treasurer fifteen (15) days previous to the convening of
22 the Grand Lodge. Proposed amendments shall be submitted in
23 writing (each on a separate sheet of paper) and signed by not less
24 than five (5) members, in good standing of the lodge submitting the
25 proposed rules change, or by any Grand Lodge Officer. No new
26 resolutions will be entertained after the Committee has taken up its
27 work.

28 A Committee room is to be furnished by Grand Lodge for
29 the Committee meeting previous to opening of the Convention.
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31 **Examination of Credentials**

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33 **Sec. 39.** The Committee on Credentials shall consist of the
34 Chairperson and Secretary of the Executive Board and the
35 International Secretary/Treasurer, whose duty it shall be to examine
36 the credentials of all Delegates, and see that they are entitled to a
37 seat in the Convention, and pass upon all contested seats, subject
38 to an appeal to the Convention. To expedite the business of the
39 Convention the Delegates shall be registered, have their credentials
40 examined and be given all necessary materials prior to the formal
41 Opening Ceremony of the Grand Lodge.
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Printing and Supplies

Sec. 40. The International President and International Secretary/Treasurer shall receive bids and award contracts for printing and other supplies needed by Grand Lodge, to a Union Printer, when in house printing cannot be used or is inadvisable.

Organization of New Lodges

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Sec. 41. Any number of persons, not less than ten (10) new members having the prescribed qualifications may petition the Grand Lodge for a Charter for a Subordinate Lodge.

Members of the Auxiliary having unexpired transfer cards, or former members having membership cancelled or readmission cards or dispensations in their possession, may become Charter members or officers of the Lodge to be organized. Such cards and dispensations shall be presented to the Organizing Officer and placed on file in the Subordinate Lodge.

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After the prescribed number or more applicants have been secured, a preliminary meeting shall be held, at which time a Secretary PRO-TEM shall be elected, after which the Application for Charter shall be forwarded to the International President, with Application for Charter Fee of Twenty-five Dollars (\$25.00). This fee shall also entitle the lodge to a complete line of books, forms, and other lodge supplies deemed necessary by Grand Lodge.

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The applicants for Charter Membership shall meet at the time and place fixed upon, and proceed to vote under supervision of the Organizing Officer.

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All Lodges of the Auxiliary shall be organized by a District Vice President or other Grand Lodge Officer who shall collect the Grand Lodge Admission Fees, and any other assessments for which the Lodge is liable within forty-eight (48) hours after organization. They will forward the same to the International Secretary/Treasurer on an official form furnished by Grand Lodge. They shall include a report showing the names of officers and charter members. No new Lodge shall be permitted to take the name of a Lodge now in existence.

Instruction and Visit to Lodges

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Sec. 42. Subordinate Lodges shall be visited or contacted by the District Vice President or other assigned Officer, during the Official Term, for promotion, to increase the membership and to

1 create interest in all matters pertaining to the good of the **SMART**
2 **TD Auxiliary** or when the International President deems necessary
3 for audit or other assistance. Request shall be sent to International
4 President, outlining what help is needed and assignment will be
5 promptly sent.

6 **Bills and Accounts**

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8 **Sec. 43.** Subordinate Lodges shall be responsible to the
9 Grand Lodge for all bills and accounts contracted with it by their
10 authorized agent. All orders for Supplies must be made on a
11 Requisition and accompanied by a Lodge check (countersigned by
12 President), Cashier Check or Money Order.

13 **Punishment of Subordinate Lodges**

14
15 **Sec. 44.** The Charter of any Subordinate Lodge may be
16 revoked by the International President for any of the following
17 reasons: Refusing or neglecting to conform to the Constitution of the
18 Grand Lodge or to the General Rules and Regulations of the
19 Auxiliary; for the use of the official seal of the Grand Lodge; for any
20 appeal for aid or relief unless authorized by the International
21 President, or by willfully disregarding the laws of the Auxiliary;
22 neglecting or refusing to make its return or reports, or for non-
23 payment of Grand Dues or Assessments to the Grand Lodge; for
24 neglecting to hold its regular meetings unless prevented by
25 unavoidable causes, for refusing or neglecting to install a successor
26 to any officer removed by the International President; for neglecting
27 or refusing to bring an officer or member to trial when directed to do
28 so by the International President, or by failing to impose the
29 penalties imposed by the Constitution on members convicted of any
30 misdemeanor. The Charter shall not be revoked for any of the
31 foregoing reasons unless the Lodge has been properly notified and
32 an opportunity given to answer charges made against it. Should the
33 Lodge refuse to answer charges made against it within thirty (30)
34 days from receipt of notice, the charter shall be revoked.

35 **Defunct Lodges**

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38 **Sec. 45.** A Lodge whose Charter has been voluntarily
39 surrendered or reclaimed by the International President shall be
40 known as a Defunct Lodge. If the Grand Lodge Officer is present,
41 he/she shall issue and forward transfer cards.
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1 After all transfer cards have been accepted, Advance Dues
2 are sent to the Lodge accepting cards, and all amounts owed by the
3 defunct Lodge are paid, the Treasurer shall prepare a final Semi-
4 Annual Report noting all receipts and all Disbursements through
5 date of Surrender of Charter. This Report shall be sent to the
6 International President, with a Cashier's Check for balance in
7 treasury, at time of Surrender of Charter. This check to be referred
8 to the International Secretary/Treasurer, who shall issue a new
9 check to the Lodge accepting the Transfer Cards. The Officers of
10 the Lodge may decide how to dispose of Lodge properties. Any
11 President or Treasurer failing to comply with the provisions of this
12 Section shall be barred from membership in the Auxiliary.

13 Any Lodge considering Surrender of Charter, must keep
14 intact at least eighty percent (80%) of all assets. This is to allow for
15 an amount to be transferred to the Lodge accepting the Members of
16 a Defunct Lodge. Any Lodge with a large Treasury may ask for a
17 "Special Dispensation" from the International President for disposal
18 of additional amounts.

20 **Proxy Voting**

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22 **Sec. 46.** No officer or member of the Grand Lodge shall be
23 allowed to vote by proxy in an election of officers or upon any
24 question whatsoever in the Grand Lodge.

26 **Fiscal Year**

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28 **Sec. 47.** The fiscal year of this Auxiliary shall begin on
29 January 1 and terminate on December 31.
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1 **ORDER OF BUSINESS GRAND LODGE**

2 **Opening Ceremony**

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4 Report of Credential Committee

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6 Roll Call of Grand Lodge Officers

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8 Reading of Minutes

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10 Appointment of Committees

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12 Communications

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14 Resolutions and Motions

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16 Report of Committees, as follows:

17
18 A. Reception.

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20 B. Salaries.

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22 C. Constitution.

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24 D. Ritual.

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26 E. Resolutions.

27
28 Unfinished Business

29
30 New Business

31
32 *Nomination and Election of Grand Lodge Officers.

33
34 Installation of Officers

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36 Debate, "Good of Auxiliary"

37
38 Closing Ceremony

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40 *Twenty-four (24) Hour Notice given before Day Elections Grand
41 Lodge Officers is to be held.

GENERAL RULES OF THE AUXILIARY

No. 1. In all places where one or more Lodges exist, where it is proposed to organize a new Lodge, the consent of the International President shall be obtained, whose decision shall be final.

No. 2. All remittances to the Grand Lodge must be payable to the **SMART TD Auxiliary** by Lodge Check (countersigned by President), Cashier's Check, or Money Order.

No. 3. No monies may be drawn from the Depository except on check signed by the International Secretary/Treasurer and countersigned by the International President.

No. 4. The International Secretary/Treasurer may keep on hand in own name a contingent fund not to exceed the sum of One Hundred Dollars (\$100.00). For the purpose of replenishing this fund a check may be drawn in favor of the International Secretary/Treasurer, signed by himself/herself and countersigned by the International President, for the sum sufficient to raise the contingent fund to the maximum limit.

No. 5. At the close of the Convention, the International Secretary/Treasurer shall ascertain the amount necessary to meet all the expenses of the Convention and issue a pro-rated assessment on all Lodges eligible to be represented for such sum as may be required, to be used in payment of all expenses of the Convention of the **SMART TD Auxiliary**. Said assessment to be collected the same as all other assessments and subject to the same penalties.

No. 6. Each Subordinate Lodge shall be required to be represented in Convention by a fully qualified Delegate, who shall be paid expenses as provided for in the Constitution.

No. 7. Each Delegate eligible to representation shall receive, within a reasonable amount of time the amount due.

No. 8. Each Grand Lodge Officer, and each duly qualified Delegate, while representing the Subordinate Lodge, shall receive transportation by the shortest available route to and from Convention City. He/She shall submit an Expense Account to the International Secretary/Treasurer, after the close of the Convention. The amount to be paid Grand Lodge Officers and Delegates per day

1 for Expenses, while in Convention Session, shall be decided the first
2 day of Convention, in accordance with the balance in the General
3 Fund.

4 Each Grand Lodge Officer and Delegate shall receive a
5 Travel Expense based on mode of transportation. If traveling by car
6 the individual will be reimbursed based on the IRS mileage rate from
7 his/her place of residence to the convention site. No meals, motel,
8 etc. to be included.

9 A Delegate shall make a written report to the Lodge within
10 ninety (90) days following the close of the Convention. A Delegate
11 not submitting the report to the Lodge within the specified time,
12 unless prevented by sickness or other unavoidable cause shall not
13 again be eligible to the office of Delegate or Alternate Delegate in
14 any Lodge of the **SMART TD Auxiliary**. Each Delegate shall be
15 sent a copy of the Minutes and Proceedings of the Convention and
16 after careful reading, hand the same to Lodge Secretary to be
17 placed on file in the Lodge.

18 If a Lodge is not represented by a Delegate or Alternate at
19 the Convention, a copy of the minutes will be sent to the Lodge
20 Secretary.

21
22 No. 9. At any time prior to the Convention the Lodge may, by vote,
23 advance such sums to the Delegate as is consistent and in its
24 judgment advisable.

25
26 No. 10. A Grand Lodge Officer may request an Advance on blanks
27 furnished by Grand Lodge, for an amount for purchase of
28 transportation and for other expenses, for assignments, and
29 attendance at meetings. Advance to be sent to International
30 President, in duplicate, approved by him/her and referred to
31 International Secretary/Treasurer, for approval and payment to
32 Officer. Amount received accounted for on Expense Statements.

33
34 No. 11. A Grand Lodge Officer to be paid for transportation shall use
35 the method of transportation most economical to Grand Lodge. A
36 Grand Lodge Officer who travels by car will be paid mileage.

37
38 No. 12. The Ritual Committee shall consist of the International
39 President, International Secretary/Treasurer, and **seven (7)** District
40 Vice Presidents. All recommendations to the Ritual Committee to be
41 submitted to the International Secretary/Treasurer. Ritual
42 Committee to meet in the interim of sessions; time to be fixed by the
43 International President.

1 No. 13. The Credential Committee shall consist of the International
2 Officers as per Section 39. Grand Lodge Constitution, whose duties
3 shall be to examine credentials of all Delegates presented to
4 Convention and report as per Order of Business of Grand Lodge.
5

6 No. 14. At the time credentials are examined each Delegate will be
7 given all necessary material. Delegates absent from session shall
8 receive no amount from Convention Fund for daily expense, unless
9 excused.
10

11 No. 15. A Grand Lodge Officer or Alternate shall be considered
12 present at a meeting of his/her Subordinate Lodge when absent on
13 assignment from Grand Lodge.
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17 **RULES OF ORDER**
18 **OF THE GRAND LODGE**
19

20 1. When the Grand Lodge Officers enter the Grand Lodge, all
21 members shall rise.
22

23 2. The International President shall be addressed by any Grand
24 Lodge Officer or member rising to his/her feet, as "International
25 President."
26

27 3. Time for Grand Lodge Sessions will be decided upon by the
28 Convention. Evening Sessions may be called by a majority vote at
29 the afternoon session and time set by Convention.
30

31 4. The regular session of the Grand Lodge shall be held without
32 intermission, and no adjournment shall be had to participate in any
33 excursion or entertainment, or for any purpose whatever, until the
34 close of meeting, except by a two-thirds vote.
35

36 5. The International Secretary/Treasurer shall, at the Convention,
37 furnish each Delegate with a printed list of Delegates and Standing
38 Committees.
39

40 6. The District Vice President is responsible for and shall be in
41 charge of the Delegates of their District.
42

1 7. The roll of Grand Lodge Officers shall be called at each morning
2 session; the roll of Delegates for each district shall be cared for by
3 the District Vice President.
4

5 8. The International President shall preserve order and decorum
6 and announce the decision of the Grand Lodge on all subjects.
7 They may speak to points of order in preference to other members,
8 rising to their feet for that purpose. They shall decide the questions
9 of order without debate unless entertaining doubt upon the point,
10 subject to an appeal to the Grand Lodge by any five (5) members,
11 on which appeal no member shall speak more than once.
12

13 9. No member shall disturb another in his/her speech unless to call
14 to order, nor stand up to interrupt; nor, when a member is speaking,
15 passes between him/her and the Chair, or leave the hall.
16

17 10. No motion shall be subject to debate until it shall have been
18 seconded and stated by the Chair, and reduced to writing, if
19 required by any member.
20

21 11. No motion can be made by one member while another is
22 speaking, and no motion can be made without rising and addressing
23 the Chair.
24

25 12. No member shall speak more than once on the same subject or
26 question until all members wishing to speak have had an
27 opportunity to do so; nor more than twice without permission of the
28 Grand Lodge.
29

30 13. If a member, while speaking, be called to order by the Chair,
31 he/she shall cease speaking and take his/her seat until the question
32 of order is determined and permission is given to him/her to
33 proceed. If the member does not comply with the order of the Chair,
34 he/she shall be escorted from the Convention by the Convention
35 Conductor/Conductress and shall not be again admitted until willing
36 to comply with the International President's order.
37

38 14. After a question has been decided, any two (2) members who
39 voted in the majority may at any time during the meeting move for a
40 re-consideration thereof, but no debate shall be allowed on the main
41 question unless reconsidered.
42

- 1 15. When a question is before the Grand Lodge, no motion shall be
2 received, except for adjournment, to lay upon the table, the previous
3 question, to postpone indefinitely, to postpone to a certain time, to
4 divide, to commit, to amend; which motions shall be placed in a
5 parliamentary order by precedence.
6
- 7 16. Every member who shall be in the meeting when a question is
8 put shall vote thereon, unless excused by the Grand Lodge.
9
- 10 17. If two (2) members rise to speak at the same time, the Chair
11 shall decide which is entitled to the floor.
12
- 13 18. When a member rises to speak, he/she shall be confined strictly
14 to the question under debate, avoiding sarcasm and personality.
15
- 16 19. A motion to adjourn shall always be in order and decided
17 without debate.
18
- 19 20. The proceedings shall be so recorded as to show by what
20 member any motion; resolution or other document is offered.
21
- 22 21. The majority of all committees shall be appointed by the
23 International President and the minority by the Chairperson
24 Executive Board. The first person named on a committee shall act
25 as chairperson.
26
- 27 22. The ayes and nays shall be taken when called for by one-third
28 of the members present.
29
- 30 23. Any of these rules may be dispensed with by a majority vote of
31 all members present.
32
- 33 24. Robert's Parliamentary Rules of Order, Revised, shall govern in
34 all cases to which they are applicable and in which they are not
35 inconsistent with the standing rules and Rules of Order of the Grand
36 Lodge.
37
- 38 25. The International President shall have the power to appoint
39 members from any Subordinate Lodge to assist in carrying out the
40 work of the Convention; The eligibility of these appointive positions
41 to be the same as that of Delegates.
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Quorum

Sec. 4. Five (5) members of this Lodge in good standing shall constitute a quorum and shall be qualified to transact the legal business of the Lodge. When necessary, visiting members in good standing may be included to complete the quorum, but shall not be permitted to vote.

Officers

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Sec. 5. The Officers of this Lodge shall consist of Past President, President, Vice President, Secretary, Treasurer, Conductor/Conductress, Chaplain, Warden, Inner Guard, Outer Guard, Pianist (who may be appointed), Legislative Representative and Alternate Legislative Representative, Delegate and Alternate Delegate: and a Counselor, providing that a majority of members present at election of officers so decide. These officers to be installed in accordance with **Section 56**, Installation of Officers, of Constitution of Subordinate Lodges Article II and enter upon the discharge of their duties January 1 of the following year.

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Officers, with the exception of the Delegate, Alternate Delegate, Legislative Representative or Alternate Legislative Representative, serve for a two (2) year period.

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A nominating committee of three (3) members may be appointed or elected by the Lodge for the Biennial election of Officer in November.

Expenses to Officers

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Sec. 6. All Lodges paying expenses to any Officer shall decide amount of this, at the first meeting in November, BEFORE BIENNIAL ELECTION OF OFFICERS TAKES PLACE, by a majority vote of members present.

Election of Officers

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Sec. 7. Election of Officers of this Lodge (WITH EXCEPTION OF ELECTION FOR DELEGATE AND ALTERNATE DELEGATE, LEGISLATIVE REPRESENTATIVE AND ALTERNATE LEGISLATIVE REPRESENTATIVE) shall be held at the first meeting in November, every two (2) years. All members in good standing shall be entitled to nominate, and vote for all Offices, and may be elected to any Office.

1 **ELIGIBILITY FOR ELECTION TO OFFICES OF LEGISLATIVE**
2 **REPRESENTATIVE, AND ALTERNATE LEGISLATIVE**
3 **REPRESENTATIVE, DELEGATE AND ALTERNATE DELEGATE,**
4 **IN THE UNITED STATES AND CANADA**
5

6 **Sec. 8.** To be eligible for election to Office of Legislative
7 Representative and Alternate Legislative Representative, a member
8 must be a resident and registered voter, in the State or Province, in
9 which the Lodge is located. The member should have an active
10 interest in all Legislative matters and cooperate with the **SMART TD**
11 Legislative Department.

12 The Legislative Representative and Alternate Legislative
13 Representative, shall be elected at the November meeting, the year
14 prior to election for United States President, which conforms with
15 Elections in SMART TD Locals in the United States and Canada, for
16 these Offices. They will assume Office, January 1 following election
17 and serve for a four (4) year Term, or until a successor is installed.
18

19 **Eligibility for Election to the Office of Delegate**
20 **or Alternate Delegate of the United States**
21

22 **Sec. 9.** To be eligible for election to the Office of Delegate
23 and Alternate Delegate in the United States, a Member must have
24 attended a majority (or more meetings) held by the Lodge,
25 beginning with the November meeting, the year prior to election for
26 these Offices, to and including attendance at October meeting, year
27 of election for United States Delegate and Alternate Delegate.

28 The United States Delegate and Alternate Delegate will
29 assume office, January 1 following the election and will serve for a
30 four (4) year term, or until a successor is installed.
31

32 **Eligibility for Election to the Office of Delegate**
33 **or Alternate Delegate of Canada**
34

35 **Sec. 10.** To be eligible for election to the Office of Canadian
36 Delegate or Alternate Delegate, a Member must have attended a
37 majority (or more meetings) held by the Lodge, beginning with the
38 November meeting, the year prior to election for these offices, and
39 to include attendance at the October meeting, a year of election for
40 Canadian Delegate and Alternate Delegate.

41 One (1) Delegate will be elected from each Canadian
42 Lodge. The name and address of each elected Canadian Delegate
43 is to be sent to the International Secretary/Treasurer by December

1 15 of an election year. A ballot will be prepared by the International
2 Secretary/Treasurer of all elected Delegates from each Canadian
3 Lodge in the respective Province and returned to the respective
4 Lodges by January 15. Each Lodge will vote for one Delegate to
5 represent the Province even if they did not have an elected
6 Delegate.

7 This ballot to be returned to the International Secretary/
8 Treasurer by March 15. In the case of only one (1) Lodge or one (1)
9 nominee from the Province, this will result in an automatic election.
10 The Delegate with the second highest vote will be the Alternate for
11 the Province. In the case of a tie for the Delegate or Alternate in a
12 Province, the results will be decided by the International President
13 and the District Vice President for that Province.

14 The Board of Directors in 1997 voted to allow two (2)
15 Delegates from the Province of Ontario because they have over
16 one-half of the total membership in Canada. Each Lodge would
17 receive a ballot and only vote for one (1) with the two (2) Delegates
18 receiving the highest number to serve as Delegates and the next
19 two (2) to serve as Alternates. In the case of a tie, the results will be
20 decided by the International President and District Vice President for
21 Ontario.

22 **The Canadian Delegate and Alternate Delegate will**
23 **assume Office April 1, following Election and will serve**
24 **for a four (4) year term, or until a successor is installed.**

25
26 **Rules for Eligibility for Election to Office of**
27 **Delegate or Alternate Delegate**
28

29 **Sec. 11.** A Lodge must have been organized one (1) year
30 prior to the convening of the Convention, to be represented. A
31 "Special Dispensation" may be obtained from the International
32 President for representation at the Convention for Lodges organized
33 less than one (1) year.

34 Any Member having been elected Delegate or Alternate
35 Delegate in the United States and/or Canada, who shall, without
36 sufficient reason is absent from Lodge for two (2) successive regular
37 meetings, the office shall be declared vacant according to the
38 provisions of Section 57, Constitution of Subordinate Lodges. The
39 Alternate shall become Delegate, and a new Alternate elected at the
40 next regular meeting; the International Secretary/Treasurer to be
41 notified of same. When an Alternate Delegate declines to be
42 installed as Delegate, the offices of Delegate and Alternate

1 Delegate automatically become vacant and election shall be held for
2 these offices. It is understood the former Alternate Delegate may be
3 a nominee for office of Alternate Delegate if he/she so desires.
4

5 **Procedure for Election of Officers**

6
7 **Sec. 12.** The formal (verbal) or informal (written)
8 nominations may be used, this to be decided previous to the
9 opening of election of officers by a vote of the Lodge. If the informal
10 ballot is used and either of the nominees receives a majority of all
11 legal votes cast, a motion may be presented to consider the informal
12 ballot a formal ballot. If this is carried by a majority vote of the
13 members present, it may be so considered and this would have the
14 effect of changing it to an elective vote. At the election of officers the
15 President shall appoint two (2) tellers to distribute and collect the
16 ballots. Members will deposit a single vote, upon which will be
17 written in their own handwriting the name of the person they wish to
18 elect. A Member unable to write may request the Member of his/her
19 choice to write his/her vote during the election of officers.

20 When the votes are collected, the tellers will canvass the
21 same at the Secretary's station, the Secretary keeping tally and
22 announcing the result to the Lodge. When there is more than one
23 (1) candidate for the same office, the one receiving the lowest
24 number of votes on each ballot shall be dropped until one (1)
25 candidate has received a majority of all votes cast.
26

27 **Office and Duties of Past President**

28
29 **Sec. 13.** The President, after having served a term, shall,
30 when the successor has been installed, become Past President and
31 may serve as such for one (1) year by virtue of succession, or may
32 be elected to another office and an acting Past President be
33 installed, this to be optional with the Past President. To be eligible to
34 the office of acting Past President, the member must be a former
35 Past President (except in newly organized Lodges.) While serving
36 as Past President, he/she may be elected Delegate, Alternate
37 Delegate, Legislative Representative, or Alternate Legislative
38 Representative.

39 It shall be the duty of the Past President to install the
40 officers of this Lodge, and in the absence of the President and Vice
41 President, shall preside at the meetings of the Lodge, assist in the
42 audit of books in the event of the absence of both President and
43 Vice President, in the event the offices of Secretary/Treasurer are

1 combined, it shall be the duty of the Past President to assist in the
2 audit, and perform such other duties as are required by the Ritual.

3 4 **Duties of Counselor**

5
6 **Sec. 14.** It shall be the duty of the Counselor to assist the
7 President in the performance of duties when requested to do so. To
8 be eligible to the office of Counselor, a Person must be a member of
9 the **SMART TD**, and shall hold office in but one (1) Lodge of the
10 Auxiliary at one (1) time. A Counselor does not participate in Lodge
11 motions, or in voting.

12 A Past Counselor of a Subordinate Lodge is entitled to
13 attend Auxiliary Lodge Meetings and shall be given a Past
14 Counselor's Card. A Counselor or Past Counselor must be a
15 member in good standing of the **SMART TD**.

16 17 **Duties of President**

18
19 **Sec. 15.** It shall be the duty of the President to preside at all
20 meetings of this Lodge, preserve decorum, appoint a majority of the
21 committees in conjunction with the Vice President, and enforce the
22 Constitution and By-Laws. When an officer is absent from a
23 meeting, the Vice President shall fill the office pro tem. A Past
24 President may be appointed for the year when there is none to
25 serve. He/She shall be entitled to vote at election of officers and
26 when voting for candidate for admission or re-admission and vote in
27 any matter, except election of officers that would change the results.
28 He/She shall sign all transfer cards, countersign all checks, speak to
29 points of order in preference to other members, rising to their feet
30 for that purpose, and shall decide all questions, subject to appeal to
31 the Lodge by any two (2) members. The President of the Lodge
32 shall act as Chairperson of the Board of Auditors.

33 34 **Duties of Vice President**

35
36 **Sec. 16.** It shall be the duty of the Vice President to assist
37 the President in the discharge of duties and to occupy the chair in
38 the absence of the President, and appoint a minority of all
39 committees. The Vice President is a member of the Board of
40 Auditors. In the event of the President's office become vacant, may
41 be immediately installed and assume the responsibilities and
42 discharge the duties of President. If the Vice President declines the

1 office of President, the office shall be filled in accordance with the
2 election requirements of the Lodge.

3 The Vice President shall sign checks in case the President
4 is incapacitated or not available. It will be necessary for the
5 signature of the Vice President to be on the card (or cards) at the
6 Bank in which the funds of the Lodge are deposited. This would be
7 for both the Checking and Savings Account.
8

9 **Duties of Secretary**

10
11 **Sec. 17.** It shall be the duty of the Secretary of this Lodge to
12 keep a true and correct record of its proceedings, receive and read
13 all communications with the exception of notices of assessment or
14 no assessment and letters of a financial nature addressed to the
15 Treasurer, conduct the correspondence, and have charge of the
16 records of the Lodge.

17 The Secretary shall notify candidate to appear for initiation
18 and also the amount to be paid the Treasurer, when initiated. When
19 the Treasurer reports a member expelled for non-payment of dues,
20 OR HAS A REQUEST FOR A MEMBERSHIP CANCELLED CARD,
21 the Secretary shall immediately send to the non-member,
22 information on procedure for re-instatement of membership.

23 The Secretary shall also notify the members of the name
24 and address of the new Treasurer, prepare and sign all papers and
25 cards requiring an official signature, as provided further in this
26 Constitution, and keep a Membership Record.

27 The Secretary of this Lodge shall act as Secretary of the
28 Board of Auditors. In case of Secretary being absent from a
29 meeting, the President or Vice President shall be notified and see
30 that the Minutes and all communications are in the hands of either
31 the President or Vice President. In the absence of the Secretary, the
32 Secretary pro tem, (while serving as Pro Tem) shall perform the
33 duties of Secretary.
34

35 THE SECRETARY MUST READ ALL COMMUNICATIONS
36 AND ALL CIRCULARS FROM GRAND LODGE (ESPECIALLY
37 ELECTION CIRCULARS) TO THE LODGE.
38

39 **Duties of Treasurer**

40
41 **Sec. 18.** It shall be the duty of the Treasurer of this Lodge to
42 receive all money, and give receipt for the same.

1 The Treasurer shall read to the Lodge notices of
2 assessment or no assessment and letters of a financial nature
3 addressed to him/her as Treasurer. The Treasurer shall report to the
4 International Secretary/Treasurer the admission of members by
5 initiation, and by readmission, membership cancelled card,
6 forwarding immediately their Grand Lodge Admission Fees as
7 provided in the Constitution.

8 When an applicant is admitted or former member
9 readmitted, the Treasurer shall collect from such member the
10 balance of current year's dues and Grand Lodge admission fee. The
11 admission fee is to be immediately remitted to Grand Lodge.
12 Membership Cancelled Cards shall be issued in accordance with
13 Section 31, Constitution of Subordinate Lodges.

14 Each year, the Treasurer will receive sufficient assessment
15 statements together with the proper notice of assessments due from
16 the International Secretary/Treasurer. Semi-annually; make out two
17 (2) statements and forward one (1) to the International
18 Secretary/Treasurer with the amount due thereon; such statements
19 and remittances to be received by the International
20 Secretary/Treasurer by March 15 and September 15.

21 The International Secretary/Treasurer will compare the
22 Statement with the records of the Grand Lodge, and if correct, place
23 same on file in Grand Lodge. The Treasurer will retain one (1) copy
24 of the Semi-Annual statements and keep same in the files for future
25 reference and present to the Board of Auditors for comparison.

26 In order for a Lodge's Delegate to be seated at Convention,
27 the Treasurer must remit all Assessments due Grand Lodge, by
28 June 1, preceding the Convention.

29 A Treasurer failing to forward remittances as required by
30 law, shall, upon conviction thereof, be dealt with in accordance with
31 Section 46, Constitution of Subordinate Lodges.

32 The Treasurer shall prepare every six (6) months a Report,
33 giving a statement of the financial condition of the Lodge; such
34 report, together with the books and accounts, to be audited by the
35 Board of Auditors and the Cash on hand or its equivalent to be
36 verified and, if found correct, to be endorsed by their signatures.
37 The Secretary is to read the report to the Lodge; if accepted by the
38 Lodge, the Treasurer will forward one (1) copy to the International
39 President and duplicate of same shall be kept on file in the Lodge.
40 The Treasurer shall deposit all monies in a Checking or Savings
41 account in the name of the Lodge, in a depository designated by the
42 Lodge, as necessary. Treasurers of all Subordinate Lodges shall be
43 bonded in the amount of One Thousand Dollars (\$1,000.00) as set

1 forth in Section 33, Constitution Grand Lodge. The Treasurer shall
2 also be required to sign all papers requiring signature and perform
3 such other duties as are required by the Constitution. The Treasurer
4 of the Subordinate Lodge shall be Treasurer of all committees of
5 this Lodge required to receive or disburse money.

6 7 **Duties of Conductor/Conductress**

8
9 **Sec. 19.** It shall be the duty of the Conductor/Conductress
10 to introduce visitors, conduct candidates through the Ceremony of
11 Initiation, and perform such other duties as are required by the
12 Ritual.

13 **Duties of Chaplain**

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15 **Sec. 20.** The Chaplain shall have charge of the devotional
16 exercises and perform such other duties as are required by the
17 Ritual.

18 **Duties of Warden**

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20 **Sec. 21.** It shall be the duty of the Warden to distribute,
21 collect, and take charge of the Lodge property entrusted to the care
22 of the Warden, also perform such other duties as are required by
23 the Ritual.

24 25 **Duties of Inner Guard**

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27 **Sec. 22.** It shall be the duty of the Inner Guard to take
28 charge of the inner door, as per Ritual page 5.

29 30 **Duties of Outer Guard**

31
32 **Sec. 23.** It shall be the duty of the Outer Guard to assist the
33 Inner Guard, as per Ritual page 5.

34 35 **Duties of Delegate**

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37 **Sec. 24.** It shall be the duty of the Delegate to represent the
38 Lodge at all regular and special International Conventions held
39 during the term of office, submitting a written report to the Lodge
40 within ninety (90) days after returning from Convention City, of all
41 proceedings and actions taken. It shall be his/her duty to vote on all
42 questions and all motions brought before the body and participate in
43 the election of Grand Lodge Officers.

1 Ladies who held membership in the Auxiliaries to the former
2 Brotherhoods which merged into the United Transportation Union
3 are eligible for membership.

4 The International President of the Auxiliary is given the right
5 to decide regarding the eligibility to membership in conformity with
6 the provision of this Section.

7 Effective January 1, 2012 retirees of SMART Transportation
8 Division are eligible to be members in the Auxiliary.
9

10 **Application for Membership**

11
12 **Sec. 27.** The name of a person recommended for
13 membership, minimum age 16, should be presented on a signed
14 application form. Applicant must be recommended by a member in
15 good standing and application signed by the member. Application is
16 to be voted on by usual voting sign. When application is accepted,
17 candidate should be notified by the Secretary at the time to be
18 initiated and the amount to be paid to the Treasurer.
19

20 **Fees to be paid by Applicant**

21
22 **Sec. 28.** All Applicants for Admission or Readmission must
23 pay Grand Lodge Admission Fee of **ten dollars (\$10.00)** and
24 balance of year's dues.

25 The Treasurer of Subordinate Lodge must report all
26 admissions or readmissions immediately on Report of Admission
27 form, supplied by the International Secretary/Treasurer and Grand
28 Lodge Admission Fee of **ten dollars (\$10.00)**, plus any
29 Assessments due. A re-admission would be defined as an individual
30 who requests membership after an absence of six (6) months or
31 more.
32

33 **Transfer Cards**

34 **Sec. 29.** Any member desiring to join another Lodge shall
35 be granted a transfer card upon the written request by the Member
36 wishing to transfer, accompanied by Fifty (50) cents. Transfer Cards
37 shall be sent by Secretary of Lodge granting card to Secretary of
38 Lodge to which card is granted. Transfer cards should be requested
39 the month previous to the one in which the card is to be accepted by
40 the Lodge to which the member is transferring, and the dues and
41 assessments must be paid up to the expiration of the card before it
42 is granted, and any property, if any, in his/her possession shall be

1 returned and all money due Grand and Subordinate Lodges be
2 paid.

3 Card must be dated the first of the month in which it is to be
4 deposited, giving thirty (30) days to deposit same, and must show
5 name and address of the Member wishing to transfer, also date of
6 admission in the Auxiliary. Transfer cards expire with the month for
7 which they are issued. Membership dates from expiration of the
8 card. If not accepted the Fee of Fifty (50) cents shall be returned to
9 the member and he/she retain membership in the Lodge issuing the
10 card. If the request for a Transfer Card is received after the meeting
11 date, the President and Secretary shall issue such card and report
12 their action at the next regular meeting of the Lodge.

13 Requests for transfer cards presented by members who
14 wish to become Charter Members of a new Lodge shall be granted,
15 and their transfer cards shall be prepared and issued by the
16 President and Secretary with space for name and number of Lodge
17 left blank to be filled in by the Organizing Officer.

18 When a Charter is surrendered (and in an emergency) if a
19 Grand Lodge Officer is present, he/she shall issue and forward
20 transfer cards as per request.

21 **Admitted by Deposit of Transfer Card**

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24 **Sec. 30.** A transfer card shall be accepted as a proposition
25 for membership. A vote shall be taken at the meeting at which such
26 card is presented, and if favorable he/she shall be declared elected
27 to membership, which shall date from the expiration of the card. If
28 the card is accepted, it shall be retained, and filed by the Lodge,
29 and the Secretary shall notify the International Secretary/Treasurer
30 and the Lodge issuing such card, and he/she shall become a
31 member of the Lodge accepting it at the expiration of said card,
32 Secretary to notify the member of acceptance, giving name and
33 address of the Treasurer of the Lodge and the amount of dues
34 payable to the Lodge.

35 **Membership Cancelled Cards**

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38 **Sec. 31.** Any Member of the Lodge in good standing who
39 notifies the Treasurer that he/she does not desire to continue
40 membership in the Auxiliary, should he/she have a child/step-child
41 or grandchild/step-grandchild who is receiving an Auxiliary
42 Scholarship, he/she must continue Auxiliary membership throughout
43 the duration of the scholarship in order for the scholarship to be

1 honored. The Secretary shall notify all members who ask to
2 discontinue membership that scholarships are only paid out to
3 students whose Auxiliary sponsor remains a dues paying member
4 throughout the duration of the scholarship. Should he/she still not
5 desire to retain membership, he/she shall be issued a membership
6 cancelled card. THE TREASURER SHALL DATE THE CARD AS
7 OF JUNE 30 OR DECEMBER 31, DEPENDING ON DATE OF
8 REQUEST FOR CANCELLATION CARD. THE TREASURER
9 SHALL REPORT MEMBER'S CANCELLATION TO THE LODGE
10 AT NEXT REGULAR MEETING AND TO INTERNATIONAL
11 SECRETARY/TREASURER ON A REPORT OF SEVERANCE
12 FORM.

13 **Admitted by Deposit of Member Cancelled Card**

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16 **Sec. 32.** An application for membership by deposit of a
17 Membership Cancelled Card, shall be treated the same as an
18 Application for Membership.

19 **Grand Lodge Admission Fees**

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22 **Sec. 33.** At the time of admission of a Member by initiation,
23 Membership Cancelled Card, the Readmission of an expelled
24 member, the Treasurer shall forward the amount of **ten dollars**
25 **(\$10.00)** as Grand Lodge Admission Fee, to the International
26 Secretary/Treasurer immediately.

27 **Dues**

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30 **Sec. 34.** Each Lodge shall decide the amount of Dues to be
31 paid by all Members, to the Treasurer, at a regular meeting, carried
32 by a majority of Members present. All Members to be notified by the
33 Secretary of the Lodge if a change is made in amount of Dues; A
34 LODGE MUST SET DUES IN AN AMOUNT SUFFICIENT TO PAY
35 ALL ASSESSMENTS DUE GRAND LODGE, AND OPERATING
36 EXPENSES, FROM LODGE TREASURY.

37 Dues for all Members to be paid by the year to Lodge
38 Treasurer, giving Members until February 1 for payment; Dues
39 receipt will be issued upon request.

40 Each Subordinate Lodge may take action to charge a lower
41 amount for Dues for Members with over fifty (50) years of
42 Membership, if Lodge treasury will permit.

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Failure to Pay Dues

Sec. 35. Any member of this Lodge failing or refusing to pay dues as provided in Section 34 becomes expelled for non-payment of dues without further notice or action, and the name shall be read out in open Lodge by the Treasurer at the next regular meeting as an expelled member on the first day of the month. The Secretary shall cancel the name from the roll and notify the International Secretary/Treasurer of the expulsion. If the member's child/step-child or grandchild/step-grandchild is receiving a scholarship, that scholarship will no longer be paid.

The Auxiliary of the United Transportation Union Scholarship Fund requires that the sponsor Auxiliary members must remain a dues paying member throughout the duration of the scholarship award for the scholarship to continue to be paid out.

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Reprimands and Suspensions

Sec. 36. Any member of this Lodge violating any of the duties of membership or any of the principles of the Auxiliary shall, upon conviction thereof, be reprimanded or suspended as the Lodge may determine. If any member divulges the name of another Member who spoke or voted against a candidate proposed for admission, or make public the business of the Lodge, he/she shall be punished as the Lodge may decide.

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Reinstatement of Membership

Sec. 37. Any Member, who has been expelled for non-payment of Dues, can be reinstated upon request to the Lodge, and payment of all arrearages and Dues for present year. Treasurer shall advise International Secretary/Treasurer of member's request for reinstatement, and payment of Dues, remitting all Assessments due Grand Lodge.

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Special Assessments — How Levied

Sec. 38. All assessments levied by this Lodge shall be made by a two-thirds vote of all members present at a regular meeting. All members shall be duly notified of such assessments (on blanks provided by Grand Lodge for these notices) by the Secretary thirty (30) days before same is due, and upon failure or refusal to pay the same within the time specified shall be expelled.

1
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3 **Readmissions**

4 **Sec. 39.** Any former Member, who has been expelled for
5 Non-payment of Dues and presents Application for Membership,
6 can be proposed at a regular or Special Meeting. The Application
7 must be accompanied by all arrearages to date of expulsion. If vote
8 is favorable, the Secretary shall notify the Applicant within thirty (30)
9 days from date of vote of acceptance, also the amount to be paid
10 Grand Lodge Admission Fee and one (1) year's Subordinate Lodge
11 Dues. He/She shall be obligated and sign the Constitutional Oath
12 Book, IF POSSIBLE.

13 An Applicant for readmission who has been rejected by a
14 vote may request a Readmission Card and at the expiration of thirty
15 (30) days, may present the same to any Lodge of his/her choice.

16 A member expelled for non-payment of dues, and desiring
17 to be readmitted to a Lodge other than the one from which he/she
18 were expelled, shall be granted a readmission card by paying all
19 arrearages up to time of expulsion and Fifty cents (.50) for such
20 card, which shall state the cause of expulsion and shall be treated
21 the same as a regular readmission when presented to any Lodge
22 together with proper application for readmission.

23 A member expelled for non-payment of dues and not
24 wishing to regain membership in the Order shall, upon payment of
25 all arrearages and Fifty Cents (.50) be granted a membership
26 cancelled card, said card to note date membership severed, and
27 may be presented together with proper application for readmission.

28 In case of an extreme emergency, the President and
29 Secretary shall issue a card of readmission and report their action at
30 the next regular meeting of the Lodge.

31 Any member expelled or having been issued a membership
32 cancelled card prior to the first day of the month in which the
33 Convention is held and is readmitted within two (2) calendar
34 months, after the Convention, is liable for Convention Assessment.
35 A member requesting a membership cancelled card between the
36 first day of the month in which the Convention is held and date
37 Convention Assessment is due, shall be required to pay the
38 Convention Assessment.

1 All receipts from monthly Dues, Grand Lodge Admissions
2 Fees, Special Assessments and all other sources shall be paid into
3 the General Fund of this Lodge. All disbursements such as hall rent,
4 Assessments due Grand Lodge, Grand Lodge Admission Fees, and
5 all expenses necessary for the maintenance of the Lodge, shall be
6 paid from the Treasury.
7

8 Trials

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10 **Sec. 43.** Every member of this Lodge shall be entitled to a
11 fair trial for offenses charged involving expulsion, suspension except
12 for non-payment of dues or when an officer is suspended or
13 removed by the International President. All charges must be made
14 in writing, duly specifying the offense, signed by a member in good
15 standing of any Lodge in the following form:
16

17 I do hereby charge _____ a member
18 of Lodge No. _____ with unbecoming conduct (or other offense, as
19 the case may be in this specification) first, that said Member did on
20 or about _____, year _____ (here give full particulars).
21

22 Charges — How Acted Upon

23
24 **Sec. 44.** Such charges shall be referred to Lodge, and if
25 accepted, be submitted to a committee of five (5) members for
26 investigation. Said committee shall, without unnecessary delay,
27 meet and elect a Secretary and appoint a time to hear the case. The
28 Secretary of said committee shall send the accused an exact copy
29 of the charges, together with a notice of the time set for trial, also
30 notify the Member preferring the charges of the time set for the trial.
31 The accuser and the accused shall be present, together with such
32 evidence necessary, or be represented by a Member in the Same
33 Lodge. The Chairperson shall swear the accused, the accuser, and
34 all the witnesses. The committee shall hear all evidence presented
35 and shall decide by a majority of the committee as to the guilt or
36 innocence of the accused. They shall keep full minutes of their
37 proceedings and evidence, which they shall report to the Lodge,
38 together with their decision.

39 All trials to be legal must be held in the Lodge room. The
40 evidence of persons or persons non - members of the Auxiliary shall
41 not be accepted unless sworn to before a notary public or other
42 officer authorized to administer oaths; such trials to be heard within
43 thirty (30) days from date that charges are preferred. No one shall

1 be permitted to be present at the trial except the Accused, the
2 Accuser, sworn witnesses, and the Committee appointed to conduct
3 same.

4 **Penalties**

5
6 **Sec. 45.** If the Committee decides that the charges are
7 sustained and the Report is accepted, the Lodge shall proceed to fix
8 the penalty for the offense. If a specific penalty be provided in the
9 Constitution, the President shall enforce it; if none be provided the
10 Lodge shall decide by vote, whether the penalty shall be suspension
11 or reprimand. During the vote, the accused shall withdraw from the
12 Lodge room. If upon the vote, it should appear that two-thirds of the
13 vote is for suspension, such shall be the penalty and the Lodge
14 shall proceed to fix the duration of such suspension. Said
15 suspension not to be fixed for a longer period than six (6) months.
16

17 No vote held under this Section shall be reconsidered.
18

19 If the Committee decides that the charges are not sustained
20 and the Report is accepted by the Lodge, the case shall be
21 dismissed without further action.
22

23 **Standing Committees**

24
25 **Sec. 46.** The standing committees of this Lodge shall
26 consist of the Board of Auditors, Board of Relief and Board of
27 Registration. The Board of Auditors shall consist of the President,
28 Vice President and Secretary. In the event the offices of
29 Secretary/Treasurer are combined, the acting Past President shall
30 be a member of the Board of Auditors. The Board of Relief shall
31 consist of the President, Vice President, Treasurer, and such
32 additional members as may be necessary to perform the duties of
33 the Board. Board of Registration shall consist of President, Vice
34 President, Treasurer and Secretary. Other committees may be
35 appointed to perform such duties as may be assigned them.
36

37 **Duties of the Board of Auditors**

38
39 **Sec. 47.** It shall be the duty of the Board of Auditors to
40 superintend and audit the financial affairs of the Lodge. They shall
41 meet in July and January after the beginning of their term and audit
42 the books, finances, and Semi-Annual Reports of the Treasurer. If

1 such reports be correct, they shall endorse the same with their
2 signatures and report the same to the Lodge.

3 The Board of Auditors is jointly responsible with the
4 Treasurer for all funds of the Lodge and should not sign a Semi-
5 Annual or Annual Report unless a proper audit has been made of all
6 receipts and all disbursements and have verified all monies.
7

8 **Duties of the Board of Relief**

9
10 **Sec. 48.** It shall be the duty of the Board of Relief, when a
11 Member is reported sick or in distress, to immediately visit and, if
12 necessary, make temporary arrangements for relief and report such
13 action to the Lodge, which shall then determine what further
14 assistance shall be granted.
15

16 **Duties of the Board of Registration**

17
18 **Sec. 49.** It shall be the duty of the Board of Registration to
19 check the Register of attendance, after the meeting, just preceding
20 the Biennial Election of Officers held in November every two (2)
21 years. Secretary shall keep and read the Report of Registration to
22 Lodge.
23

24 Board shall check Register of attendance, after the meeting
25 preceding Election for OFFICES OF DELEGATE AND ALTERNATE
26 DELEGATE; This to take place two (2) weeks prior to election for
27 these two (2) Offices. Board shall meet to check attendance
28 Register, after the last meeting in October; of the year in which the
29 election is held for Delegate and Alternate Delegate and prepare a
30 list of Members eligible for these two (2) Offices.

31 There is no attendance requirement, for eligibility to Offices
32 of Legislative Representative and Alternate. Register is not checked
33 for election these two (2) Offices.
34

35 **Treasurer's Semi-Annual Report**

36 **Sec. 50.** The Treasurer shall submit a Semi-annual Report
37 on the form prescribed for that purpose during the months of July
38 and January, following the close of the six (6) month (semi-annual)
39 period, noting the Receipts and disbursements for the preceding six
40 (6) months. The Report shall be audited by the Board of Auditors,
41 during the months of July and January, and if approved by them,
42 shall be submitted by them, to the Lodge Secretary to read Report.
43 If accepted by Lodge, Treasurer shall forward one (1) copy to the

1 International President at once, and a duplicate of the same shall be
2 placed on file in the Lodge.

3 4 **Annual Reports**

5
6 **Sec. 51.** It shall be the duty of the President, Vice
7 President, Secretary/Treasurer, to prepare an Annual Report for the
8 Lodge, during the month of January, for the fiscal year, upon the
9 blanks furnished by the International President, and immediately
10 after being accepted by the Lodge, shall forward one (1) copy to the
11 International President and one (1) copy to be placed on file. The
12 Treasurer and Board of Auditors failing to make out and forward
13 Semi-Annual and Annual Reports, shall be suspended. In the event
14 the offices of Secretary/Treasurer are combined, the Acting Past
15 President shall be a member of the Board of Auditors.

16 17 **Remittances to Grand Lodge**

18
19 **Sec 52.** All monies forwarded the International
20 Secretary/Treasurer must be sent by one (1) of the following
21 methods: bank draft, check, express or postal money order and
22 made payable to the **SMART TD Auxiliary**. The Treasurer shall
23 comply strictly with the semi-annual assessment notice and
24 statements. All checks issued by a Subordinate Lodge must be
25 signed by the legally elected and installed Treasurer and
26 countersigned by the President, or Vice President, whose
27 signatures must be on file at the Bank designated as the depository
28 of the Lodge.

29 30 **Term of Office**

31
32 **Sec. 53.** All Officers of Lodge, with the exception of the
33 Delegate, Alternate Delegate, Legislative Representative, and
34 Alternate Legislative Representative, shall serve for the term of two
35 (2) years or until their regularly elected successors have been
36 installed. The Delegate and Alternate Delegate shall serve for a
37 Term of four (4) years. The Legislative Representative and Alternate
38 Legislative Representative shall serve for four (4) years, or until their
39 regularly elected successors have been installed.

1 be furnished to the Secretary of the Lodge and entered in the Lodge
2 records. The appeal, together with a copy of the charges preferred,
3 testimony offered, and verdict rendered, shall be forwarded to the
4 International President. The decision of the International President
5 is final unless reversed by a majority vote of the Grand Lodge. In
6 case of appeal from the decision of International President by a
7 Lodge or member, notice of the same shall be given that officer
8 within thirty (30) days from the date of decision rendered and a
9 certified copy of proceedings must be forwarded to International
10 Secretary/Treasurer, who will present the same to the Grand Lodge.
11

12 **Delegate's Credential**

13
14 **Sec. 58.** A credential shall be issued to each Delegate to
15 the Convention on the form provided by the International
16 Secretary/Treasurer, signed by the President and Secretary of the
17 Subordinate Lodge, and countersigned by the International
18 President and International Secretary/Treasurer.

19 Credential Card must be signed by two (2) Officers of the
20 Lodge. If the offices of Secretary/Treasurer are combined, that
21 officer signs as one Officer. It is necessary for President or Vice
22 President to sign also.
23

24 **Membership Record, Registration Book** 25 **and Attendance of Meetings**

26
27 **Sec. 59.** This Lodge shall keep a Membership Record in
28 which shall be kept a complete record of each member. The
29 Secretary shall see that the Membership Record at all times
30 corresponds with Grand Lodge records.

31 The Conductor/Conductress will have the Registration Book
32 at the door. All members shall present receipt for dues and register
33 with the Conductress, upon entering the Lodge room. When
34 meeting opens, Warden will place the Registration Book on the Vice
35 President's station, for the purpose of permitting members arriving
36 later to REGISTER.

37 New members and readmitted members should register
38 attendance at the meeting at which they are admitted or readmitted.
39 At the close of each meeting, the conductress shall place the
40 attendance register in the care of the Secretary. The Secretary shall
41 sign and verify the attendance record, signing her name last and
42 indicating the number present at the meeting.

1 Delegates are to be counted as present at the meetings of
2 the Subordinate Lodge held while doing Convention Committee
3 work and while in attendance at Convention.

4 Legislative Representative to be counted as present at the meetings
5 of their Subordinate Lodge held while on assignment for Legislative
6 work.

7 A Grand Lodge Officers' attendance at closed meeting,
8 when attending in an official capacity, be counted in the home
9 Lodge.

10 The attendance of a member to be counted in the home
11 Lodge, if he/she secures a written statement, from Secretary of
12 Lodge meeting he/she attended, noting date of the visit to a Closed
13 Lodge Meeting.

14 When a Lodge surrenders its charter, attendance of the
15 member to be counted in Lodge to which he/she transfers.

16 If a member transfers his/her membership from one Lodge
17 to another by Transfer Card, attendance is to be counted in the
18 Lodge to which he/she transfers.

19 20 **Supplies, Constitution, Rituals and Directory**

21
22 **Sec. 60.** The printing of forms and other Lodge supplies
23 shall be done under the supervision of the International President
24 and International Secretary/Treasurer with the greatest practicable
25 economy. Lodges will be allowed to secure minute books and
26 printed forms to the best advantage of the Lodge with the exception
27 of official receipts, membership cancelled readmission and transfer
28 cards, to be valid, must be purchased from the Grand Lodge.
29 Applications for membership and reports of admission and
30 severance and requisitions for ordering supplies to be furnished free
31 by the Grand Lodge; The Secretary shall have on hand at all times
32 Applications for Membership, Reports of Admission and Severance,
33 Transfer, Membership Cancelled and Readmission Cards.

34 When a Convention authorizes new Rituals, they shall be
35 furnished each installed Officer free of charge. When properly
36 requisitioned by the Lodge, additional Rituals may be purchased
37 from the International Secretary/Treasurer. Any member desiring a
38 Ritual may purchase one.

39 One (1) Constitution shall be furnished each Grand Lodge
40 Officer, Past Grand Lodge Officers, and Subordinate Lodge Officers
41 in sufficient number. Constitutions of the Subordinate Lodge Officers
42 remain the property of the Subordinate Lodge. Any member desiring

1 a Constitution may purchase one. A Constitution and Ritual be
2 given each NEW MEMBER.

3 A Directory shall be sent every four (4) years to the
4 President, Secretary/Treasurer of each Subordinate Lodge, Grand
5 Lodge Officers, State and Provincial Legislative Directors.

6 All Receipts, Membership Cancelled, Readmission and
7 Transfer Cards, to be valid, must be furnished by the Grand Lodge.
8

9 **Duties of Members**

10
11 **Sec. 61.** It is the duty of every member of this Lodge to pay
12 Dues promptly and faithfully attend all meetings of the Lodge,
13 unless prevented by sickness or other good and sufficient causes;
14 to yield a cheerful compliance to the laws, rules and regulations of
15 the Auxiliary; to see that this Constitution is not violated by this
16 Lodge; to be courteous to visiting Members; to recognize any other
17 member in good standing, as a Member; and to never speak falsely
18 or maliciously of a Member or vilify his/her character. Any violation
19 of the duties of membership shall be punished as further provided in
20 this Constitution.
21

22 **Privileges of Membership**

23
24 **Sec. 62.** Every member of this Lodge in good standing shall
25 be entitled to all the rights, benefits, privileges and protection
26 guaranteed by this Constitution, the Constitution of the Grand
27 Lodge, and the rules and usages of the Auxiliary; but no member of
28 this Lodge who is in arrears for dues shall be entitled to any of the
29 benefits and privileges of this Lodge.
30

31 **Visiting Lodges**

32
33 **Sec. 63.** Any Member in good standing who presents official
34 receipt for current dues or advance dues shall be admitted as a
35 visitor at the meetings of any lodge but cannot vote or participate in
36 acts of official business of the lodge.

37 A Visitor may obtain a written Statement, from the Secretary
38 of the Lodge meeting attended noting the date visited.

39 A Member who has been duly elected and installed as
40 Counselor or a Past Counselor shall be admitted upon presentation
41 of a Counselor's Card regularly filled and attested and the receipt for
42 current month's dues or advance dues in the **SMART TD**.
43

1 CHARITABLE ORGANIZATIONS. FUNDS MAY BE RAISED, IF
2 NEEDED, OR TIME DONATED.

3
4 **Order of Business — Subordinate Lodges**

5
6 The following order of business is suggested but Lodges may alter
7 the suggested order of business as necessary to suit their
8 requirements.

- 9
- 10 • Draping and Undraping of Charter
11 (Per Ritual pages 26-29)
 - 12 • Roll Call of Officers
 - 13 • Reading of Minutes
 - 14
 - 15 • Applications for Admission or Readmission
16 and Transfer Cards
 - 17
 - 18 • Admission of Candidates
 - 19
 - 20 • Treasurer's Report of Expelled Members
21 and Cancelled Membership
 - 22 • Reports of Committees
 - 23 • Report of Officers and Legislative Report
 - 24 • Communications
 - 25 • Unfinished Business
 - 26 • New Business
 - 27
 - 28 • Election of Officers
 - 29
 - 30 • Installation of Officers
 - 31 • Any Member Sick or in Need of Assistance
 - 32 • Bills of Allowance
 - 33 • Debate: Good of the Auxiliary
 - 34
 - 35 • These Orders of Business are announced ONLY when they are
36 on the Agenda.
 - 37
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GENERAL RULES SUBORDINATE LODGES

1. The Rules of Order of the Grand Lodge shall be used in this Subordinate Lodge, as far as they can be made applicable, and all questions not herein provided for shall be decided by Robert's Rules of Order.

2. Any member making use of improper means to obtain admission to the Auxiliary or making false statements to gain such admission shall upon conviction of same be expelled. All actions of this nature to be taken up under the advice and by the direction of the International President. Any member convicted of slander or the violation of the duties of membership shall be deprived of the privilege of attending the meetings of the Auxiliary for a period of time to be designated by a two-thirds vote of the members present at the meeting in which trial was held and report of trial committee accepted. The accused shall withdraw from the Lodge room while the vote is being held. The member so deprived of attending meetings to be liable for assessments levied by the Grand Lodge only, and shall not be compelled to pay Subordinate Dues nor a special assessment if levied by Subordinate Lodge during said period. Said suspension not to exceed six (6) months. No vote taken under this rule shall be reconsidered.

3. Proxy voting is strictly forbidden.

4. The first member appointed on any committee shall act as chairperson. All final reports of committees handling money shall be made in writing signed by a majority of the committee and shall be submitted to the Secretary and read to the Lodge before action is taken, and such shall be kept on file for further reference.

5. Whenever a Lodge shall refuse to readmit an expelled member, it shall be the duty of the Treasurer to return to such applicant all monies he/she may have paid to such Treasurer as arrearages, monies advanced to the Grand Lodge for the applicant to be first deducted.

6. When a meeting has been called to order, all officers and members take their respective stations and the Guards shall secure the doors. In the absence of the President and Vice President, the Past President shall preside. If no Past President is present, any

1 member may call the meeting to order and a President Pro Tem
2 may be elected. After the Lodge has been opened, any visiting
3 President or Past President may be invited to the chair and conduct
4 the meeting.

5
6 7. The President and Vice President may be elected as
7 Delegates. Alternate Delegate, Legislative Representative or
8 Alternate Legislative Representative and may serve on committees.
9 The offices of Secretary/Treasurer may be combined at the option of
10 the Lodge.

11
12 8. Any member sending letters to any Lodge or member of
13 this Auxiliary or in any way circulating reports liable to cause trouble
14 or injury to this Auxiliary, shall be fined.

15
16 9. Any member may be excused from serving on a
17 committee, if, at the time of appointment, he/she is a member of two
18 (2) other committees; but a member cannot claim excuse if properly
19 notified by the Secretary, when appointed on a committee during
20 absence from the Lodge.

21
22 10. It shall be unlawful for members of any Lodge of the
23 Auxiliary to form a club or society designating it by the name or
24 number of any Lodge. Past Presidents of Subordinate Lodges in a
25 city or village may form a Past Presidents Club or Association.

26
27 11. If a member does not comply with the order of the Chair,
28 he/she shall be escorted from the Lodge room by the
29 Conductor/Conductress and shall not be again admitted until he/she
30 is willing to comply with the order of the Chair.

31
32 12. Every member who shall be at the meeting when a
33 question is put shall vote or sustain from voting, whichever he/she
34 desires.

35
36 13. If the Office of President becomes vacant, and the Vice
37 President or any elected member assumes the Duties of President,
38 and serves for two (2) or more months, this is to be considered a
39 term. He/She shall be installed as Past President.

40
41 14. Any member holding any Office, who destroys
42 Subordinate Lodge property or records or in any way falsifies the

1 records, shall be removed from Office and not again elected to any
2 Office in a Subordinate Lodge.

3
4 **GENERAL INSTRUCTIONS**
5 **REGARDING LEGISLATIVE WORK**
6 **GENERAL INFORMATION**
7

8 **Purpose of Auxiliary Legislative Department**
9

10 Constitution of Subordinate Lodges provide “For the
11 purpose of cooperating with the **SMART TD** along the lines of
12 legislation in the States of the United States and the Provinces of
13 Canada.” The Representatives of the Auxiliary Legislative
14 Department will, therefore, consider their work as being in
15 cooperation with the program as outlined by the Legislative
16 Department of the **SMART TD**. At no time will initial action be taken,
17 as our law permits acquiescence with plans and concurrence in
18 actions taken by the **SMART TD** as guiding signs, this to be
19 followed with such assistance as our Legislative Representatives
20 and our members can consistently render.

21
22 **Auxiliary National Legislative Director and Alternate**
23

24 On assignment by the International President, the National
25 Legislative Director of the United States shall assist the National
26 Legislative Director of the **SMART TD**, if and when he requests
27 him/her to do so for a period of from six (6) weeks to eight (8) weeks
28 while congress is in session.

29
30 The assignment must be acknowledged immediately.

31
32 The International President may, whenever in his/her
33 judgment, the best interest of the Auxiliary is served, grant special
34 assignments to the National Legislative Director of the United
35 States.

36
37 Should the National Legislative Director of the United States
38 be unable to accept assignments, the International President shall
39 assign the Alternate.

40
41 The United States National Legislative Director shall be
42 entitled to charge two (2) days for Services, per year, for handling
43 correspondence and other matters pertaining to the Office. This is to

1 be submitted on Officers' Expense Statement, and outlining work
2 performed.

3
4 The National Legislative Director of the United States may
5 attend, each year, two (2) Region Meetings, on assignment from the
6 International President.

7 8 **State Legislative Directors** 9

10 The National Legislative Director shall appoint from the
11 Active Membership in each State, a State Legislative Director for a
12 four (4) year term to assist the **SMART TD** and Auxiliary Legislative
13 Department; such appointments to be approved by the International
14 President. They shall acknowledge the appointment immediately to
15 the International President. THESE APPOINTMENTS TO BE MADE
16 WITHIN SIXTY (60) DAYS AFTER THE LEGISLATIVE
17 REPRESENTATIVES ASSUME OFFICE.

18
19 State Legislative Directors **SMART TD**, to be consulted
20 before appointments are made for Auxiliary State Director.

21
22 State Legislative Directors shall receive One Hundred-
23 twenty Dollars (\$120.00) per day for Services. Food Expenses of
24 Sixty-five Dollars (\$65.00) per day, Hotel (when necessary),
25 transportation and other expenses in accordance with Expense
26 Statement. If traveling by car, mileage will be based on the IRS
27 standard mileage rates. Parking and Toll charges allowed. Itemized
28 Receipts required for all expenses. Sunday Expenses allowed only
29 when required to stay away from home over a Sunday.

30 31 **Duty of Legislative Representative and Alternate** 32

33 The duty of the Legislative Representative shall be to give such
34 assistance as he/she consistently can to the Legislative Department
35 of **SMART TD** in its work to bring about the adoption of laws that will
36 prove beneficial and to work against the enactment of laws
37 detrimental to the Interests of Members of both organizations.

1 **ACTION TAKEN BY VARIOUS GRAND LODGES**
2 **DEFINING LAWS OF THE AUXILIARY**

3
4 **Grand Lodge and Past Grand**
5 **Lodge Officers – Deaths**

6
7 The International President and International Secretary/
8 Treasurer shall upon the death of a Past Grand Lodge Officer or an
9 Acting Grand Lodge Officer or an Acting Grand Lodge Officer of the
10 **SMART TD Auxiliary** send a Memorial contribution in the amount of
11 Fifty Dollars (\$50.00) to the Family's choice.

12 In the event of the death of Grand Lodge Officer, the
13 expenses of the International President or of the Officer appointed
14 shall be allowed.

15
16 Grand Lodge Officers shall list Sunday Services in making
17 reports.

18
19 Officers return to Grand Lodge any balance due Grand
20 Lodge at close of each year.

21 **Conventions**

22
23
24 Grand Lodge Officers not allowed to nominate or vote
25 during the Convention.

26
27 The International President and International
28 Secretary/Treasurer are given full power to make all necessary
29 arrangements for Conventions but the facility must have sufficient
30 rooms for all delegates to stay at the same Hotel. (Underlined
31 portion of motion passed at the 7th International Convention August
32 1998 per "Proceedings Seventh International Convention." Motion
33 was not printed in the "Constitution and General Rules" effected
34 January 1, 1999.)

35 The expenses of the International President and
36 International Secretary/Treasurer to be paid while making
37 Convention arrangements.

38
39 Arrangements shall be made at each Convention for the
40 exemplification of the Ritualistic Work of our Order.

41
42 No announcements or notices to be read to Convention
43 unless signed by one or more Delegates, and no notice of a

1 sarcastic or personal nature be conveyed to the Convention. Any
2 Delegate found guilty of making unkind remarks, shall be deprived
3 of a seat in Grand Lodge.

4 **Funds**

5
6 The International Secretary/Treasurer is authorized in all
7 cases to refund no monies paid by illegally admitted or readmitted
8 members.

9 All Charter Fees of Prospective Lodges not organized
10 remain in the Treasury of the Grand Lodge.

11 **Resolutions Concerning Visits to Vaults** 12 **Containing Securities of Our Organization**

13
14
15 1. Access to said boxes shall never be given to one (1)
16 person.

17 2. The International Secretary/Treasurer shall be present for
18 all accesses. (See clause 7 for exception.)

19
20 3. In the case of the absence or disability of the
21 International President, access shall be given to the International
22 Secretary/Treasurer and one or more of the Board of Trustees.

23
24 4. The International President, International Secretary/
25 Treasurer, and the Board of Trustee (or a majority of the Board)
26 shall have access to the Safe Deposit Box if needed.

27
28 5. Access shall be given to the Public Accountant of the
29 Grand Lodge with the International Secretary/Treasurer and
30 International President or with the International Secretary/ Treasurer
31 and one (1) or more members of the Board of Trustees.

32
33 6. All keys to said Safe Deposit Boxes shall be delivered to
34 the International Secretary/Treasurer.

35
36 7. In the event of notice to the bank signed by the
37 International President of the death or disability of the International
38 Secretary/Treasurer, access shall be given to the International
39 President, one (1) or more members of the Board of Trustees, and
40 an authorized representative of the Bonding Company.
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Past Grand Lodge Officers

All Past Grand Lodge Officers to receive Constitutions and monthly Membership Bulletins from Grand Lodge.

Constitution Committee Compensation

The Constitution Committee when called to Grand Lodge on assignment will be compensated the same as all Grand Lodge Officers. This to be retroactive for the 1998 Committee meeting. (Motion passed at the 7th International Convention August 1998 per "Proceedings Seventh International Convention." Motion was not printed in the "Constitution and General Rules" effected January 1, 1999.

Scholarship Fund Resolution

WHEREAS, a Scholarship Fund was established by the Auxiliary of the United Transportation Union at its 8th International Convention at St. Louis, Missouri in September, 2002 and

WHEREAS, beginning in 2004 the Auxiliary of the United Transportation Union Scholarship Fund has assisted many children, stepchildren, grandchildren and step grandchildren of members of **SMART TD Auxiliary** to pursue university and college educations. A Private Foundation was incorporated pursuant to the provisions of the Ohio Revised Code 1702.14 to manage, maintain, administer and regulate the Scholarship Fund by and through a Board of Directors and a Code of Regulations adopted by said Board; and

WHEREAS, it is in the best interests of the **SMART TD Auxiliary** and any current or future eligible recipients of awards from the Auxiliary Scholarship Fund, that such awards be perpetuated and continued, so long as assets remain in the Scholarship Fund; and

WHEREAS, Auxiliary of the United Transportation Union Scholarship Fund Board, providing, when necessary, the use of office equipment, some supplies, the time of Auxiliary employees, and the use of the Auxiliary newsletter to convey scholarship information to members; and

1 **WHEREAS**, the Code of Regulations adopted by the Board
2 of Directors of the Auxiliary of the United Transportation Scholarship
3 Fund authorizes in Section 6.3 that the Board of Directors (of the
4 Scholarship Fund) may transfer or dispose of any material assets of
5 the Scholarship Fund; and
6

7 **WHEREAS**, it is the mission of the Auxiliary of the United
8 Transportation Union Scholarship Fund Board to provide, through
9 the voluntary donation of time and services, oversight of the
10 Auxiliary of the United Transportation Union Scholarship Fund to
11 ensure all scholarships are awarded consistent with the criteria
12 established by 3 for the Scholarship Fund Board and awarded to
13 qualified recipients pursuant to fair, orderly, and transparent
14 methods; and
15

16 **WHEREAS**, the Auxiliary of the United Transportation
17 Union Scholarship Fund Board further shall act in stewardship of the
18 Scholarship Fund and endeavor to achieve growth of the Funds by
19 means traditionally employed by charitable foundations including
20 solicitation of donations, and growth through investment, all the
21 while ensuring that the funds are maintained in secure accounts
22 pursuant to accepted procedures.
23

24 **WHEREAS**, in the event **SMART TD Auxiliary** would cease
25 to operate, the Auxiliary International Secretary/Treasurer would
26 prepare and present to the Auxiliary of the United Transportation
27 Union Scholarship Fund Board a complete list of the membership as
28 of the date of Auxiliary closing (to include names, address, and
29 phone numbers). This list will be retained to assure the Scholarship
30 Fund Board has the information needed for future scholarship
31 eligibility.
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**Recommendations of the Constitution Committee
Adopted at the 2018 Convention**

- Update the Constitution to correct punctuation, grammar, fragmented sentences, etc.
- Instead of mailing paper documents, offer PDF/electronic formatted documents
- To renumber the Table of Contents.
- To enhance and renumber the index.

Respectfully Submitted:

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