HOW TO OPEN A LODGE

Prior to organizing a new lodge:

- Minimum of 10 people (new or transferring members)
  Members can come from the following:
  - A spouse, family member or relatives (min. 16yrs old) of one of the following:
    - SMART-TD or transportation union member or Auxiliary member
    - Active and retired SMART-TD members and employees
    - Staff of General Committees, State Legislative Boards or the Legislative Office in D.C.
- Complete a Charter Application and membership applications. Return to Grand Lodge either by email or mail
- Contact Grand Lodge of intension to open a new lodge

At first meeting:

- Elect Lodge Officers
  - Officers positions are listed in the Constitution page 31 Section 5 or see **Duties of Officers** sheet
  - Complete the **Roster** sheet
- Determine a lodge name and lodge number
  - Grand Lodge can provide a list of lodge names and numbers that are already taken prior to your first meeting
- Determine time and place of meetings
  - Minimum of 6 meetings a year
    - ex. 1st Wednesday at 6pm every other month at various restaurants
- Set annual lodge dues
  - Recommended setting lodge dues between $60-$80 a year
  - $50 per member are sent to Grand Lodge annually for assessments
- Installation of New Members
  - Instructions provided by Grand Lodge
- Installation of Officers
  - Instructions provided by Grand Lodge

After first meeting, send to Grand Lodge the completed Roster along with a copy of the meeting minutes. They can be sent via email, fax or mail.
DUTIES OF OFFICERS

Duties of President (2yr)

Plans and conducts lodge meetings

Duties of Vice President (2yr)

Assists President

Duties of Secretary (2yr)

Sends out communications to lodge members
Keeps records of lodge members
Takes meeting minutes

Duties of Treasurer (2yr)

Keeps record of membership along with Secretary
Keeps the financial records for the lodge
Completes Annual and Semi-Annual reports
Collects Annual Lodge Dues
Pays Annual Assessments

Duties of Delegate (4yr)

Represents lodge at Convention
Participates in the election of Grand Lodge Officers at Convention
Votes on motions that occur during Convention

Duties of Legislative Representative (4yr)

Communicates any legislative issues with the lodge that pertain to SMART TD or the Auxiliary.

All offices with the exception of Delegate and Legislative (and their alternates) are 2 year. Delegate and Legislative are 4 years and are elected at the November meeting the year prior to the election for U.S. President. Often times the same person holds both Secretary and Treasurer since those two offices work closely together.
We, the following Charter Applicants, desire to become Members of a Lodge in the SMART TD Auxiliary. ($25 application fee, payable to SMART TD Auxiliary)

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OFFICERS ROSTER FOR 2020 thru 2021
Please fill out all lines below.

EIN#____________________________________________ (Grand Lodge will assist to obtain one for new lodges)

Lodge’s Due amount_______________ Payable to _______________________________________________________
Lodge Name ____________________________________________ Lodge No. ______________________
Location                                                                                             
                             (CITY)                                         (STATE)
Meetings held at __________________________________________ (NAME OF ESTABLISHMENT, UNION HALL, MEMBERS HOME OR CAN VARY)

President
□ Phone (____)_________________________ E-Mail_______________________________________________________

Treasurer
□ Phone (____)_________________________ E-Mail_______________________________________________________

Secretary
□ Phone (____)_________________________ E-Mail_______________________________________________________

Vice President
□ Phone (____)_________________________ E-Mail_______________________________________________________

Delegate
□ Phone (____)_________________________ E-Mail_______________________________________________________

Alt. Delegate
□ Phone (____)_________________________ E-Mail_______________________________________________________

Legislative Rep
□ Phone (____)_________________________ E-Mail_______________________________________________________

Alt. Legislative Rep
□ Phone (____)_________________________ E-Mail_______________________________________________________

www.smarttdauxiliary.org
BENEFITS OF AUXILIARY MEMBERSHIP

UNION
Bringing members together with educational and fun activities.

SUPPORT
Assist members and help in local communities.
Fundraising for furloughed employees, Aux scholarship or local charities.

LEGISLATIVE
Updated on issues that affect SMART TD members and their job.

SCHOLARSHIP
Minimum of 8 $1000 scholarships granted each year that renew for max of 4 years.

RESOURCES
Designated Legal Counsel, Railroad Retirement, medical & others.

DISCOUNTS
Discounts on variety of things such as travel, phone, computers, moving, entertainment & many more through Union Plus.

MEMBERSHIP ELIGIBILITY

- Spouse, family member (16yrs old minimum) or relatives of one of the following: SMART-TD or Auxiliary member or transportation union member
- Active SMART-TD members and employees
- Retired SMART-TD members or employees
- Staff of General Committees, State Legislative Boards or the Legislative Office in D.C.

More information can be found at www.smarttdauxiliary.org
Fact Sheet

PURPOSE AND GOALS

- To unite the families of SMART Transportation Division
- To promote the welfare, socially, morally and intellectually of SMART TD members and their families
- To promote educational development programs and speakers of interest
- To increase the understanding of various transportation issues
- To further the understanding of legislative issues affecting SMART TD members and their families
- To provide a forum for the exploration of ideas and the exchange of information among members

SCHOLARSHIP FUND

In 2004, the Auxiliary of the UTU Scholarship Fund was created as a non-profit, charitable organization. The Auxiliary of the UTU Scholarship Fund program allows a portion of the funds to be preserved for the future education of families of Auxiliary members. To date, 560 scholarships have been distributed for a total of $560,000. The Scholarship Fund Board awards a minimum of eight (8) new four-year scholarships of $1,000 each school year.

Scholarship Eligibility: Scholarships are awarded to applicants drawn from a pool that includes children, stepchildren, grand-children and step grand-children of living Auxiliary members. When applying for a scholarship, the Auxiliary member must be a current dues paying member for at least one year as of March 31 in the year of the scholarship application. For more information, please contact: UTUAuxScholarship@gmail.com or visit the SMART TD Auxiliary website www.auxiliaryutu.com.

WHO CAN BECOME A MEMBER?

- Spouse, family member (16yrs old minimum) or relatives of one of the following:
  SMART-TD or Auxiliary member or transportation union member
- Active SMART-TD members and employees
- Retired SMART-TD members or employees
- Staff of General Committees, State Legislative Boards or the Legislative Office in D.C.

Find more information at www.smarttdauxiliary.org

Revised: 10/23/2019
Benefits of Auxiliary Membership

The SMART TD Auxiliary unites families of SMART TD. Also, the Auxiliary educates members on legislative issues affecting them and provides a forum for the exploration and sharing of ideas and information with other SMART TD families.

In addition, Auxiliary membership provides a variety of benefits, discounts and perks through Union Plus (AFL-CIO) such as:

- Computers
- Moving Assistance
- Tires
- Cell Phones & Service
- Entertainment
- Hardship Assistance
- Pet Services
- Credit Counseling
- Low-Cost Loans
- Health Clubs
- Hotel & Rental Cars
- Theme Parks
- Prescription, Dental & Vision
- Tax-Preparation Services
- Scholarships-$500-$4000
- Will and Estate Planning
- Automobile Insurance
- And many, many more

SCHOLARSHIP FUND

In 2004, the Auxiliary of the UTU Scholarship Fund was created as a non-profit, charitable organization. The Auxiliary of the UTU Scholarship Fund program allows a portion of the funds to be preserved for the future education of families of Auxiliary members. To date, 560 scholarships have been distributed for a total of $560,000. The Scholarship Fund Board awards a minimum of eight (8) new four-year scholarships of $1,000 each school year.

Scholarship Eligibility: Scholarships are awarded to applicants drawn from a pool that includes children, stepchildren, grand-children and step grand-children of living Auxiliary members. When applying for a scholarship, the Auxiliary member must be a current dues paying member for at least one year as of March 31 in the year of the scholarship application. For more information, please contact: UTUAuxScholarship@gmail.com or visit the SMART TD Auxiliary website www.auxiliaryutu.com."
Join the SMART TD Auxiliary today!

SMART TD AUXILIARY MEMBERSHIP APPLICATION

Name____________________________________________

Address____________________________________________

City/State or Province/ZIP__________________________________________________________

Birthday__________________________________________________________

Telephone (___)_________________________ Cell phone(____)__________________________

Email__________________________________________________________________________

○ Check to receive newsletter via email ○ Check to receive Auxiliary Constitution via email

Signature_________________________________________________ Date_________________

Referred by______________________________________________________________

$10 Membership Application Fee

Credit Card Number ___________________________ Expiration _________
(Visa, MasterCard, American Express)

CID __________(3 digits on back for Visa/Mastercard - 4 above card # for AMX )

If paying by check make payable to: “SMART TD Auxiliary"

Complete and mail to:

SMART TD Auxiliary
24950 Country Club Blvd., Ste. 340
North Olmsted, OH 44070-5333

Any questions please contact us at 216-521-2522