



SMART TD AUXILIARY
8001 Sweet Valley Dr., Suite 15
Cleveland, OH 44125
www.facebook.com/SMARTTDAuxiliary
www.smarttdauxiliary.org
216-521-2522

HOW TO OPEN A LODGE

Prior to organizing a new lodge:

- Minimum of 8 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 and Membership applications and return to Grand Lodge
- Contact Grand Lodge with intension to open a new lodge

At first meeting:

- Elect Lodge Officers
 - Officers positions are in the Constitution Page 31, Section 5 or see *Duties of Officers* sheet
 - Complete the *Roster* sheet
- Decide on a lodge name and lodge number
 - Grand Lodge can provide a list of lodge names and numbers that are already taken
- 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 completed Roster along with a copy of the meeting minutes to Grand Lodge via email or mail.



SMART TD AUXILIARY
8001 Sweet Valley Dr., Suite 15
Cleveland, OH 44125
www.facebook.com/SMARTTDAuxiliary
www.smarttdauxiliary.org
216-521-2522

DUTIES OF OFFICERS

Duties of President

Plans and conducts lodge meetings

Duties of Vice President

Assists President

Duties of Secretary

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

Duties of Treasurer

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

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

Duties of Legislative Representative

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 terms and are elected at the November meeting the year prior to the election for U.S. President.
Often the Secretary and Treasurer positions are held by the same person since they work closely together.



SMART TD AUXILIARY
8001 Sweet Valley Dr., Suite 15
Cleveland, OH 44125
www.facebook.com/SMARTTDAuxiliary
www.smarttdauxiliary.org
216-521-2522

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)

Applicant's Name	Phone Number	Email
------------------	--------------	-------



OFFICERS ROSTER

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 _____