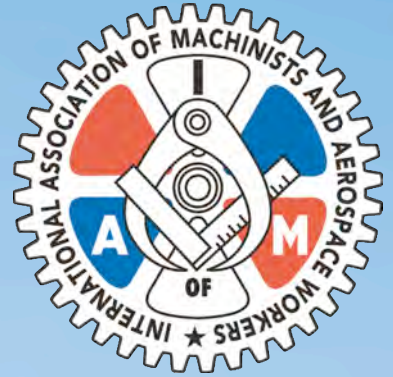


TCU/IAM Handbook for Local Lodge Officers



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The Purpose of This Handbook

A good Local Lodge begins with good leadership.

Good leadership means officers who know their duties: presidents who understand how rules of order contribute to better meetings; recording secretaries who know how to keep minutes and handle correspondence; and financial secretary-treasurers who understand the need for accurate and up-to-date records.

Good leadership means teamwork in planning meetings, staffing committees, making assignments, preparing reports and carrying out all the other duties required by a Local Lodge.

The purpose of this handbook is to build better TCU/IAM lodges by creating better understanding of leadership roles. It is designed not only to instruct new or prospective officers who may be uncertain as to what is expected, but also to provide reassurance and fresh insights to those who are more experienced.

It has been prepared recognizing that today's Local Lodge Officers are tomorrow's national leaders.

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DUTIES OF LOCAL LODGE OFFICERS

Note:

- 1) The specific duties mentioned herein are only the bare necessities of the job itself. There are many additional responsibilities which are customarily associated with these positions.
- 2) The document below is in no way intended to replace or supersede the TCU/IAM Constitution/By-Laws; it is meant only to remind Local Lodge Officers of their typical duties.

Some of the more important responsibilities for these positions are:

DUTIES OF THE PRESIDENT

As chief executive officer of the Lodge, the President is both Lodge leader and "quarterback" of the "team" of elected officers. The President provides leadership to the Lodge, not as a dictator, but through and with the cooperation of all the Local Lodge Officers. Decisions and recommendations of the Local Lodge Officers become the President's decisions and recommendations. The President must see that meetings of the Local Lodge Officers are held regularly.

This will help the President carry out the responsibilities, in accordance with the TCU/IAM Constitution/By-Laws.

Chairs Local Lodge Meetings

- 1) When the membership meeting is called to order, the President and the Local Lodge Officers should have ready a prearranged agenda of business that they will bring up. They should have discussed major issues beforehand, and formulated their collective recommendations to the membership on what should be done.
- 2) In chairing the meeting, the President should act as the referee of the meeting, rather than a participant. The President must be fair and impartial during the meeting, letting everyone be heard and encouraging the lodge to make decisions democratically for the benefit of all.

Signs Vouchers

- 1) The President must make sure that all checks are properly drawn and that the bills being paid have been approved by the membership. All vouchers are signed by the President and the Chairman of the Board of Trustees, after confirming all receipts are attached.

- 2) As chief executive officer of the lodge, the President is responsible for the constitutionality of every motion that is passed by the lodge. Any motion that would expend money unconstitutionally should be ruled out of order.

Appoints Committees

The President appoints the Chaplain, Sergeant-at-Arms and Inner/Outer Guards. The President also appoints all Committees except the Local Protective Committee, which is appointed by the Local Chairperson. Appointments by the President are subject to approval of the members voting at a regular meeting.

Welcomes New Members

It is one of the President's duties to welcome new members into the lodge in keeping with the procedure set forth in the Ritual (See Ritual in the Constitution/By-Laws).

Role in Lodge Elections

The President's duties in Local Lodge elections are to:

1. Review the "Guide for Conducting Nominations and Elections" sent out each election cycle by the National Office. The Guide will provide detailed information on the procedures to be followed in carrying out the provisions of TCU/IAM Constitution/By-Laws as well as U.S. Federal Law. This document only highlights a few of those requirements. You must follow the procedures set forth in the Guide for Conducting Nominations and Elections.
2. Notify all members not less than 15 days before the date when the nominations/elections are to be held. The notice must be mailed to the last known address of each member qualified to vote (member classes 0, 1, 4, 5). The notice must specify the date, time and place of nominations/elections, as well as which offices are up for election. This means, for example, that a simple posting of the notice on a bulletin board is not sufficient
3. Get the ballots printed. This should be done as far in advance as possible. Make sure that the place and date for the nomination and election meetings are set early so that notification can be sent to the members at least 15 days prior to the date the meeting is scheduled as required by the TCU/IAM Constitution/By-Laws and the Labor-Management Disclosure Act.
4. All ballots must be returned by official government mail to the restricted P. O. Box indicated in the Notice.
5. Publish the results of the election.

6. Advise the National President of the results and include all contact info for the elected officers – even if they are incumbents that have been re-elected.
7. Comply with all requirements for running IAM Grand Lodge elections.

Enforces the Constitution/By-Laws

The President of the lodge is responsible for enforcing the TCU/IAM Constitution/By-Laws applicable to Local Lodges and members. Under U.S. law, such as the Landrum Griffin Act, this duty is a legal responsibility as well. He/she is also responsible for seeing that all laws, rules, regulations and directives of the National Union are strictly enforced.

While chairing the meeting, the President must help the Recording Secretary take accurate minutes. The President is responsible for the correct wording of a motion. The intent of the mover should be clarified by the President so that the person who made the motion and the President agree that the wording used expresses clearly what the mover intended to say.

A motion is not subject to debate *until* the President states the motion to the lodge. The manner in which it is stated to the lodge by the President is the manner in which it should be recorded in the minutes.

Applying Parliamentary Law in the Union Meeting

Anyone who has watched a good Chairperson preside over a meeting realizes that there is more to it than knowledge of parliamentary procedure. Even when a person has mastered the parliamentary rules, there are still many decisions that have to be made on how to apply them.

This calls for common sense. If the presiding officer is too technical, the members may feel that they are being cut off, not allowed to talk. If he/she is too easy going, the membership may get restless because they think nothing is being accomplished. A good Chairperson has a sixth sense of the way the membership is reacting and guides the meeting accordingly.

Lodges vary in the kind of Chairperson they need. There are lodges where most members do not know parliamentary procedure and it is up to the Chair to help them and educate them gradually. In other lodges, members know the ins-and-outs of parliamentary law and use this knowledge. Here you need a Chairperson who follows the rules.

In any situation where there is a controversial issue, or where there is a sharp division of opinion, the presiding officer must be careful to see that motions, discussion and voting follow proper parliamentary procedure and the TCU/IAM Constitution/By-Laws. This will keep dissatisfied members from questioning lodge actions after the meeting.

Handling Discussion

There are a number of common problems that crop up in meetings. Here are suggestions to handle them:

- 1) Make sure members get enough information to decide on any proposal. If it isn't clear, ask for more information from the person making a report, summarize a speech or repeat a motion.
- 2) If members are interested in what another member says, it is often best to let that member talk, even if you feel they are technically out of order.
- 3) Keep a firm hand on the person who always talks too much — enforce a suggested 5-minute time limit.
- 4) Tactfully educate members about parliamentary law — don't let it be used to confuse them.
- 5) Don't just say, "You are out of order." Explain how or when the member could make a point.
- 6) The purpose of the meeting is to establish a policy or decide on a general program. Refer details to Committees for a recommendation. If there is no Committee, suggest that one be set up.
- 7) Protect every member's right to speak, even if the person has an unpopular opinion.

The Following Rules May Be Used To Govern Debate

Rules of Order

1. On motion, the regular order of business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.
2. All motions (if requested by the chair) or resignations must be submitted in writing.
3. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.
4. Sectarian discussion shall not be permitted in the meetings under any circumstances.

Motions

5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.
6. Any member having made a motion can withdraw it by consent of his/her second; but a motion once debated cannot be withdrawn except by a majority vote.
7. A motion to amend an amendment shall be in order but no motion to amend an amendment to an amendment shall be permitted.

Debate

8. A motion shall not be subject to debate until it has been stated by the chair.
9. When a member wishes to speak he/she shall rise and respectfully address the chair, and if recognized by the chair, he/she shall be entitled to proceed.
10. If 2 or more members rise to speak at the same time, the chair shall decide which is entitled to the floor.
11. Each member when speaking shall confine himself/herself to the question under debate, and avoid all personal, indecorous or sarcastic language.
12. No member shall interrupt another while speaking except to raise a point of order, and he/she shall definitely state the point, and the chair shall decide the point of order without debate.
13. If a member, while speaking, be called to order, he/she shall take a seat until the point of order is decided. Then, if declared in order, the member may proceed.
14. If any member shall feel personally aggrieved by a decision of the chair, he/she may appeal to the body from the decision.
15. When an appeal is made from the decision of the chair, the vice president shall then act as chairman; said appeal shall then be stated by the chairman to the meeting in these words: "*Shall the decision of the chair be sustained as the decision of this lodge?*" The member will then have the right to state the grounds of appeal, and the chair will give reasons for his/her decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority to sustain an appeal.
16. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than 5 minutes at any one time without consent of a two-thirds vote of all members present.

17. The presiding officer shall not speak on any subject unless he/she retires from the chair (except on points of order), and, in case of a tie, he/she shall have the deciding vote. Should the presiding officer retire from the chair to speak on any subject before the lodge, he/she shall not return to the chair until that subject matter is properly disposed of.

Privilege Questions

18. When a question is before the meeting, no motion shall be in order except:

- 1) To adjourn.
- 2) To lay on the table.
- 3) For the previous question.
- 4) To postpone to a given time.
- 5) To refer or commit.
- 6) To amend;

These motions shall have precedence in the order therein arranged. The first 3 of these motions are not debatable.

19. When there is an amendment to an amendment, the question shall then be put as follows:

- 1) Amendment to the amendment.
- 2) Amendment.
- 3) Original proposition.

20. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

21. A motion to adjourn shall always be in order except:

- 1) When a member has the floor.
- 2) When members are voting.

22. Before putting a question to vote the presiding officer shall ask: "*Are you ready for the question?*" Then it shall be open for debate. If no member rises to speak, the presiding officer shall then put the question in this form: "*All in favor of this motion*"

say 'Aye';" and after the affirmative vote is expressed: "*Those of the contrary opinion say 'No'.*" After the vote is taken he/she shall announce the result in this manner: "*It seems to be carried (or lost); it is carried (or lost) and so ordered.*"

23. Before the presiding officer declares the vote on a question, any member may ask for a division of the house. Then the chair is duty bound to comply with the request and a standing vote shall then be taken, and the secretary shall count the same.
24. When a question has been decided, it can be reconsidered by a majority vote of those present.
25. A motion to reconsider must be made by a member and seconded by another member, both of whom must have previously voted with the majority.
26. A member being ordered to take his/her seat 3 times-by the chair, without heeding, shall be debarred from participating in any further business at that session.
27. All questions, unless otherwise provided, shall be decided in accordance with Robert's Rules of Order.

DUTIES OF THE VICE PRESIDENT

The Vice President is expected to assist the President and to be an active member of the officer group. The President should encourage and support full participation by the Vice President. Additionally, the Vice President:

- 1) Chairs meetings when the President is absent.
- 2) Helps keep order at meetings.
- 3) Becomes President - if the President dies, resigns or is removed, and serves for the remainder of the unexpired term, until after the next regular election and the installation of the new officers.
- 4) Assumes duties of the President in his/her absence, as prescribed in the Constitution/By-Laws.
- 5) Assumes the Chair at meetings on an appeal from the decision of the Chair.

DUTIES OF THE LOCAL CHAIRPERSON-DELEGATE

The Chairperson of the Local Protective Committee-Delegate is the front-line officer of the union. He/she is often the face of the Local Lodge. The Chairperson has the following duties:

- 1) Appoints, at the January meeting following the election in December, subject to approval of the lodge, members of the Protective Committee.
- 2) Enforces the agreement between the union and the employer.
- 3) Receives and adjusts grievances referred to him/her under the laws of the union (See Article 12 of the Statutes for the Government of Lodges).
- 4) Makes a report of his/her activities and of the disposition of grievances.
- 5) Carries out the instructions of the National Representative, Assistant National Representative, National Legislative Director and the National President.

Making Reports

Everyone is familiar with the delegate who gets up in the union meeting and reports that: *"I went to the Council meeting and they had a lot of interesting speeches and I wish you all could have been there."*

A report like this does not tell the membership anything. Equally bad, however, is the delegate who insists on reporting every speech and every resolution in detail for an hour.

Reports from delegates, committees and officers should hit the high-spots and help "educate" the membership so that they know more about what's going on in the union.

To do this, reports must be thought out beforehand.

- 1) Organize your report before the meeting.
- 2) Make notes in order to cover all the important points in the proper order.
- 3) Preparing notes will also help you keep the report brief.

Reports from Delegates and Committees

Delegates to the TCU National Union or IAM Grand Lodge Conventions (or other meetings) are representatives of the lodge. One of their duties is to keep the lodge informed of what is going on that is important to the members.

However, a delegate does not have to report on every resolution or every speaker. This gets dull.

A delegate's report should include:

- 1) Resolutions or motions passed that are important to your membership.
- 2) News or information received at the meeting which your members should know about. This might be strikes, current bills in the legislature, organizing drives, community problems, etc.
- 3) If there is some action that the lodge is supposed to take, say so.
Committee reports usually follow a different pattern. The Chairperson should tell what the Committee is doing, what their future plans are and what action they recommend that the lodge take. Always explain why the Committee recommends any action, and how it will benefit the members and the lodge.

DUTIES OF THE RECORDING SECRETARY

Correspondence

- 1) Conducts Correspondence for the Local Lodge.
- 2) The Recording Secretary receives and conducts official correspondence. He or she must also keep orderly files.
- 3) Keep the attendance book.

Keeps Minutes of Meetings

Common rule of thumb - *If it's not in the minutes, it didn't happen!*

The minutes are the permanent record of the activities and the official actions of the lodge. The President and the Recording Secretary must cooperate during the meeting so that minutes are accurate.

Minutes must show clearly what business was brought up in the meeting and what action the members took on it.

If a question comes up later, the lodge should be able to refer to the minutes and find out what the members decided. For this reason, the Recording Secretary must get the exact wording of each motion.

When the minutes are read, they remind the members what happened at the last meeting and what remains to be done. The Recording Secretary should use as few words as possible, but put in enough detail so that the member who missed a meeting will understand what took place.

Make minutes brief. Emphasize what was done and decided at the meeting, not what was said (except for motions). Minutes of the previous meeting must be read and approved by the members at the next meeting.

The Recording Secretary must keep minutes of lodge officers meetings, regular lodge meetings and any special lodge meetings. Minutes are the permanent record of lodge activities. Minutes should be kept in a bound notebook. Approved minute books are available from the IAM Purchasing Department (301) 967- 4712.

The minutes of the meetings of a lodge should be an accurate record of every action of the lodge. This requires a high degree of cooperation between the person chairing the meeting and the Recording Secretary.

The wording of every motion should be recorded in the identical manner in which the President states the motion to the lodge, *rather* than the wording used by the mover. The

name of every applicant for membership that is approved by the lodge should be so recorded in the minutes. Likewise, those that are presented but rejected or postponed for investigation should also be recorded. The lodge's approval of Withdrawal Cards should be recorded in the minutes by name.

Writing Minutes

The Recording Secretary is responsible for the handling and writing of the minutes of Local Lodge Officers, regular and special lodge meetings. They are the only source of reference as to what has been done and they also serve as a reminder of future action to be taken. Minutes of a lodge are the only permanent record of the activities and official actions of the lodge. The following suggestions should be followed when writing minutes:

1. Faithfully and clearly record in the minutes what business was brought up at the meeting and what action the members did or did not take. Each order of business should be recorded in the minutes. Where no action was taken, the word "None" should appear. Remember that minutes should be a record of **what was done** and **not what was said**. Under no circumstances should the Recording Secretary comment in the minutes either favorably or otherwise on anything said or done at the meeting.
2. Record each motion as stated by the President. The exact wording of each motion must be written down and the Recording Secretary should be asked to read the motion before the vote. If the President rewords a motion to clarify it then that is the way the motion must be recorded in the minutes. A motion that has been withdrawn should not be recorded. All resolutions that have been adopted must be entered in the minutes in full.
3. Record the wording of the motion and the action taken on it. Every motion that is voted on must be written out in the minutes, indicating whether it was passed or not. If the voting on a motion is counted (ballot, roll call or count of hands), the minutes should show the exact count. Action taken by the local "by unanimous consent" should also be noted.
4. Record the names of members making or seconding all motions. It is advisable to do this for future reference, especially if a correction is called for at the next meeting.
5. Take the roll call of officers and note the number of members present when there is not a quorum. The minutes must show if a meeting was not held due to the lack of a quorum.
6. Use as few words as possible when writing the minutes but include enough detail so that the members who missed the meeting will understand what took place. Record the details of speeches, reports, or discussions only when it is felt that they are important for future reference.

7. Attach to, or file with, the minutes, and so note in the record, any document which was presented to the meeting and which might need to be referred to in its entirety. Examples are: written reports of lodge committees, text of the remarks of a speaker, and prepared statements which members may ask to have made part of the record.
8. Briefly summarize the reports and recommendations of lodge committees and delegates. Show what action was taken on reports, if any.
9. Take careful notes during the meeting as each item on the agenda is handled.
10. Write up a draft of the minutes while the meeting is still fresh in your mind. Make a new paragraph for each subject and each order of business.
11. Record the final minutes of regular and special lodge meetings. The name of the President or presiding officer of the meeting. Roll call of officers' absentees noted.

Sample Minutes

MINUTES

*TCU/IAM Lodge T6760
Membership Meeting, March 10, 20XX*

The regular meeting of Lodge 6760 was called to order at 3:40 p.m. in the union hall by President Pierce and opened in due form.

On the roll call of officers, all were present except Vice President Bleser.

Applications: *The Committee reported applications from Ed Chapin, Dan Freds and Lonnie King, and recommended acceptance. A motion by Wheeler, seconded by Mitchell, to accept the applications was passed. President Pierce gave them the TCU Welcome Ritual.*

Minutes: *The minutes of the last meeting were read and approved.*

Visitors: *The lodge welcomed John Clark from the Law Firm of Clark and Fensler.*

Financial Report: *FST Hite reported that the balance on hand at the close of the last meeting was \$39,243.15 with receipts of \$16,600.00 and disbursements of \$13,300.00, leaving a present balance of \$42,543.15 (Full FST Report attached).*

Communications: *RS Melton read a letter from the National President asking support for the IAM members on strike at Jackson Machine Works. On motion by Cooper,*

seconded by Mills, the lodge voted to donate \$500 and to encourage volunteers to join a picket line.

Bills: The following regular bills were read: Officers' salaries, \$2,940; Bay Phone Company, \$409.11; rent of hall, \$400. New bills were presented and approved as follows, A. Pliett (lost time, \$35.40), C. Wolf (lost time, \$67.50), and Scott's Bakery (\$8.90).

Reports: LC Pequignot reported on the filing of grievances for Ferguson, Kuehl and Enderle. The BOT reported on a letter regarding FST seminar in April. A motion by Garrett, seconded by Twibell was passed to send FST Hite to the William W. Winpisinger Education and Technology Center with lost time and expenses.

The Local Lodge Officers report was given by RS Melton. It was recommended that the lodge register a Human Rights Chairperson with the Grand Lodge Women's and Human Rights Department. Motion was made by RS Melton, seconded by Olwalt to concur with the recommendation of the Local Lodge Officers. Motion passed.

Unfinished business: Chapin moved, seconded by Wheeler that the lodge buy the new computer reported on at the last meeting, for \$1,700 for the LC. Motion passed.

Good and Welfare: None

New business: On motion by Pequignot, seconded by Carter, the Lodge voted to set up a Community Services Committee, to be appointed by the President.

A motion was made by Lakin, seconded by Wilson, to take part in Career Day at Highland High School. An amendment by Hite, seconded by Freds, to pay lost time to two lodge officers for this day passed. Motion as amended was passed.

Members sick or in distress: None

Members Out of Work and Positions Vacant: None

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

D. J. Melton

D. J. Melton

Recording Secretary

Correcting the Minutes

A correction or addition to the minutes should be written in full on the last page of the minutes which require changing. All corrections must be initialed. Minutes may be approved and corrected only by the body whose record they are. For example, the Local Lodge Officers must approve and correct its own minutes. A motion to correct the minutes may be either for a deletion or an addition. The minutes may be corrected whenever an error is noticed regardless of the time that has elapsed; but after their adoption they require a two-thirds vote for their amendment.

Taking the Minutes When the Recording Secretary Is Absent

If the Recording Secretary is absent from a meeting the minutes should state, for example: "The Recording Secretary being absent, Robert Smith was appointed Recording Secretary pro-tem. The minutes were read and approved." If the minutes were not available, state: "*The reading of the minutes was dispensed with.*" The minutes must be signed by the person who was appointed to serve as Recording Secretary for that meeting.

Presents Communications and Conducts All Correspondence

- 1) The presentation of communications to the lodge is the responsibility of the Recording Secretary.
- 2) The Recording Secretary is the officer who is charged with the responsibility of receiving and writing letters for the Local Lodge.
- 3) Since the Recording Secretary is acting on behalf of the lodge at all times, he or she does not have the authority to file or dispose of a piece of correspondence until it has first been presented to the lodge.
- 4) His or her constitutional duty is to present the correspondence to the lodge and let the lodge decide what to do about it.
- 5) In some cases the Recording Secretary can route the correspondence to a standing committee, or the Board of Trustees, with the understanding that the Committee will present the matter to the lodge in the Committee's report.
- 6) Important letters should be discussed by the Local Lodge Officers and presented to the lodge with their recommendations or advice.

Preparation of Credentials

The Recording Secretary prepares and signs all credentials of delegates to the National Union Convention and performs such other duties as are required by the TCU/IAM Constitution/By-Laws. These include but are not limited to specific responsibilities

connected with Local Lodge, National Union, or IAM Grand Lodge officer election procedures.

Keeps the Seal of the Local

Papers, documents and vouchers of the lodge are valid only when they carry the seal of the lodge.

Other Responsibilities

- 1) To provide Local Lodge leadership and guidance as part of the team which includes all Local Lodge Officers. As the person through whom all official activities of the lodge are channeled, the Recording Secretary is in a position to keep committee members and lodge delegates informed and to assist them in their assigned tasks.
- 2) The Recording Secretary should keep the Local Lodge mailing list up to date. The Recording Secretary should work closely with the local FST to update membership addresses as part of your required annual roster review.

Keeping Important Records

A union, like any well-run organization, must keep records, so that the officers can check back on past events and actions. There are also civil laws, such as the Landrum-Griffin Act, which require that pertinent records be kept.

- 1) Filing
 - A) The Recording Secretary is responsible for keeping records so that the officers can check back on past events and actions. Proper filing and record-keeping are particularly important, since the Landrum-Griffin Act requires that pertinent records be kept for five years. Minutes, however, are permanent records of the lodge and must not be discarded.
 - B) Minutes are one of the vital records of the lodge, but efficient files on financial records and correspondence are equally important. The TCU/IAM Constitution/By-Laws requires that all ballots and election records be kept for at least one year. This is also required by the Landrum-Griffin Act.
- 2) Separate Correspondence files should be set up for:
 - A) All correspondence dealing with lodge business. Letters received by the lodge should be filed, as well as copies of letters written by the Recording Secretary.
 - B) Official circulars issued by the IAM Grand Lodge.

C) Policy letters issued by the National Office or the IAM Grand Lodge.

When there is correspondence that cannot be answered immediately because it requires further action, put it in a file called a “pending” or “suspense” file. By checking this file occasionally, the Recording Secretary will be reminded of unfinished matters. In many lodges, files are kept in officers’ homes. For home correspondence files, the best equipment is a portable file box and a set of file folders, which are available at any office supply store.

All correspondence and records are the property of the lodge. When the Recording Secretary leaves the office, all files and records must immediately be turned over to the new officers.

Route Letters to the Proper Person

Letters should not sit around unread, waiting for the next membership meeting. The officers, particularly the President and the Local Chairperson, should be informed about all important correspondence when it is received.

When a letter deals with a subject that is the responsibility of a Committee, that letter should usually be passed on to the Committee Chairperson.

Handling Letters During the Meeting

Since the membership has the right to know whatever concerns the lodge, every letter of any importance should be presented to the membership.

Official Circulars from the IAM and letters from National Union and IAM Grand Lodge must be read in full.

However, it is not necessary for the Secretary to read every letter, word for word. Many letters can be summarized, or read in part.

For example, the Secretary might say, *“This letter asks our members to boycott the products of a non-union firm. I will read the paragraph which explains why this company has been placed on the unfair list.”*

If the letter calls for action on the part of the lodge, the President would ask, *“Is there a motion on this letter?”*

It is quite proper for the membership to take action on a letter at the time it is read. This saves time. In some lodges it is customary for action to be postponed to “new business,” but this is not necessary.

It is a good rule to act on most letters right away. Postpone only those letters which involve a complicated or controversial piece of business.

Tips for Writing Lodge Letters

Before writing a letter, decide what you want to say. Often it takes thought to get the situation clear in your mind and to organize your ideas. This is the first step.

Keep the Following Points In Mind:

- 1) Stick to one subject in a letter.
- 2) In the first paragraph, state the subject of the letter and the purpose for writing it.
- 3) The next paragraphs should explain the important facts or information. Remember that the person who will get the letter does not know as much as you do about the problem or the lodge. Tell the necessary facts.
- 4) Use common, everyday language and short sentences. This will make your meaning clear.
- 5) Always include your name and title in the lodge, the lodge number and the address to which you want the reply sent.
- 6) Keep a copy of all important lodge correspondence.

Encourage Your Members to Write

Legislators listen when individuals send them a letter or a postcard. Get your members to write — even a few sentences will show their representatives that they care. Tell members to make it short — don't worry about spelling — and sign their name and address.

Writing to Your Legislators

A Recording Secretary frequently is authorized by the Local Lodge to write a letter to a Representative or Senator.

- 1) Use Proper Form of Address:
 - A) U.S. Senators
 - B) U.S. Representatives
 - C) State Officials
 - D) City Officials.

2) When writing a letter about an impending bill:

- A) Be specific about the name of the bill and the lodge's position on it.
- B) Use local examples and local facts to show why the members support or oppose the bill.
- C) Ask for an explanation of any position taken by your Representative. A vague answer probably means disagreement.
- D) Get as many individual members as possible to write letters. These Individuals should mention cases or facts from their own experience. ("My uncle," or "my friend.")
- E) Be polite. Don't threaten.

3) Closing:

Letters to your Representative can be closed with "Very truly yours," "Sincerely yours," or "Respectfully yours."

A good style handbook will show the proper way to address people with other special titles.

4) Contacting Legislators by E-Mail:

Handwritten letters are still the most effective way to contact your legislators, but e-mail is easier for many members to send a message:

Sample Letter to a Legislator:

*Local Lodge T6760
2201 Main St.
Uniontown, IN 00000-0000*

Date

*The Honorable _____
U.S. House of Representatives
Washington DC 20515*

Dear Representative _____:

Our Local Lodge represents more than 400 members who work and reside in your district. In this session of Congress, we urge you to support stronger protections for the right for workers to join unions.

The best way to protect America's middle class and improve our economy is for workers to have a fair share of the economic benefits they help produce.

We hope we will have your support for such a bill. We would appreciate hearing from you about your views on this matter.

*Sincerely,
D. J. Melton
D. J. Melton
Recording Secretary
(Lodge Seal)*

DUTIES OF THE FINANCIAL SECRETARY-TREASURER

(See FST Handbook for more details/instructions.) Any specific questions should be directed to the TCU/IAM NST's office, or the Grand Lodge Auditor assigned to the lodge.

The FST is the disbursing officer. The only authority for issuing a check is a properly executed voucher. A properly executed voucher is one that has been filled out showing the amount to be paid and to whom; it must be signed by the Chairman of the BOT and the President, as well as bear the seal of the lodge. Receipts **must** always accompany requests for reimbursement.

The FST collects dues, fees and other income of the lodge. Other responsibilities of the FST include:

- 1) Receives all funds and deposits them in a bank of sound financial standing.
- 2) Makes out and signs checks.
- 3) Keeps an account of all receipts and disbursements and makes a report at the membership meeting.
- 4) Keeps records of dues payments by each member and records of fee payments by each fee payer or objectors (if any).
- 5) Refers unusual or extraordinary expenses to the BOT for consideration and recommendation.
- 6) Timely files *all* reports required by federal, state and local governments, providing a copy of DOL Form LM and IRS Form 990 to the NST.

DUTIES OF THE BOARD OF TRUSTEES

Under the TCU/IAM Constitution/By-Laws, each Local Lodge elects a Chairman, and either 2 or 4 Trustees. They are elected at the same time, in the same manner, as the other lodge officers, and for the same term of office.

The BOTs have charge of all property of the Local Lodge. If the lodge owns furniture or office equipment such as computers, printers, copy machines, cell phones or other electronic equipment, the Trustees are responsible for seeing that it is kept in good repair, although other officers may be assigned to use this property.

Trustees are also responsible for seeing that financial records and books are properly kept. As part of this duty, they are expected to audit the lodge semi-annually and verify their report by signing it.

The Trustees should make sure that savings bonds, securities, and lodge documents are kept in a place safe from fire or theft.

Trustees are responsible to the National Union for all funds or property under their control.

Many of the Trustees' duties outlined above are also obligations of the other lodge officers. For example, the President, Recording Secretary, and FST all share responsibility for seeing that books and finances are properly handled. **The National President has authority to hold officers personally accountable for their conduct and performance of their duties** (see Article 13 of the TCU/IAM Constitution/By-Laws).

Advice to the Lodge

It is also the responsibility of the Local Lodge Officers to make any necessary recommendations to the lodge. Their job is to ensure that the amount of money voted on is economically feasible by the lodge (and either recommend concurrence or propose a modified amount); check the records to see that the money was spent for that specific purpose (and not some other lodge activity); and check to see that there are bills for each item of expenses paid out.

Auditing

The Board of Trustees are the membership's watchdog on finances. They check the lodge's finances and give members a complete financial report. Audits must be conducted semiannually.

The Trustees have the following responsibilities:

- 1) Make a thorough audit of all financial and membership records of the lodge.
- 2) This means: checking bank deposits, monthly bank statements and canceled checks; checking bills against the checks drawn to pay them; reading lodge

minutes to make sure that all bills and expenditures were properly authorized by the membership. The BOT's task includes auditing all supplemental lodge accounts, such as savings accounts, U.S. bonds, etc.

- 3) Report the Committee's findings to the Local Lodge membership at the next meeting.
- 4) The Committee can read the report in full or read a summary of receipts, expenses, assets and liabilities, depending on the wishes of the membership. The Committee should be ready, willing and able to answer any questions about the report — members have a democratic right to full information on the union's finances.
- 5) Report to the National Office on the proper form.
- 6) Exercises supervision over all property and finances belonging to the lodge. The Trustees have the responsibility of making sure that the property of the lodge is maintained intact in accordance with the best interest of the union.
- 7) Auditing the books and sign the reports.
- 8) Responsible for providing a place for holding the meeting.
- 9) Recommends salaries for officers and committee members.
- 10) Considers and makes recommendations to the lodge on unusual or extraordinary expenses.

LOCAL LODGE BY-LAWS

By-Laws are the “constitution” of the Local Lodge and must be approved by the National President. **(The TCU/IAM Statutes for the Government of Lodges acts as the Local Lodge By-Laws in most cases.)**

In cases where a lodge has its own By-Laws, they cannot, in any way, conflict with the Statutes. The Statutes govern in all cases of conflict.

The Lodge must be concerned with the following requirements relating to By-Laws:

1. All correspondence referring to By-Laws must be addressed to the National President and clearly marked c/o Constitution and Laws Department. The National President is the only person who has the authority to approve By-Laws or amendments. The Local Lodge seal must be attached to all correspondence concerning By-Laws and amendments.
2. A set of model By-Laws for Local Lodges is available on request from the National President or on VLodge.net. This document should always be obtained and used as a guide in drafting any initial bylaws for a lodge. It should also be consulted and followed whenever any substantial revisions to a lodge's bylaws are contemplated.
3. Local Lodge By-Laws are subject to the provisions of the TCU/IAM Constitution/By-Laws. The Local Lodge By-Laws Committee should, therefore, carefully read and consider these documents when drafting proposals, in order that no conflicting clauses are submitted.
4. By-Laws which have been approved by lodge members must be submitted in triplicate to the National President. The covering letter accompanying the proposals should state that the By-Laws have been approved by the Local Lodge membership noting the dates of action, in accordance with the amendment procedure.
5. Copies of amendments to existing By-Laws must be sent in triplicate to the National President and clearly marked c/o Constitution and Laws Department. The original (not a photo copy) of the lodge's By-Laws which bears the National President's stamp of approval must be enclosed with the proposed changes. No proposals or amendments will be considered until the original is received. There should be no notations or other defacements on this original. Only those sections of the By-Laws which have been amended should be submitted for approval. The changes which are approved will then be incorporated directly into the original and the revised document bearing the National President's Stamp of Approval will be returned to the lodge.

Carrying Out Your Duties

Chairing Meetings

The President chairs most meetings, but all the officers must know the ground rules of parliamentary procedure.

The person presiding can often make or break a meeting in the eyes of the membership. The Chair must see to it that business is conducted both democratically and efficiently. Generally the membership feels that every member has a right to talk, but they do not want the meeting to drag on.

The parliamentary procedure for TCU meetings is set forth in the TCU/IAM Constitution/By-Laws. With a few exceptions, these are the same as the usual Robert's Rules of Order. Any question not covered in the TCU Rules of Order is decided in accordance with Robert's Rules.

Why Use Parliamentary Rules of Order?

Rules of order make it possible to get business done in an organized and fair way. Behind all the details of parliamentary procedure, there are four basic democratic principles:

- 1) The rules are the same for everybody. Every member has the same rights and the same limitations in the meeting.
- 2) The meeting can discuss only one thing at a time. This avoids confusion.
- 3) The majority rules.
- 4) The minority has a right to be heard. No matter how unpopular an opinion is, a member has the right to speak.
- 5) The President, or the person chairing the meeting, should see that these democratic principles are carried out.

Basic publications which Lodge Officers should have available:

- TCU/IAM Constitution/By-Laws
- Statutes for the Government of Lodges
- Carmen By-Laws (if applicable)
- FST Handbook
- Roberts Rules of Order
- TCU/IAM Guide for Local Lodge Officers

RUNNING AN EFFECTIVE LODGE MEETING

Previous sections of the Guide have concentrated on the special responsibilities of each officer. This section, however, deals with the total program of the lodge — activities which will be successful only if all the officers work together.

The officers, as a group, provide the leadership for good union meetings, active Protective Committee Member and committees, and a lodge program which serves and involves union members.

This section of the Guide suggests how to go about:

- 1) Holding Officers' Meetings
- 2) Determining a Program for the Lodge
- 3) Keeping Committees Active
- 4) Running Better Union Meetings
- 5) Making the Most of Your Protective Committee Member System
- 6) Handling Finances
- 7) Working With in TCU/IAM and other Labor Groups
- 8) TCU/IAM in Politics

All these activities add up to a big job. The officers cannot do it alone, but they can provide guidance, coordination, and encouragement.

Holding Officers' Meetings

Good union leadership takes teamwork — all the officers must work together, along with the heads of committees. The best way to do this is to hold regular meetings of officers and key leadership once or twice a month. When people talk face to face, they iron out their differences and get things done.

Local Lodge Officers' meetings are set up to do the following:

- 1) Keep everyone informed — each person reports what they are doing.
- 2) Consider major problems coming up in the lodge and figure out solutions.

- 3) Look at membership needs, set up new programs.
- 4) Discuss what is coming up at the membership meeting and what items will be on the agenda.

The Lodge Officers can then make recommendations at the lodge meeting. Sometimes they review the correspondence and recommend action on letters or problems. They do not have the power to make final decisions on important matters, however. Their recommendations must be approved by the membership.

The President and other officers need to set up an informal communications network that keeps them in touch between officers' meetings. Many questions and problems can be nipped in the bud that way.

Determining a Program for the Lodge

As the lodge leadership, officers must ask themselves "What do we need to be doing? What new problems do we have at work with the employer? How can we help our members more? How could we make the union stronger?"

In any organization, the leaders have a responsibility to look ahead for the welfare of the members and the organization. Times change. Sometimes the lodge needs to start something new. Sometimes officers need to beef up a program that has gone downhill. They must set the direction and fix the priorities for the coming year.

New Members

It is crucial for you to greet new hires and tell them about the advantages of full Union membership — voting on contracts, participating in lodge meetings and programs, running for lodge office, and getting other union advantages like the AFL-CIO's Union Plus program. The union message should never be taken for granted.

Communicating with Members

Even the best leaders can't lead if the people don't understand the issues. TCU/IAM officers need to educate union members and the general public about the needs and desires of working families. Our union's voice should be heard loud and clear through local websites; newsletters; and union involvement in community events.

As a rule, only the most active, dedicated members attend regular lodge meetings and get the news "first hand." Most of the people you need to lead aren't at the meetings. It is vital to reach out and educate them through e-mail networks, TCU Flash News, union newsletters, and websites.

Is your voice heard on legislation?

Are members informed about important bills?

Does the lodge see Senators or Representatives when they are back home?

Do state legislators know TCU/IAM's stand on issues like Railroad Retirement or workplace safety?

Pay attention to communication from TCU/IAM's Legislative Department.

How do you educate the members? Officers? Protective Committee Members? Do you set up classes? Run programs at meetings? Brief new members? Send people to schools and conferences? An active education program keeps people up to date.

What is your track record on the Machinists Non-Partisan Political League (MNPL)?

Are you collecting money from members for MNPL? Are your members registered to vote? Do you have a year-round MNPL program?

There are other areas of lodge activity that should also be discussed:

- 1) Would members appreciate recreation or holiday activities?
- 2) Do you keep good data and resource files for negotiating?

Once the Lodge Officers have considered these questions, they must set priorities. Few lodges have the money or people to do everything the way it ought to be done. The leadership must make choices, then lay out a program to be recommended to the membership. When the lodge has agreed to a program it will take the cooperation of the officers, committee heads and all active members to make it a success. Everyone must be informed and involved.

Keeping Committees Active

When the lodge decides on a program or an activity, a committee is often set up to handle it. Committees spread the work around and they also help to get more people involved and participating.

- 1) What Kind of Committees?

Committees are given a job or activity in a particular area — communications, education, MNPL, etc. Regular Standing Committees operate on a year-round basis and have responsibility for some part of the union's program. The Legislative Committee, for example, has to keep up with proposed legislation, suggest action to the lodge, and follow through by writing and contacting legislators. They are "specialists" in this part of the lodge's program.

The lodge can also make good use of Special Committees, which are set up to do one short-term job — a Picnic Committee, for example. When the job is done, the Special Committee is dismissed with thanks.

The proper use of committees keeps lodge meetings from being bogged down in rambling debates and discussions of minor details. The membership is better able to decide what to do after a committee has gotten the facts and come up with a plan. The membership can then approve, reject or change their recommendations.

TCU/IAM lodges have many different committees. Usually, when the lodge decides on a new program or activity, they set up a new committee. Commonly there are committees on legislation, MNPL, education and communications. Some lodges use committees on human rights, recreation, health and welfare, etc.

2) What Makes Committees Work?

Often the lodge sets up a committee in a burst of enthusiasm and then nothing happens. No program, no activity, no committee meetings. Something went wrong.

Selecting a live-wire chairperson is the first requirement for a live-wire committee. The chairperson must be interested and enthusiastic about the work of this particular committee. He or she should also be able to work cooperatively with other people and be willing to listen to their ideas and must keep the officers informed about the committee's activities.

However, the best chairperson in the world won't get results without help from the officers and other key people in the lodge. There are a number of things the officers should do.

Make sure the committee knows what they are supposed to do.

The President should sit down with a new committee chairperson and discuss what the committee's job is, how to get started and where to get help. In some lodges, the President assigns some other officer to each committee to advise them through the year.

Give the committee backing and help.

Nothing kills a committee faster than a lukewarm attitude from the officers.

Give the committee credit and appreciation.

People like to know that their work is recognized and appreciated. When a committee has done a good job, thank them publicly at the next meeting.

3) Selecting Committees:

Under the TCU/IAM Constitution/By-Laws, the President appoints regular standing committees, such as those on education, legislation, etc. All appointments are subject to approval of the members.

In making appointments, the President should try to spread the work around. It isn't always easy to find a good person to head a committee, but it may be better to gamble on a new person rather than to overload someone who already has too much to do.

Officers and Committee Chairpersons should keep a lookout for people who might be interested in a particular committee.

A committee is usually more effective if different groups among the membership are represented. That way the committee gets various points of view when drawing up a program, and news about the committee seeps back informally to the membership.

4) Persuading People to Serve on Committees

In any organization, including the union, it is hard to find people who will stand up and volunteer to work. Usually someone has to persuade a member to serve on a committee:

- A) Have an officer, or some other person respected in the lodge, ask people personally. This shows that the leadership thinks the committee is important.
- B) Tell the person what the committee is going to do. Don't say, "*it won't be much work.*" This makes the committee sound unimportant.
- C) Ask the member to do a specific job on the committee. People often get started this way.

Running Better Union Meetings

Too often union meetings are dull and disorganized. It's no wonder that members don't come.

Running a good union meeting is like taking up a grievance. You are better off if you are prepared beforehand.

The officers must get the regular business organized so it can be taken up smoothly and quickly. Nothing is worse than a long wait while the President decides what's supposed to come next.

The officers should also focus on the most important issues that face the lodge at this time and make sure that the agenda provides for information and discussion on them.

1) Organize the Agenda Beforehand:

- A) The President must prepare a detailed agenda well before the meeting. The "TCU/IAM Handy Guide to a Well Conducted Union Meeting" (Located in the back of this Guide) is the backbone of this agenda, but the President still needs detailed notes on what specific items will come up.
- B) The President should meet with the other officers to go over the final agenda.
- C) Check the minutes of the last meeting. Write down any unfinished business.
- D) What was discussed at the last officers' meeting? When will these items come up?
- E) What committees or delegates are due to report? Write them down. Check to make sure they will be there.
- F) What new business is coming up?

The Recording Secretary and FST should also get set for the meeting. The Recording Secretary should read over the correspondence, underline key sentences and summarize less important letters. The FST should have bills and reports in order.

2) What's Wrong With Attendance?

Thousands of officers have tried to figure out how to get more members to come to meetings. TCU/IAM Local Lodges have tried raffles, attendance drawings, refreshments, movies and many other devices. These ideas work for a short period. By themselves they seldom increase attendance permanently.

No lodge has found a sure-fire gimmick, but there are some things that help:

- A) Make sure members know about time and place of meetings. Use e-mail, the lodge website, newsletter, handbills, and colorful bulletin board posters.
- B) Follow up the meeting by publicizing the highlights: interesting quotes from the guest speaker, or announcements of planned activities and social events. You want to generate interest and draw more people to future meetings. **(Note: TCU/IAM policy prohibits the posting and/or distribution of lodge minutes.**

C) Get the Protective Committee to talk up the meeting in the shop and contact each member.

D) Make someone responsible for bringing each new member to a meeting.

E) Run an efficient, lively meeting. Otherwise, members won't come back.

3) Make the Meeting Interesting:

Some officers spend a lot of time worrying about attendance. A better way to use your energy is to set up meetings that will benefit and interest the people who do come.

When something important is happening in the union, with management, or in the community, focus attention on this at the next membership meeting.

Consider what is on members' minds and what they might want to know more about. An arbitration case? Layoffs? A change in RRB? Local political news? Before the meeting, make sure that this subject will be presented in an interesting way.

For example, when there is an important bill in Congress, the Legislative Committee should make a lively report, then ask members to write short letters at the meeting. If it is time to get people registered to vote, ask the Chairperson of the Political Committee to explain why this drive is important.

The Education Committee can also be used to plan a special feature for the meeting. It doesn't have to be a TV spectacular — the Committee can show a labor video, arrange for a speaker on FELA or OSHA, run a panel on the history of the lodge, or summarize a new pamphlet on benefits.

Most lodges do not discuss individual grievances at the membership meeting. Hashing over one person's grievance can bog down the entire meeting. Instead the Local Chairperson often makes an overall report on problems and grievances handled since the last meeting.

Try to get the members to participate and talk during the meeting. If you set a friendly atmosphere, newer members will feel at home and will speak up.

4) Make the Meeting Dignified:

Members like a meeting conducted in a dignified and business-like way. A few simple things add a great deal:

A) Start on time. Whenever possible, plan the meeting to last no more than an hour and a half.

- B) Officers and people making reports or speeches should stand at the front of the room, so they can be heard and seen easily.
- C) The opening procedure for TCU/IAM meetings and the initiation ceremony for new members are set forth in the TCU/IAM rituals. They bring an atmosphere of harmony, brotherhood and sisterhood into the meeting. Conduct them with dignity.
- D) Make sure your union meeting location is clean, attractive and well ventilated. Try to get a place that is not so large that people will rattle around.

Making the Protective Committee System Work

The union representatives who handle grievances at the first step are an important group in the lodge. Members often judge the union by what the Committee Person does on grievances and how much he/she tells them about union programs.

Experienced lodge officers know this. They go out of their way to help the members of the Protective Committee and train them in their jobs.

1) Helping New Protective Committee Members

Most new Protective Committee members don't know what to do. The lodge should arrange to teach them the contract, the grievance procedure, the way the union operates and information they must have.

2) Provide Experience

Officers, Shop Committees and union representatives often fail to realize that what they do may make or break interest in the job.

Protective Committee members need encouragement — and they also need the experience of actually handling grievances. Lodge leaders who work on grievances at higher steps can help them:

- A) Don't bypass the Protective Committee. Tell members to take grievances to the Committee members and not to another officer higher up in the procedure.
- B) Make sure the Protective Committee can get advice on grievances, but make him or her take most of them up. To learn, people have to do it themselves.
- C) When the grievance goes to a higher step, tell the Protective Committee member what is happening to it or how it was settled. A Protective Committee members should be able to tell the member what is happening.

D) Have the Protective Committee member sit in on grievance meetings at higher steps, particularly if a grievance from his or her department is coming up. They learn by watching experienced people.

3) Give Credit When Credit is Due

Protective Committee members often feel that they have a thankless job. For this reason, they appreciate a word of thanks from an officer or the Shop Committee.

4) Getting Good People to Be Protective Committee Members

A) There are some people who will hesitate because they think they don't know enough. For these people it is important to let them know they'll have advice and training.

B) In a weak department or shop, the officers may have to go out and look for someone who would be a good Protective Committee member and get to know that person to develop his or her interest in the union.

Any Protective Committee member has to have a tough hide.

Handling Finances

1) The financial well-being of the lodge is another special responsibility of the officers. The members vote on expenditures, but the officers are expected to watch over the financial health of the lodge and make recommendations.

Every lodge needs money in the bank to meet emergencies when lodge income is cut sharply, such as during a strike or a big layoff.

The lodge also needs money to carry on activities. A big bank account is no help if the lodge has neglected vital activities that build support among the members and in the community.

To be financially healthy, the lodge must have enough income to both save and spend.

2) Members' Rights

A) One of the officers' responsibilities is to make sure that lodge finances are handled in accordance with the TCU/IAM Constitution/By-Laws and Federal Law. This ensures that the members control the money. That is their democratic right.

B) There are two main principles embodied in the Constitution/By-Laws:

- Members control expenditures - They control expenditures because they approve all unusual or extraordinary expenses beforehand, and they approve bills before they are paid. (Routine expenses, such as salaries, do not have to be approved each month.)
- Members receive reports and regular accounting for lodge finances - They know where their money goes. Under the Constitution/By-Laws, the members receive a report at each meeting, including receipts and disbursements since the last meeting.

These principles lay the basis for the democratic control of union money. Officers must follow the spirit and purpose of the Constitution/By-Laws, as well as all TCU/IAM policies and the LMRDA.

3) Analyzing Finances

It is the officers' job to watch the finances from a long-range point of view. At least once or twice a year, the officers should look back and analyze what kind of activities lodge money has been spent for and prepare a budget for the year ahead which would serve as a guide for financial operations.

One way to do this is to have the FST monitor the income and expenditures during the year. This would show how much money was spent for different kinds of activities — negotiations, donations, arbitration, delegates, processing grievances, education, legislative committee, and so forth.

A budget and periodic review like this would reveal where the lodge is spending too much — or too little — for some types of activities. A yearly summary tells more than the monthly reports, because most lodges have some months in which expenses are abnormal, such as the months during negotiations.

4) Budgeting

In a large lodge, it is sometimes useful to look ahead and draw up a rough budget of expenses for the year. This is particularly helpful when money is tight.

Making up a budget will give officers a map for future expenditures. Whether or not a budget is approved by the membership, each expenditure under any budget must still be approved.

To make a budget:

- A) Estimate the amount of income the lodge will receive in the coming year. This includes dues and other income.

- B) Next, estimate the lodge expenses for the year. Start with fixed expenses which probably will not change — hall rent, salaries, etc. (Remember the 60% Rule of Thumb — no more than 60% of income should go to officers' salaries.)
- C) Deduct the amount of money the lodge will have to pay in taxes. After this deduction, you know roughly how much money the lodge will have for its own operations.
- D) Figure on an average amount for customary lodge activities such as education, delegates, lost time on grievances or recreation.
- E) You may want to put aside or "save" some money for big items that do not come up every year, such as negotiations or convention expenses.
- F) Some money should also be figured into the budget as savings or as a reserve for emergencies.
- G) If there isn't enough money, no matter how you figure it, it is up to the officers to warn the lodge and to work out recommendations for cutting expenses.

By working out a budget, the officers get an idea of the financial problems that may lie ahead in the coming year. However, the lodge should be careful not to get into a straitjacket with a budget, or with special funds.

Unexpected emergencies often arise during the year, and the lodge must be able to meet them with whatever money it has.

5) Making Financial Reports to the Membership

Listening to TV commentators, you might think that the members are never told where their money goes. This is rarely the problem. More often, the members don't come to meetings or don't pay attention to the financial reports.

Nevertheless, officers must make a special effort to see that financial information is easy to understand and that it reaches all members. They have the right to know.

Ways of getting financial information to membership:

- A) Make a financial report to membership at each meeting.
- B) Use simple language in the report. Don't say "assets," say "What your lodge is worth."
- C) Make a pie chart which shows what percent of the money was spent for various activities — negotiations, office expenses, delegates, picnic, and so forth. Put it on the back of the report, so members can see what they got for their dues.

- D) It is worthwhile for officers to spend time in analyzing finances, preparing special reports, and answering members' questions. All this helps members understand lodge financial affairs, so that they can vote intelligently on dues and expense proposals.

Working Within TCU/IAM and other Labor Groups

No lodge can stand alone. In the labor movement, every group needs the support and cooperation of the other locals and other unions.

That is why workers first got together to form lodges and the Grand Lodge. Then, TCU joined the IAM and the IAM has joined other unions from many different trades and industries to form national labor federations, the AFL-CIO in the United States and the Canadian Labour Congress in Canada.

The labor movement's structure is set up so that people with similar interests and similar problems can work together and help each other.

This is why the Local Lodge needs to take part in union conferences and meetings. This is usually the responsibility of the elected delegates.

1) How Does the Lodge Fit Into TCU/IAM?

There are approximately 167 Local Lodges in TCU/IAM – under the jurisdiction of 19 National Units. Membership fluctuates as the economy goes up and down.

2) The Convention

Basic policy for the TCU/IAM is made by delegates at the convention. The convention is held every four (4) years. Pursuant to the TCU/IAM Constitution/By-Laws, every lodge having 100 or more members is entitled to send their delegate. Lodges with less than 100 members are pooled and must elect one delegate for every 100 members.

The TCU/IAM Convention is an important part of the government of Union and every lodge should send their delegate so that the members have representation when important decisions are made.

The convention discusses and approves amendments to the TCU/IAM Constitution/By-Laws and sets the policy and direction of the union for the next four years.

3) Election of Officers

The National President, National Secretary-Treasurer and the National Vice Presidents are the top officers of the Union. They are elected by the delegates at the convention.

In between conventions, problems and policies affecting TCU/IAM are decided by the Executive Council. This Council is made up of all the top officers of the Union.

4) Field Staff

The fulltime field staff is made up of National Representatives, Assistant National Representatives, and Grand Lodge Field Representatives.

If your lodge needs help or advice on a problem, you may should get in touch with the National Representative assigned to your lodge.

5) Headquarters — Departments of the National President

- A) **Constitution and Laws** - The Constitution and Laws Department assists locals in ensuring they operate within the TCU/IAM Constitution/By-Laws. The Department also ensures that any proposed Local Lodge By-Laws do not conflict with the TCU/IAM Constitution/By-Laws or the Statutes for the Government of Lodges. It further assists lodges with their triennial elections and handles disputes arising from differing interpretations of By-Laws and policies.
- B) **Industry Relations Department** - Coordinates bargaining within TCU/IAM and with other International unions; helps resolve inter-union jurisdictional matters (including no-raid agreements) and handles arbitration and PLB cases.
- C) **Communications Department** - Publishes TCU Flash News, available to anyone who signs up for the service; all officers should sign up (to remain current go to "TCUnion.Org"); maintains the TCU website; trains and advises members in newsletter production, website development and all aspects of labor communications.
- D) **Legal Department** - Defends rights in court and with government agencies; advises local and district lodges on legal and arbitration matters; handles inquiries from field staff; represents TCU/IAM in precedent-setting legal cases and conducts training on legal issues affecting workers and their families.

- E) **Legislative Department and MNPL** - Works with Congress and government agencies to make sure problems of union members are understood and bills important to working families are passed.
- F) **Membership Services Department** - Membership Services provides lodges with assistance in dealing with dues, assessments, fines, skip letters, and other related matters. The Department also provides help for lodges dealing with layoffs and coordinates services for unemployed members.

TCU/IAM in Politics

The laws passed by our government affect members' lives every day. They set the taxes we pay, the jobs available, the education for our children, and the quality of our lives.

Laws affect the union too — they can make it easier or harder to organize and to bargain for good contracts. The people we elect to office make these laws. That is why TCU/IAM puts so much emphasis on political education.

TCU/IAM members work through the Machinists Non-Partisan Political League. MNPL actively supports candidates for Congress and the Presidency who understand the needs and problems of working people. MNPL is non-partisan, endorsing candidates whose record shows that they support legislation that will benefit all working people.

Every lodge should have an MNPL Committee to:

- 1) Educate members on the issues and provide information on how their representatives are voting.
- 2) Set up registration and get-out-the-vote drives, to encourage people to vote.
- 3) Provide finances for candidates for Congress. This money comes from voluntary donations by TCU/IAM members.

SPECIAL NOTICES, WEBSITES, BOOKS AND RESOURCES

Useful Websites

The amount of information available to Local Lodges has grown rapidly with the internet. More information is available faster and easier from Grand Lodge and other sources.

Here is a small list of useful sites for TCU/IAM lodges:

- 1) TCU National Union – www.TCUnion.Org
- 2) IAM Grand Lodge – www.goiam.org - The IAM's main website contains videos, the latest news, economic data, department information, and a section devoted entirely to finding and contacting your elected representatives from federal, state and local governments.
- 3) Facebook – www.facebook.com/MachinistsUnion - The IAM has a page on Facebook for sharing information. Sign up as a “fan” at www.facebook.com/MachinistsUnion, or click on the Facebook icon at the top of any page on www.goaim.org.
- 4) Twitter – <http://twitter.com/machinistsunion> - For up-to-the-minute news about the IAM, you can follow the Machinists Union on Twitter.
- 5) William W. Winpisinger Education and Technology Center – <http://winpisinger.iamaw.org> - Use the IAM Education and Technology Center site to check class schedules or find out about college credit for classes; register for the IAM member-only section and borrow by mail cds, videos and books from the Winpisinger library; use the comprehensive list of Internet sites or join the collaborative learning center.
- 6) IAM Grand Lodge – www.VLodge.net - *Only certain local officers can use VLodge.net (<http://www.VLodge.net>). VLodge.net is a service provided by Grand Lodge that provides information about what's happening in your local, district and territory; has an area for model contract language; has resources for your financial officer; has Official Circulars and has information on services available from the departments at Grand Lodge. Contact VLodge support at 301-967-3481 for information on eligibility and how to register.
- 7) AFL-CIO – www.aflcio.org - The AFL-CIO's comprehensive site contains lots of useful information that many Local Lodge committees can use. Especially useful is the “Working Families Toolkit” (www.workingfamiliestoolkit.com) section that has ready-made flyers on important issues and background information for educating members.

Books and Resources

Here's a list of pamphlets and other materials useful to TCU/IAM officers, along with ordering information for these and other resources. Request pricing information at time of ordering.

Addresses for union headquarters listed here as sources are:

- 1) TCU/IAM
3 Research Place
Rockville, MD 20850
301-948-4910
- 2) International Association of Machinists and Aerospace Workers (IAM)
9000 Machinists Place
Upper Marlboro, MD 20772-2687
301-967-4500
- 3) William W. Winpisinger Education and Technology Center
24494 Placid Harbor Way
Hollywood, MD 20636
301-373-3300
- 4) AFL-CIO
Support Services Department
815 Sixteenth Street, NW
Washington, DC 20006
202-637-5327

Better Union Meetings

- 1) Handy Guide to a Well Conducted Union Meeting — A ready reference to the order of business and procedures for lodge meetings (contained herein).
- 2) How to Run a Union Meeting — Excellent simple pamphlet on parliamentary procedure. 64 pages. (AFL-CIO)
- 3) Parliamentary Procedure at a Glance — Explains all types of motions and rules in detail. By O. Garfield Jones, published by Penguin Books. (Order through your local bookstore.)

Government and Laws

- 1) TCU/IAM Constitution/By-Laws — (available free of charge. Contact the NST's office to obtain a copy, or download it from our website)
- 2) IAM Official Circulars — Important information on IAM policies and procedures (IAM)
- 3) Welcome to Your Union — Outlines government and structure of the IAM and provides information required by U.S. law. (IAM)

For Communications Committees

Contact the TCU/IAM Communications Department for information about printed information, training and advice on writing, editing and publishing handbills, union newsletters and websites; the free IAM Microsite service for locals that do not have existing sites; getting the union message out in an effective, positive way to the press and public, and establishing local Communications Committees.

International Labor Communications Association (ILCA) — ILCA is the main network for U.S. union communicators. Offers a wealth of printed information, valuable contacts, regional and national conferences, etc. (AFL-CIO/ILCA – <http://www.ilcaonline.org>).

For Education Committees

- 1) Contact the Winpisinger Center for information about the Local Lodge Educator position.
- 2) Educational Videos and Films — Lists are available through the IAM Communications Department and the AFL-CIO Support Services Department.
- 3) IAMAW Education Handbook for Local Lodges — Explains how to start a committee, plan programs, use resources and learn teaching techniques. (IAM/William W. Winpisinger Education & Technology Center)
- 4) William W. Winpisinger Education Center Online Lending library — Borrow cds, videos and books by mail from the Center's library. TCU/IAM members can register online at <http://winpisinger.iamaw.org>.
- 5) IAM Educator — A bi-monthly newsletter with valuable information for shop Protective Committee Members that is mailed to the lodge Educator for distribution to the Local Lodge Officers.

For Human Rights Committees

- 1) Human Rights Manual — Comprehensive guide for setting up and operating an effective Human Rights Committee (IAM/Women's and Human Rights Department)
- 2) Human Rights Action Guide, Human Rights in the IAM and Pocket Guide for Handling Discrimination Complaints — Pamphlets and a pocket guide for understanding the role and functions of a Human Rights Committee (IAM/Women's and Human Rights Department)

For Legislative Committees

- 1) IAM Congressional Directory — Current, state-by-state lists of all U.S. House and State members includes: telephone/fax/and e-mail information for district and Washington, D.C. offices; Committee assignments and names and contacts of key Congressional staff. (TCU/IAM Legislative Department)
- 2) The Politics and Legislation section of the IAM website, www.goiam.org, has a section that allows anyone to find their federal, state or local elected legislators, track voting records and send e-mail messages on important issues.

For Political Education and MNPL Committees

Contact the TCU/IAM Legislative Department for a wide range of information on how to get your political education program rolling.

Other Valuable IAM Resources

- 1) IAM Scholarship Program — Explains how the IAM Scholarship Program works. (IAM/Scholarship Program)
- 2) Contact the AFL-CIO Support Services Department for a complete list of pamphlets, books, videos and other materials published by the AFL-CIO. Topics range from labor history and economics to civil rights and labor law. (AFL-CIO/Support Services Department)

Other Books Recommended By and Available at the William W. Winpisinger Education & Technology Center

- 1) Labor's Untold Story, by Richard O. Boyer and Herbert M. Morais, Pub. New York United Electrical, Radio & Machine Workers of America, 1975 — The hidden history of the workers' struggle for social and economic justice in the U.S. This 402 page book is beautifully written; accurate and inspiring. Ideal for Protective Committee Members education classes.

- 2) Education for Changing Unions, Bev Burke, et. al., Between the Lines, January 2003.
- 3) Parliamentary Law at a Glance (based on Robert's Rules of Order) Revised by E.C. Utter, Pub. Lincolnwood, IL, Contemporary Books, 1997.
- 4) Robert's Rules of Order, by Henry M. Robert, Pub. Toronto, New York, Bantam, 1986.
- 5) The Labor History Reader, Edited by Daniel J. Leab, Pub. Urbana, Univ. of Illinois Press, 1985.
- 6) Unions and Economic Competitiveness, Lawrence Mishel, Paula B. Voos, Editors, Pub. Armonk, NY, M.E. Sharpe, 1992.
- 7) How Arbitration Works, Elkouri & Elkouri, Co-editors Marlin M. Volz and Edward P. Goggin, BNA Books.
- 8) Grievance Guide, by BNA Editorial Staff, BNA Books.
- 9) NLRB, Union Representative's Guide to RC & CA Cases, Center for Labor Research and Education, Institute of Industrial Relations, University of California, Los Angeles.

Recommended Books That Are Not Available Through the WWW Education Center

- 1) Labor Guide to Labor Law, Bruce Folsacker, Prentice Hall.
- 2) Labor Revolution, Gus Tyler, Viking Press, 1967.
- 3) Labor in America, Harold Faulkner and Mark Starr, 1958.
- 4) The Practice of Unionism, J. Barbash.

Please Read Attached Important Special Notices/Letters/Circulars, etc.

- 1) IAM Official Circular No. 866 – Debit and Credit Cards
- 2) TCU Resolution No. 14 – Recommending that All Local Lodge Officers Contribute to MNPL and to Promote the Program at their Local Lodges
- 3) TCU Resolution No. 21 – Recommending that all Local Lodge Officers sign up to receive Flash News and all Local Lodge Officers Provide the National Union with Their Email Address and to maintain a Current Email Address on File.
- 4) A letter from NP Scardelletti regarding the FSTs' and Other Local Lodge Officers' Responsibilities.
- 5) Letters from NP Maratea and the National Secretary-Treasurer regarding the Annual Roster Reviews.

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



OFFICIAL CIRCULAR NO. 866
Prohibiting Debit/Credit Cards,
Cash Withdrawals, Photo Deposits
ISSUED: June 19, 2017

9000 Machinists Place, Upper Marlboro, MD 20772

TO THE MEMBERSHIP EVERYWHERE, GREETINGS

→ **SUBJECT** To set forth the IAM's policy on: Banning the use of debit and credit cards, cash withdrawals, Photo Deposits or other technology that does not provide for proper receipts or allow for compliance with the Constitution.

→ **PURPOSE** Replace and update Official Circular 825 to make it clear that district and local lodges also may not allow for the use of cash withdrawals, photo deposits or any other technology which does not comply with the Constitution.

→ **INFORMATION/INSTRUCTIONS** Use of debit cards does not result in proper receipts for expenditures and their use may circumvent the requirement spelled out in Article C, Sections 3 and 4, of the IAM Constitution, wherein the recording secretary shall draw all orders on the secretary-treasurer when passed by the local lodge and that the secretary-treasurer shall pay all properly drawn orders by check. Accordingly, all district and local lodges that have been using debit cards must immediately cease and desist from this practice.

Similarly the use of credit cards when making purchases for the lodge fails to provide adequate information about the expenditure of lodge funds. Use of credit cards do not provide proper receipts for expenditures and their use may circumvent the requirement spelled out in Article C, Sections 3 and 4, of the IAM Constitution, wherein the recording secretary shall draw all orders on the secretary-treasurer when passed by the local lodge and that the secretary-treasurer shall pay all properly drawn orders by check. Accordingly, all district and local lodges that have been using credit cards must immediately cease and desist from this practice. Due to recent changes in the Federal Law, and the complicity of the requirements for filing and in addition to the foregoing, this policy is to rescind the issuance and usage by lodges, conferences, and building corporations in the use of corporate credit cards and debit cards.

Making cash withdrawals from banks does not result in proper receipts for expenditures and the use of cash withdrawals may circumvent the requirement spelled out in Article C, Sections 3 and 4, of the IAM Constitution, wherein the recording secretary shall draw all orders on the secretary-treasurer when passed by the local lodge and that the secretary-treasurer shall pay all properly drawn

orders by check. Accordingly, all district and local lodges that have been allowing for cash withdrawals must immediately cease and desist from this practice.

Finally, all district and local lodges are reminded that technology such as photo deposits may not provide for proper receipts of expenditures and may circumvent the requirement spelled out in Article C, Sections 3 and 4 of the IAM Constitution, wherein the recording secretary shall draw all orders on the secretary-treasurer when passed by the local lodge and that the secretary-treasurer shall pay all properly drawn orders by check. Accordingly, all district and local lodges are reminded not to use any technology which would circumvent the requirements of the Constitution.

Fraternally yours,



Dora Cervantes
GENERAL SECRETARY-TREASURER



Robert Martinez Jr.
INTERNATIONAL PRESIDENT

Resolution No. 14

Submitted by Delegate William DeCarlo
National Vice President

Referred to the National Union Committee on Petitions and Resolutions

WHEREAS, the TCU/IAM's political involvement on behalf of our members' interests through the TCU/IAM's Machinists Nonpartisan Political League (MNPL), which is a political action committee, is essential to protect and advance our hard fought legislative gains including Railroad Retirement, Social Security and other laws that protect the health and safety of our members by helping to elect candidates for public office that are friendly to the interests of labor and working class Americans regardless of their party affiliation; and,

WHEREAS, Presidential appointments to the National Mediation Board, Presidential Emergency Boards, the National Labor Relations Board, the Federal Railroad Administration and other federal agencies directly impact our members' livelihoods and our ability to secure and improve wages, rules and safe working conditions at the bargaining table; and,

WHEREAS, union funds have not and cannot be used for contributions to political campaigns, however, we are able to financially contribute on a nonpartisan basis to candidates who are friendly to the TCU/IAM and organized labors' interests through voluntary donations to the MNPL; and,

WHEREAS, without sufficient funding for MNPL, we will be unable to help our friends in Congress who are often opposed by anti-union groups and corporate interests with virtually unlimited funds who support candidates opposed to all that the TCU/IAM and organized labor stands for; and,

WHEREAS, the attack on the collective bargaining rights of our members and basic right to belong to a union is ongoing at the Federal, State and Local levels, where extreme far right groups reminiscent of railroad barons from 150 years ago have introduced legislation proposing to repeal the rights of all unionized workers, which is union busting plain and simple and designed to undermine the hard-fought gains of the unionized American workforce and must be opposed; and,

WHEREAS, the TCU/IAM Legislative Department and the IAM Legislative Department, with the voluntary contributions raised from our membership through our MNPL, is the most effective way to protect, preserve and enhance our wages, rules, working conditions, pensions and health care against the onslaught of these attacks; and,

NOW THEREFORE BE IT RESOLVED THAT, this 36th National Convention is committed to continue working to support and strengthen our MNPL program; and,

BE IT FURTHER RESOLVED THAT, we call on every National Officer, National Representative, Assistant National Representative, Delegate, National Union staff and Outer Guard, except those Outer Guards who are retired, to this Convention, to make a voluntary

\$100.00 contribution to MNPL to be deducted by the National Secretary-Treasurer from your TCU/IAM per diem or expenses, and that every retired outer guard and guest officially invited by the National Union and TCU/IAM Training Services' staff members here in attendance at the Convention make a voluntary \$50.00 contribution to MNPL to be deducted by the National Secretary-Treasurer from your TCU/IAM expenses; and,

BE IT FINALLY RESOLVED THAT, we all, as representatives of this organization, redouble our efforts to support, promote and improve MNPL by, upon returning to your work site, establish an MNPL Committee which shall canvas the worksite(s) signing up members for contributions to MNPL with special emphasis given to signing up newly-hired members at the time they are asked to join the union and that support for MNPL should be promoted at every union meeting and function.

Resolution No. 21

Submitted by Delegate Local 1315

Referred to the National Union Committee on Petitions and Resolutions

WHEREAS, this 36th National Convention recognizes that a union of the 21st Century must be technologically advanced and able to communicate in real time with its officers and members on all events and issues affecting their working lives to keep pace with the rapidly changing conditions in the industries in which they are employed; and,

WHEREAS, TCU/IAM's National President has made it a top priority to promptly and regularly keep our officers and members informed of all important developments by providing fast and accurate information about their contracts, grievances, union achievements and laws that affect their livelihoods; and,

WHEREAS, modern social media allows Union representatives and members to communicate and to openly discuss and advocate in real time for the important issues facing members and working families today; and,

WHEREAS, studies have shown that more than 72% of Americans have a presence on social media and because social media allows unions to reach a large number of members with different messages in a variety of formats throughout the day, it is a powerful tool for building relationships and increasing member engagement; and,

WHEREAS, TCU/IAM's National President has emphasized the critical importance of keeping our members informed of all important developments through a weekly email news publication called Flash News and has in recent years greatly expanded the TCU/IAM's presence on social media, including Facebook, Twitter and Instagram, and Local Lodges should be encouraged to do the same; and,

WHEREAS, these social media platforms are only useful if members are aware of them and actually utilize them; and,

NOW THEREFORE BE IT RESOLVED, that all Local Lodge Officers sign up to receive Flash News, and utilize social media like Facebook, Twitter and Instagram where the TCU/IAM has a presence and educate and encourage their members to utilize these available communication platforms as well; and,

BE IT FURTHER RESOLVED, that all Local Lodge officers should strongly encourage their members to furnish their updated email addresses to TCU/IAM so

that they can receive timely and important communications directly from the Union; and,

BE IT FURTHER RESOLVED, that all Local Lodge officers contact the TCU/IAM's Communications Department to report important lodge-related news, meeting, and photos of your officers and members working, meeting and socializing to share on social media; and,

BE IT FURTHER RESOLVED, that every Local Lodge should establish a Committee to promote the use of social media at the Local Lodge level and to establish a presence on same; and,

BE IT FURTHER RESOLVED, that TCU/IAM is committed to continue to broaden the Union's presence on social media and implement a social media strategy plan for expanding the Union's social-media presence to reach more of our members and to assist Local Lodges in doing the same; and,

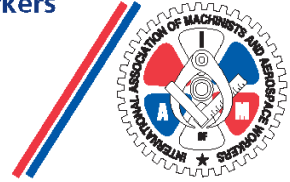
NOW BE IT FINALLY RESOLVED, that all Local Chairmen at this Convention will personally deliver a copy of this Resolution to all officers of their Local Lodges and make sure that this resolution is read into the minutes of a Local Lodge meeting.

Transportation Communications Union/IAM

International Association of Machinists and Aerospace Workers



Robert A. Scardelletti
National President



Subject: FSTS and Other Lodge
Officers' Responsibilities

March 23, 2015

TO: LOCAL LODGE FINANCIAL SECRETARY-TREASURERS
AND ALL OTHER LODGE OFFICERS

Dear Sisters and Brothers:

The Financial Secretary-Treasurer (FST) of a Local Lodge has the duty and fiduciary responsibility to timely remit required payroll taxes, as well as file government and internal forms. Unpaid or delinquent taxes and failure to timely file required forms can have very serious consequences, including exposure to imposed penalties and interest that can financially cripple a Lodge. Also, such failure would violate the TCU/IAM Constitution/By-Laws and likely result in the National Union taking action against the responsible officer(s), up to and including removal from office and being permanently barred from holding office in the future. Furthermore, such officer(s) can be held personally responsible and required to reimburse the Lodge for any unnecessary expenses incurred. In cases of misappropriation of union funds, a Lodge officer would be exposed to criminal prosecution.

Additionally, I direct your attention to Article 4, Section 9 of the TCU/IAM Statutes for the Government of Lodges, which states:

"Should any Lodge fail to timely file its reports or forward any dues, fees or assessments collected as Specified in Section 8, paragraph (a) above, it shall thereby forfeit its charter after ten (10) days' notice to President and Chairman of the Board of Trustees of the Lodge."

Also with regard to FST duties, see Article 4, Section 16 of the Statutes, which states in pertinent part:

"He shall keep the accounts of the Lodge, timely file all reports required by federal, state and local governments, providing a copy of DOL Form LM and IRS Form 990 to the National Secretary Treasurer, and perform such other duties as pertain to his office."

Accordingly, Local Lodges must send copies of all Forms 990, LM and audit reports to the National Secretary-Treasurer as soon as they are completed. With respect to audit reports, I direct your attention to Article 4, Section 18(b), which states in part the following:

"The Board of Trustees shall audit the accounts of the Lodge at least once each year in the month of January, and the Chairman of the Board of Trustees shall file with the National Secretary-Treasurer on or before February 15, a certified audit signed by at



least a majority of the members of the Board. Should the Board of Trustees fail to audit and file with the National Secretary-Treasurer a certified copy of the audit, as provided, the Lodge shall stand suspended until they have done so and the National Secretary-Treasurer will notify the Lodge..."

(It should be noted that Lodges using the IAM BookWorks program are required to conduct semiannual audits, i.e. after the end of June and December. Also, the semiannual audits must be signed by at least 3 members of the Lodge's Board of Trustees, including the Chairman.)

On another subject, Lodges have been advised on more than one occasion that TCU/ IAM's policy strictly prohibits a Lodge from using debit or credit cards for any reason. This issue is clearly outlined in the TCU/IAM FST Handbook on pages 63 and 65. In addition, IAM Official Circular No. 825, which is attached, instructs all Local Lodges using debit and/or credit cards to immediately cease and desist from such practice.

There are numerous reasons for these policies, which includes the fact that debit/credit cards can easily be misused and, oftentimes, it is difficult to prove who actually used the card; particularly, when cash withdrawals are involved. Moreover, there have been instances where a Lodge officer(s) made a debit or credit card purchase, without advance authorization, and had difficulty in obtaining subsequent Lodge approval. Also, the U. S. Department of Labor (DOL) has routinely urged International and National unions to have policies in place to prohibit the use of credit or debit cards by Local Lodges. The DOL advises that in almost every instance of finding misuse or misappropriation of Lodge funds, it involved the use of credit or debit cards. Thus, if your Lodge has any of these card(s), they must be promptly cancelled and destroyed so that no additional charges can be made. There will be no exceptions to this policy.

Therefore, and whenever possible, a Lodge check should be used for purchases to ensure a complete paper trail, including the required countersignatures on disbursement vouchers, for auditing and recordkeeping purposes. Alternatively, a Lodge officer can pay for authorized purchases and request reimbursement on an expense voucher. Any future violations of this policy will result in formal action being taken against those responsible.

It is primarily the Financial Secretary-Treasurer's responsibility to handle the day-to-day financial operation of the Lodge in accordance with the TCU/IAM Statutes for the Government of Lodges. However, and while the President and Board of Trustees also have a significant role in monitoring Lodge finances, it is every officer's obligation to ensure his or her Lodge is functioning in a financially responsible manner.

The U.S. Department of Labor requires that all expenditures of union funds be authorized and in compliance with the Union's Constitution. In that regard, the TCU/IAM Statutes for the Government of Lodges requires that a disbursement voucher be completed by the Financial Secretary-Treasurer and countersigned by the President and Board of Trustees Chairman for **each and every disbursement** - whether routine or extraordinary. Note: most payroll taxes are due on a monthly basis, so at the very least the President and Trustees Chairman should expect one or more vouchers per month for taxes. If not, they must inquire to make certain that no taxes due are delinquent.

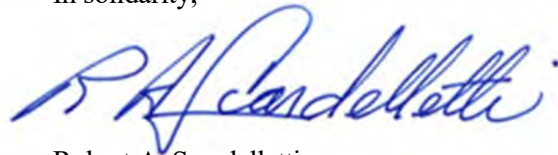
It is imperative that all officers follow these instructions and fulfill their duties in a consistently responsible and timely manner and in accordance with the requirements of federal law and the TCU/IAM Constitution/By-Laws. If officers are derelict in their duties and imposed penalties are incurred by the

Lodge for failure to properly pay taxes and/or file government forms, then they have breached their duty to safeguard Union funds.

Additionally, the National Union periodically offers Financial Secretary-Treasurer Seminars, which provides comprehensive training in all aspects of membership, financial compliance/procedures and recordkeeping. The National Secretary-Treasurer's office and IAM Grand Lodge Auditors also provide Financial Secretary-Treasurers and other Lodge officers with assistance to ensure they understand their duties and responsibilities. Therefore, there is simply no reason for a Lodge to be delinquent in paying taxes, timely filing related forms and complying with TCU's Constitution/By-Laws or DOL requirements. As officers elected by the membership, you have an unconditional obligation to protect and preserve the financial assets of the Lodge. Failure by any officer is not only a breach of your duty, but is also an overall negative reflection of the Union, both of which will require my office to take appropriate action in order to remedy same.

Therefore, I am confident you will take every precaution to ensure you or your Lodge never fall into a state of non-compliance. However, if you have any questions or require further assistance with any of these matters, please do not hesitate to contact the IAM Grand Lodge Auditor assigned to your Lodge or the office of TCU/IAM's National Secretary-Treasurer.

In solidarity,



Robert A. Scardelletti
National President

cc: Robert Roach, Jr., GST
Dora Cervantes, GVP
Russell Oathout, NST
Executive Council
Carmen Division Officers
National Representatives
Assistant National Representatives

Transportation Communications Union/IAM

International Association of Machinists and Aerospace Workers



Arthur P. Maratea
National President



Subject: Roster Reviews

December 12, 2022

To: All National Representatives
All Assistant National Representatives

Dear Sisters and Brothers:

This is concerning my December 9, 2022 letter to all TCU Local Chairpersons and FST's advising them of the importance of completing their annual roster reviews and requesting their prompt acquiescence. I cannot stress the importance of this project enough. It is continually brought to my attention that members are being discovered who have fallen through the cracks, and have become significantly delinquent on their dues. **As a reminder, you are responsible for ensuring that the integrity of every roster under your Unit's jurisdiction is verified for accuracy, and that necessary changes are forwarded by your locals.** Some Units have done an excellent job in this regard, and I personally thank you for your efforts. However, other rosters have been left untouched. This is simply unacceptable.

In an effort to track the progress made in your roster reviews I am asking that you report your progress, via email, to Executive Director, Steve Wilhelm at: wilhelms@tcunion.org.

Moreover, any unreported members, as well as those owing back dues, need to be reported in accordance with my aforementioned letter.

This roster project is a top priority and this letter should serve as a Presidential Directive. Accordingly, each National Representative is responsible for checking every roster under their Unit's jurisdiction against the local lodge's dues grid and ensuring that there are no unreported members, and that all members are either current with respect to their dues, or has arranged a payment arrangement with the National Secretary Treasurer's office.

Every single roster must be reported individually to make sure that none fall through cracks. To assist in this effort, and to ensure that this project remains a priority in our union, I am assigning Brother Wilhelm to work with the Membership Department. He will be

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responsible for contacting Units on an individual basis and report directly to me those Units that are falling behind in this endeavor.

As you are all aware, roster reviews are to be completed annually. As such, this is a continuing project and should be made a part of your respective Units regular routine.

Thank you for your attention to this project.

In solidarity,



Arthur P. Maratea
National President

cc: Executive Council
Carmen Division Officers
S. Wilhelm, Executive Director- C&L

Transportation Communications Union/ IAM

International Association of Machinists and Aerospace Workers



Stanley L. Boyd
National Secretary-Treasurer

Subject: Roster Reviews

December 9, 2022

To: Local Chairpersons & Financial Secretary-Treasurers

Dear Brothers and Sisters:

This is concerning your Lodge's Annual Roster Review. As you are aware, there are changes to your membership from year to year and it is your job as officers to maintain these records; the National Office cannot stress enough the importance of performing routine roster reviews annually. A roster review is the only way to make sure that your lodge is keeping an accurate account of its members. It ensures the eligibility for local elections and contract ratification ballots, as well as assuring that our members comply with the CBA, thereby maintaining the integrity of our Union. This letter is to provide you with some guidance in performing your roster review duties.

A roster review should consist of your carrier's current seniority roster and your lodge's current Active Membership List and Delinquency Report, which is part of the monthly Distribution Report that the FST receives. These reports are located in the FST Portal. When you print the Active Membership List and Delinquency Report from the FST Portal, you will need to change the "Orientation" on the print screen to "Landscape".

During the review, all of the lodge officers (or as many as possible) should participate and help to compare their Seniority Roster(s) with the above mentioned lists and make sure that they identify every name on the seniority roster as a dues paying member of the lodge. It is also helpful to have a Unit officer available during the roster review for any questions that may arise.

During the review you will be focusing on exceptions that need to be addressed; members working under your lodge's jurisdiction and are not on your membership list; who may be members of other locals that need to be transferred. Alternatively, they could possibly be unreported members. You will be providing status updates such as retirements, class changes, furloughs, terminations, resignations, disabilities, etc. Listed below are some areas to focus on:

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- **CLASS 8's MANAGEMENT:** Members who are promoted to non-agreement or promoted positions who must be paying seniority retention fees (equivalent to full dues) to your local to maintain seniority. These individuals should be listed as class 8 members on the active membership list. Make a list of the names that need to be changed from class 1 to class 8, vice versa, and report that information on the FST Portal. Please report any class 8 member that is working and not paying seniority retention fees to Kris Blakley at blakleyk@tcunion.org.
- **TRANSFERS:** Members who are working under the local's jurisdiction, but paying dues to another local should be transferred to your local. For any member to be transferred, they must be current in their dues. Make a list of these names and report that information on the FST Portal. Please provide dates that the transfers are to be effective.
- **RETIRED MEMBERS:** Members who retire due to an age annuity should be changed to class 3 and subsequently should be removed from the roster. Make a list of these members and report this information on the FST Portal. Please try to provide a date of retirement, if possible.
- **ADDRESSES AND EMAILS:** Member's updated addresses and emails. Send any address updates to Linda Gilmore for handling at gilmorel@tcunion.org.
- **UNREPORTED MEMBERS:** Primarily look for unreported members – on your roster, working and not paying dues. New hires who have never joined the union must complete an application and payroll deduction form immediately. Obtain the member's consent to deduct double dues until they become current. Email the completed forms to your membership contact person and advise them to set-up double deductions. If the member owes more than 2 years in back dues please contact Allyson Rice at ricea@tcunion.org for assistance in collecting the back dues. Please provide the employee's name, address, employer, date of hire in our craft and lodge.
- **STATUS UPDATES:** Any member that owes an excessive amount of FULL dues, for consecutive months, was or is likely to be out of work, dismissed, furloughed or retired. We need their status information (with dates if possible) to update their records. Please provide this information on the FST Portal.

Attached for your reference is a list of classifications. If you or your FST do not have access to your current Distribution report, the FST Portal or if you have any other questions regarding the roster review, please contact Kris Blakley at blakleyk@tcunion.org or 301-840-8718. The Roster Review must be completed by the end of the first quarter of 2023. You must also notify your National Representative upon completion of your Roster Review.

Once again, thank you for your efforts and support. It is greatly appreciated.

Sincerely and fraternally,



S. L. Boyd

National Secretary-Treasurer

Attachment

cc: National Representatives
Assistant National Representatives

TCU/IAM GUIDE TO

A WELL CONDUCTED UNION MEETING

This Guide has been prepared to assist TCU/IAM lodges in running democratic, efficient and productive membership meetings. Its primary use is as a ready-reference to the order of business in a lodge meeting for the President or other presiding officer. **(This Guide, however, will not take precedence over the TCU/IAM Constitution/By-Laws or governing policies).**

This particular format permits the President to follow through all the items of business in correct order and to be reminded of the procedures and responsibilities of lodge officers appropriate to each item.

Listed under each item are the proper actions which may be taken from the floor of the meeting by members.

In addition there are brief comments designed to provide further understanding of each section of the order of business, and to offer suggestions for making effective use of it.

Copies of this Guide in the hands of all lodge officers during the meeting will help them to keep up with the presiding officer's conduct of the session and to assume their responsibilities at the appropriate times.

Lodges will also find that a broader distribution of this Guide can help educate active members about the purposes and procedures of lodge meetings. By referring to the Guide while following the course of the meeting, a member can make sure what kind of motion or discussion is in order at any particular moment.

This Guide conforms accurately to the Rules of Order and other procedures prescribed by the TCU/IAM Constitution/By-Laws and the Statutes for the Government of Lodges.

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OPENING CEREMONY

Pledge of Allegiance and Opening Prayer

Procedure:

Chaplain invokes the Divine Blessing and then President leads all present in Pledge of Allegiance.

Following the opening ceremony (Opening Prayer and Pledge of Allegiance):

Call to Order

Procedure:

- 1) Two raps of the gavel - Calls up the officers.
- 2) Three raps - Calls up everyone.
- 3) One rap - Call to order - Members will be seated.
- 4) At the hour appointed, the President will give one rap of the gavel.

President:

"Members, we are about to open the Lodge. All those not qualified to participate in the meeting will please retire." (After a brief recess): "I declare the lodge open for the transaction of such business as may legally come before it."

Order of Business

The President should call the members and officers to order and declare the lodge open for the transaction of such business as may legally come before it. The following is the order in which the items of business should be called for and acted upon:

1. Roll Call of Officers and Noting of Absentees.
2. Introduction of Visiting Members and Guests.
3. Reading of minutes and acting on same.
4. Voting on membership applications (when applicable).

5. Welcoming new members (when applicable).
6. Nomination of Officers (when applicable).
7. Election of Officers (when applicable).
8. Installation of Officers (when applicable).
9. Report of Standing Committees (Local Chairman Report).
10. Reports of Special Committees (if any).
11. Unfinished business (if any).
12. Communications and Bills.
13. New Business.
14. Payment of dues and assessments.
15. Reports of suspensions.
16. Report of FST.
17. Good of the Union.
18. Report of any member sick or in distress.
19. Adjournment.

Comment:

The Lodge Officers should plan in advance of the meeting an agenda of matters to be reported on or otherwise brought before the membership.

1. ROLL CALL OF OFFICERS AND NOTING OF ABSENTEES

Procedure:

Recording Secretary calls roll of Lodge officers. All officers are recorded as present or absent.

2. INTRODUCTION OF VISITING MEMBERS AND GUESTS

Procedure:

Sergeant-at-Arms has previously examined visiting members' credentials or has been informed of purpose of non-members' presence.
President takes note of, or introduces, all visitors.

Action from floor:

If a visitor is not a TCU/IAM member, the President must request consent from the membership.

Comment:

If a visitor is there for the purpose of making a brief statement, the President may request consent to hear the presentation at this point in the meeting. If he or she has a longer message or is part of an education program, a later appearance would be appropriate.

3. READING OF MINUTES AND ACTING ON SAME

Procedure:

Recording Secretary reads minutes of previous membership meeting.

President says: *"Are there any additions or corrections to the minutes?"*

Action from floor:

Corrections are raised, discussed, and accepted, if there are no objections. If there is an objection, a majority vote is required to make the correction.

Motion to accept the minutes *"as read"* or *"as corrected."*

Comment:

Reading of minutes is important because, once accepted, they become the permanent record of lodge actions for all future reference.

Minutes should be brief but contain enough detail for the member who was absent to understand what took place.

Minutes should emphasize what was done and decided at the meeting, not what was said. Details of a speech, a report or a discussion should be reported only if

important for future reference (See Guide for Recording Secretaries in the preceding section).

The President should ask the Recording Secretary to stand up and make sure that he or she reads the minutes in such a way that all present can hear them clearly.

4. **WELCOMING NEW MEMBERS**

Procedure:

President administers obligation to new members by following instructions given in TCU/IAM Ritual.

5. **NOMINATION OF OFFICERS**

At this point on the agenda, nominations (if applicable) for Lodge officers shall take place at the November meeting. Election of officers shall be held in December. All Lodge officers should be acquainted with the provisions of Article 4 of the Statutes for the Government of Lodges, which governs the nomination and election of officers and should guide the Lodge in strictly following these provisions.

6. **ELECTION OF OFFICERS** (when applicable)

This is when the counting of ballots or reporting the results of the ballots is made.

Procedure:

Officers are elected for a three (3) year term of office in accordance with the TCU/IAM Constitution/By-Laws, Statutes for the Government of Lodges and the TCU/IAM Guide for Conducting the Nomination and Election of Officers.

7. **INSTALLATION OF OFFICERS**

Procedure

The TCU/IAM Constitution/By-Laws requires that the installation of newly elected Lodge officers take place at the first Lodge meeting in January. The TCU Ritual provides for the ceremony.

8. **REPORTS OF STANDING COMMITTEES**

Procedure:

1. The President calls for the reports of the Local Lodge Officers and of all other standing or special committees.

2. The Local Lodge Officers report may be given by the Recording Secretary or any other Lodge officer and may include all or part of the Committee's minutes.
3. Any of the reports may include recommendations for Lodge action.

Action from floor:

Requests for information or clarification.

- Motion # 1: to act on specific recommendations,
- Motion # 2: to postpone action,
- Motion # 3: to refer to the Local Lodge Officers or to any other committee for action or recommendations,
- Motion # 4: to refer recommendations to "new business" for action,
- Motion # 5: to receive or accept the report (when no action is appropriate.)

9. **REPORT OF SPECIAL COMMITTEES**

Procedure:

1. The president calls for a Report of any Special Committee(s).
2. The report shall be made by the Committee Chairperson or member, the President of the lodge, or other officer.

Action from floor:

Motions related to the report can be made under new business.

Comment:

Reports must be carefully thought through beforehand. They should be informative but brief and clearly explain the highlights of the committee's deliberations. Recommendations for action should be stated in such a way that they may easily be made into a motion from the floor.

10. UNFINISHED BUSINESS

Procedure:

The President calls for continued discussion of subjects raised by motions made at previous meetings and requiring further action. The Recording Secretary is required to furnish a list of these subjects from previous minutes. The President asks: "*What is your pleasure on the matter of _____.*"

Action from floor:

- Motion # 1: to take some action on subject which has been brought to the attention of the meeting by the President,
- Motion # 2: to complete action initiated at a previous meeting,
- Motion # 3: to postpone action to another meeting,
- Motion # 4: to refer to some other committee, for action or recommendation.

Comment:

It is the joint responsibility of the President and the Recording Secretary to bring to the attention of the meeting all unfinished business from previous meetings. A member would be expected to raise an item of unfinished business only if it had been overlooked by the President.

To expedite the business of a meeting, and to maintain a consistency which is fair and easily understood, the Lodge should follow the Rules of Order contained in the TCU Officer's Guide. These rules are usually sufficient to guide the chair on all motions, amendments, questions and other actions likely to occur in a Lodge meeting. The President should review these rules from time to time in order to become thoroughly acquainted with them.

Selected Excerpts from the Rules of Order

A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.

A motion shall not be subject to debate until it has been stated by the chair.

Any member having made a motion can withdraw it by consent of his or her second; but a motion once debated cannot be withdrawn except by a majority vote.

A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

If a question has been amended, the question on the amendment has been amended, the question on the amendment has been offered, the question shall then be put as follows: (1) Amendment to the amendment. (2) Amendment. (3) Original proposition.

The presiding officer shall not speak on any subject unless he or she retires from the chair, except on points of order, and in case of a tie he or she shall have the deciding vote. Should the presiding officer retire from the chair to speak on any subject before the lodge, he or she shall not return to the chair until that subject matter is properly disposed of.

When an appeal is made from the decision of the chair, the Vice President shall then act as chairperson, said appeal shall then be stated by the chairperson to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this lodge?" The member then will have the right to state the grounds of appeal, and the chair will give reasons for his or her decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority to sustain an appeal.

11. COMMUNICATIONS AND BILLS

Procedure (Communications in general)

Communications to the Lodge or written on behalf of the Lodge are read in whole or in part, or summarized for the membership by the Recording Secretary.

Action from floor:

Requests for further details or clarification.

- Motion # 1: to take specific action,
- Motion # 2: to refer to unfinished or new business,
- Motion # 3: to refer to an appropriate committee.

Procedure (Bills):

Bills, supported by previous vouchers, and already approved under the TCU/IAM Constitution/By-Laws, or previous minutes, are read by the Recording Secretary for the information of the members. No further vote is required.

Bills for expenditures not previously approved by the membership are read by the Recording Secretary, with statement of amount, purpose and payee.

Action from floor:

Requests for further information.

- Motion # 1: to authorize payment,
- Motion # 2: to refer to a committee for investigation and later action.

Comment:

If possible, letters should have been read by the Local Lodge Officers before the meeting. Letters requiring action should be read with a recommendation from the Local Lodge Officers.

The Recording Secretary can summarize long or un-important letters. Routine letters can be announced as received; they do not need to be read. However, all communications should be mentioned and made available for interested members to read after the meeting.

A letter on a subject which is the responsibility of some committee may be brought up in the report of that committee.

12. **NEW BUSINESS**

Procedure:

The President calls for motions on any new business. The Recording Secretary reports items which have been referred to "New Business" from earlier in the meeting.

Action from floor:

- Motion:
- 1) to take action
 - 2) to postpone action to another meeting
 - 3) to refer to a committee for recommendation

Comment:

It is at this point that each of the recommendations of the Local Lodge Officers (not already acted upon) should be brought before the meeting for discussion and action.

It is primarily under "new" and "unfinished business" that the membership meeting performs its basic function as a legislative body acting on the recommendations of the Local Lodge Officers.

Procedure:

The President calls for motions on any new business. The Recording Secretary reports items which have been referred to "new business" from earlier in the meeting.

Action from floor:

- Motion #1: to take action.
- Motion # 2: to postpone action to another meeting.
- Motion #3: to refer to the Local Lodge Officers or to some other committee for action or recommendation.

Comment:

It is at this point that each of the recommendations of the Local Lodge Officers (not already acted upon at the time of the report) should be brought before the meeting for discussion and action. It is primarily under "new" and "unfinished business" that the membership meeting performs its basic function as a legislative body acting on the recommendations of the elected Local Lodge Officers.

13. **PAYMENT OF DUES AND ASSESSMENTS**

Procedure:

At this point, the FST may accept payment of any dues and assessments owed and advise the membership of any dues or assessments paid.

Comment:

If the FST has nothing to report on dues and assessments, he/she may simply say there is nothing to report.

14. **REPORT OF SUSPENSIONS**

Procedure:

At this point, the FST will report on the suspension of any members for failure to pay dues.

15. **REPORTS OF FINANCIAL SECRETARY-TREASURER**

Procedure:

The financial report is made by the FST, depending upon the Lodge setup.

Action from floor:

Questions for purpose of clarification. Motion to accept the report.

Comment:

A good financial report should include:

- 1) Balance on hand as of last day of previous -month.
- 2) All disbursements including total.
- 3) Adjusted balance as of date of meeting.
- 4) All savings and investment accounts.
- 5) Total financial worth of Lodge monies.

16. **GOOD OF THE UNION**

Procedure:

The President asks: "Is there anything under good and welfare?"

At this time anything affecting the welfare of the Lodge may be discussed by a member. Reports on meetings and subjects which had not been planned for the agenda may be made here.

Action from floor:

No motions may be made.

Comment:

Also appropriate are discussions which permit deliberations on subjects or policies which do not require immediate action or on which the members are not yet prepared to take action.

Whenever action is desired, the matter may be referred to "new business."

This point on the agenda is often used to present a talk or start a discussion on some subject of general interest to the members.

The Lodge may wish to set a time-limit for this particular part of the agenda and also agree on time limits on discussion by members.

17. REPORTS OF ANY MEMBER SICK OR IN DISTRESS

Procedure:

The President opens the floor for report of any known member sick or in distress. This is also the occasion for acquainting the Lodge with the illness and hospitalization of members.

Action from floor:

Motion to take appropriate action.

18. ADJOURNMENT

Procedure:

When there is no further business, the President may request a motion to adjourn. After vote, President adjourns the Lodge until the date and time set for the next meeting.

Action from floor:

Motion to adjourn (No debate permissible).



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