

CONSTITUTION and BYLAWS **of the** **BLET Auxiliary**

**Auxiliary to the Brotherhood of Locomotive Engineers and Trainmen
A Division of the International Brotherhood of Teamsters Rail Conference**



**Formerly the
Grand International Auxiliary
to the
Brotherhood of Locomotive Engineers
(GIA to BLE)
Since 1887**

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Official Changes

By action of the delegates to the Second Quadrennial Convention, the following changes were implemented:

The titles of the national vice presidents have been changed to National 1st Vice President, National 2nd Vice President/National Legislative Representative, and National 3rd Vice President.

Membership requirement for application to the Auxiliary Scholarship Program and the Care and Assistance Program was reduced from two years to one year.

Excluding the positions of National Secretary and National Treasurer, term limits for national officers were revised, allowing a national officer to serve in the same elected office for no more than two (2) four-year terms, or eight (8) years. The National Secretary and National Treasurer positions shall continue to be elected at alternating conventions to serve for two (2) consecutive four-year terms, or eight (8) years, and are not eligible for reelection at the completion of that eight-year term.

Revised in Las Vegas, Nevada
September 29 – October 1, 2014

BLET Auxiliary

Constitution and Bylaws

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BLET AUXILIARY

CONSTITUTION

ARTICLE I

Name and Membership

This organization shall be known as the BLET Auxiliary, a nonprofit fraternal organization that exists in support of the Brotherhood of Locomotive Engineers and Trainmen (BLET), as originally acknowledged by the Brotherhood of Locomotive Engineers in 1887. It shall consist of one National Auxiliary, all local auxiliaries holding legal charters, Members-at-Large (MAL), and Associate Members-at-Large (AMAL).

ARTICLE II

Mission Statement

The mission of this organization is to serve the interests and welfare of the BLET Auxiliary and railroad families, especially the Brotherhood of Locomotive Engineers and Trainmen, and the organizations of the International Brotherhood of Teamsters Rail Conference, our members, and their families throughout the United States.

Purpose

The overall purpose of this organization shall be: to provide support and promote issues that affect the health, safety, welfare, and quality of life of railroaders and their families; to promote higher education within the families of its full members; to give assistance to widows, widowers, sisters, and brothers when needed, especially during times of duress; and to render assistance whenever and wherever needed to further our mission.

ARTICLE III

Officers and Election

Section 1. The officers of the BLET Auxiliary shall be: National President, National 1st Vice President, National Secretary, National Treasurer, National 2nd Vice President/National Legislative Representative, National 3rd Vice President, National Chaplain, Alternate National Secretary, Alternate National Treasurer, and the immediate Past National President.

Section 2. National Officers shall be elected by the duly elected Delegates at the BLET Auxiliary Convention.

ARTICLE IV Meetings

Section 1. The meeting of the BLET Auxiliary may be held in such place and at such time as may be designated by the BLET for holding their convention, and convene on such days as the National President may direct, if funds are available. If funds are not available, ballots for the election of national officers may be cast by mail.

Section 2. Special meetings may be called at any time by the National President with the consent of the majority of the BLET Auxiliary National Officers.

ARTICLE V Charters

Charters, for the purpose of organizing local auxiliaries in any state in the United States, shall be granted by the National President when petitioned according to the BLET Auxiliary's Bylaws (see National Bylaws, Article VI, Section 1).

ARTICLE VI Funds

The funds of the BLET Auxiliary shall consist of and be known as the General Fund, Convention/Delegate Fund, Scholarship Fund, and Care and Assistance Program.

ARTICLE VII Amendment

This Constitution may be amended by a two-third's (2/3) vote at any BLET Auxiliary Convention, provided previous notice of the amendment was distributed to all local Auxiliaries and Members-at-Large, at least thirty (30) days prior to BLET Auxiliary Convention, or by referendum vote of all full members.

BLET AUXILIARY

NATIONAL BYLAWS

ARTICLE I Organization

Section 1. Governing Body. The National Auxiliary is the governing body of the organization, and shall consist of one delegate or proxy from each qualified auxiliary, regional representatives of the members-at-large, and all national officers.

Section 2. Member Representation. It shall be effected in the following manner: Each auxiliary shall elect in December of the year preceding the convention, one delegate and one alternate, one of whom shall represent it if the auxiliary is considered qualified. The members-at-large in each region shall elect one representative and one alternate in the year prior to the convention, one of whom shall represent the region as its delegate (governed by Local Auxiliary Bylaws, Article IX). This group shall elect the national officers.

Section 3. General Provisions. The National Auxiliary shall:

- (a) Have a seal which shall be affixed to all instruments issued by or under its authority;
- (b) Have a charter and Holy Bible present while in session, to legally transact business;
- (c) Maintain headquarters wherever shall be the home of the National President;
- (d) Elect officers at each session of the National Auxiliary as provided in the Constitution, Article III, Section 2, and National Bylaws, Article III, Sections 2 and 3;
- (e) Amend the Constitution and Bylaws as provided in the Constitution, Article VII, and National Bylaws, Article XII;
- (f) Review all petitions for financial assistance granted by the Executive Council between sessions;
- (g) Authorize and approve the method for conducting auxiliary meetings. A revision of the method shall be considered at each National Auxiliary meeting; and
- (h) Transact all business, including election of officers, before the General Session can be closed.

Section 4. Term of National Auxiliary. The members of the National Auxiliary shall continue as such and be subject to a call from the National President to assemble at any time during the term intervening between the General Sessions of the National Auxiliary, but when the term has expired, their membership shall cease and they shall not assemble again with the National Auxiliary unless they are re-elected to serve at the next General Session. This provision shall not prevent the officers of the National Auxiliary from taking their seats at the next General Session.

Section 5. Request for Referendum Vote. An auxiliary eligible for a delegate may make a formal request to the National President for a referendum vote on an official matter needing timely action. (National Bylaws, Article XII, Section 2).

ARTICLE II

Duties and Compensation of National Officers

Section 1. Duties of the National President. The National President shall:

- (a) Establish headquarters for the National Auxiliary wherever may be her/his place of residence;
- (b) Preside at all sessions of the National Auxiliary;
- (c) Set the opening date for all sessions of the National Auxiliary;
- (d) Assign proxies from among the delegates and auxiliary members to auxiliaries ineligible or unable to elect a delegate, governed by National Bylaws, Article IV;
- (e) Appoint committees from among the members of the National Auxiliary;
- (f) Receive resolutions to be acted upon at the General Session of the National Auxiliary, at least sixty (60) days before the opening date and refer them to the proper committee;
- (g) Have the power to call a special session at any time during her/his official term, with the consent of a majority of the National Officers;
- (h) Submit to each General Session a message setting forth the state of the organization, which may include any legislation that may be deemed necessary for the best interests of the organization, a review of grants under the Care and Assistance Program, and a review of the Scholarship Fund;
- (i) Fill vacancies in national offices not otherwise provided for, subject to the consent of a majority of the Executive Council; these appointments may be any member of the Auxiliary;
- (j) Call the annual meeting of the Executive Council and act as its chairperson;
- (k) Hold informational sessions at regional meetings, where it is possible;
- (l) Grant and sign charters;
- (m) Appoint any member to serve as a special representative on behalf of the National Auxiliary when deemed necessary or beneficial for the good of the organization;
- (n) Give counsel and advice to auxiliaries that do not have enough members to hold stated meetings;
- (o) Upon proper request of an auxiliary, grant special dispensations;

- (p) With the consent of the Executive Council, order money paid on claims received for financial assistance;
- (q) Order national officers paid for expenses incurred while on official business;
- (r) Send, or cause to be sent, copies of resolutions to auxiliaries prior to opening of the National Auxiliary;
- (s) Be responsible for ensuring the Auxiliary has an article in the BLET Auxiliary section of the *Locomotive Engineers & Trainmen News* and the *Locomotive Engineers & Trainmen Journal* by writing the article or assigning the writing of the article to officers and/or members;
- (t) Represent the National Auxiliary at all regional conventions, or designate an Executive Council member in her/his stead;
- (u) Be a member of the Executive Council and provide an annual report of activities on behalf of the National Auxiliary between annual meetings;
- (v) Assume office immediately upon installation of national officers, and deliver to the successor all property belonging to the National Auxiliary within thirty (30) days after the election; and
- (w) Have access to e-mail and agree to check that e-mail on a frequent basis.

Section 2. Duties of the National 1st Vice President. The National 1st Vice President shall:

- (a) Act as presiding officer during meetings of the National Auxiliary upon request or in the absence of the National President;
- (b) In case of vacancy in the office of National President, assume immediately the duties of the office and serve until a successor is elected. The National 2nd and 3rd Vice Presidents shall be advanced in order;
- (c) Be responsible for the BLET Auxiliary newsletter;
- (d) Be a member of the Executive Council and provide an annual report of activities on behalf of the National Auxiliary between annual meetings;
- (e) Call special meetings, with the consent of the remaining members of the Executive Council, when the National President is unable to act;
- (f) Represent the National Auxiliary and travel as requested;
- (g) Give a report of activities in the interest of the National Auxiliary at its General Session;
- (h) Serve as liaison to the Jurisprudence and Bylaws Committee during the National Auxiliary Convention;
- (i) Act as the National Outreach Coordinator (NOC) for the Auxiliary, and work closely with the National President and any national or local officer in matters pertaining to recruiting, membership, and follow-up;
- (j) Act as the Mobilization Program chair;
- (k) As contacts are made by others at various meetings, conventions, or otherwise, the National 1st Vice President shall be advised of said contact and the type of information distributed, and the National 1st Vice President shall follow up with said contact(s) in a timely fashion for questions or other information needed by the contact;
- (l) Regularly contact existing auxiliaries for questions or to address issues that may arise, or to stay in contact with existing auxiliaries;

(m) Promote the good of the organization by traveling to organize auxiliaries or to represent the National Auxiliary as requested;

(n) Provide at least quarterly a written report to the National President outlining activities and information pertaining to membership, organizing, and recruiting, and denoting the status of existing auxiliary contacts;

(o) Attend at least one regional convention every year as determined by assignment at the annual Executive Council meeting, with expenses for required attendance reimbursed by the BLET Auxiliary;

(p) Maintain files pertaining to the job of National 1st Vice President and National Outreach Coordinator and deliver to the successor all property belonging to the National Auxiliary within thirty (30) days after election;

(q) Assume office immediately upon installation of national officers;

(r) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and

(s) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 3. Duties of the National Secretary. The National Secretary shall:

(a) Keep a true record of the proceedings of the session of the National Auxiliary, and employ a stenographer to record the minutes;

(b) Keep a correct list of all auxiliaries and their members, and of members-at-large;

(c) Be a member of the Executive Council and provide an annual report of activities on behalf of the National Auxiliary between annual meetings;

(d) Prepare minutes following every Executive Council Meeting and forward copies to each council member within forty-five (45) days following the conclusion of the meeting;

(e) Receive all money due the National Auxiliary and give a receipt for same; remit to the National Treasurer at least once each month;

(f) Send requests for payment to the National Treasurer when authorized by the National President;

(g) Cause the auxiliary books and records to be audited by the Finance Committee every four (4) years at the National Auxiliary Convention, except in the event of a change in officer, in which case an audit will be required at the time of the change. The audit shall be performed in conjunction with the audit of the books and records of the National Treasurer;

(h) Prepare quarterly an article for the BLET Auxiliary newsletter;

(i) Receive Auxiliary scholarship applications by April 1 of every year, determine eligibility of the applicants, copy all eligible applications, mail packet of applications to Executive Council members prior to the annual Executive Council Meeting, and notify scholarship applicants by mail the outcome of the review of their application by Executive Council;

(j) In January, prepare the scholarship information article for the *Locomotive Engineers and Trainmen News* and website, and, following scholarship awarding,

prepare article announcing recipients of scholarship awards for the *Locomotive Engineers and Trainmen News*, as requested by the BLET;

- (k) Send credentials to delegates, proxies, and regional representatives following receipt of notice of election or assignment;
- (l) Send credentials, properly signed by the National President and National Secretary, to all National Officers at the time credentials are sent to delegates, proxies, and regional representatives;
- (m) Compile a list of delegates and send to the National President at least ninety (90) days prior to a General Session of the National Auxiliary;
- (n) Notify the National President and the president and secretary of any auxiliary whose national dues have not been received by March 1;
- (o) Notify the National President at the end of the 30-day grace period of all auxiliaries whose national dues have not been received;
- (p) Receive applications for charters, sign, and forward same when granted to auxiliaries;
- (q) Verify the validity of the sponsor's membership for all member-at-large applicants;
- (r) Be a custodian of all records of the BLET Auxiliary;
- (s) Represent the National Auxiliary, and travel when requested to do so;
- (t) Maintain a duplicate set of books on computer utilizing the program designated by the National Auxiliary, and maintain a backup of those books on a regular basis;
- (u) Attend at least one regional convention every year as determined by assignment at the annual Executive Council meeting, with expenses for required attendance reimbursed by the BLET Auxiliary;
- (v) Give a report of activities in the interest of the National Auxiliary at its General Session;
- (w) Serve as liaison to the Credentials Committee during the National Auxiliary Convention;
- (x) Deliver to the successor all books, papers, software programs, money, and other property belonging to the National Auxiliary no later than sixty (60) days after the election;
- (y) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and
- (z) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President has been notified of her/his absence.

Section 4. Duties of the National Treasurer. The National Treasurer shall:

- (a) Receive all money from the National Secretary, and maintain a duplicate set of books on computer utilizing the program designated by the National Auxiliary, and maintain a backup of those books on a regular basis;
- (b) Issue checks to cover all expenditures upon authorization by the National President and signed by the National Secretary;
- (c) Be a member of the Executive Council, and provide a report at the annual Executive Council meetings concerning the investment of funds, accumulation of

interest, and the general condition of the treasury, including any budgetary shortfalls, detailed revenue and expense accounting, and balances of all accounts and funds as of the auxiliary year-end, currently March 31st;

(d) Give a report of activities in the interest of the National Auxiliary at each General Session;

(e) Provide to the National President a monthly Treasurer's Report setting forth monthly revenues and expenses, account balances and fund balances. Said statement shall be due to the National President no later than the 10th day following the end of the previous month;

(f) Cause the auxiliary books and records to be audited by the Finance Committee every four (4) years at the National Auxiliary Convention, except in the event of a change in officer, in which case an audit will be required at the time of the change. The audit conducted shall be performed in conjunction with the audit of the books and records of the National Secretary. Between official audits, an Audit Committee shall be appointed by the National President, and may be made up of Executive Council members to compare the books and records of the National Secretary and National Treasurer to determine if any inconsistencies exist. If any inconsistencies are found, the National President, with the approval of the Executive Council, may call for an interim audit;

(g) Keep a record of all securities and interest paid;

(h) Attend at least one regional convention every year as determined by assignment at the annual Executive Council meeting, with expenses for required attendance reimbursed by the BLET Auxiliary;

(i) Deliver to the successor all books, papers, software programs, money and property belonging to the National Auxiliary no later than sixty (60) days after the election;

(j) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications;

(k) Serve as liaison to Finance Committee during the National Auxiliary Convention;

(l) Represent the National Auxiliary, and travel as requested to do so; and

(m) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 5. Duties of the National 2nd Vice President/National Legislative Representative (NLR). The National 2nd Vice President/NLR shall:

(a) Accede to the office of National 1st Vice President in case of a vacancy;

(b) Be a member of the Executive Council and provide an annual report of activities on behalf of the National Auxiliary between annual meetings;

(c) Act as presiding officer during meetings of the National Auxiliary upon request or in the absence of the National President and National 1st Vice President;

(d) Assist the National President in any work as requested;

(e) Promote the good of the organization by traveling to organize auxiliaries or to represent the National Auxiliary as requested;

- (f) Give a report of activities in the interest of the National Auxiliary at its General Session;
- (g) Serve as liaison to the Legislative Committee during the National Auxiliary Convention;
- (h) Act as the National Legislative Representative for the BLET Auxiliary and work closely with the BLET National Legislative Representative;
- (i) Provide a written report to the National President outlining activities and accomplishments when acting on behalf of the Auxiliary in legislative business in Washington, D.C., or elsewhere, outside of the normal course of business;
- (j) Keep the membership advised of pending legislation in a timely manner through correspondence, website, e-mail, and phone;
- (k) Attend at least one regional convention every year as determined by assignment at the annual Executive Council meeting, with expenses for required attendance reimbursed by the BLET Auxiliary;
- (l) Maintain files pertaining to the job of National 2nd Vice President and National Legislative Representative and deliver to the successor all files, books, postage, and property belonging to the National Auxiliary no later than thirty (30) days after the election;
- (m) Assume office immediately upon installation of national officers;
- (n) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and
- (o) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 6. Duties of the National 3rd Vice President. The National 3rd Vice President shall:

- (a) Accede to the office of National 2nd Vice President/NLR in case of a vacancy;
- (b) Act as presiding officer upon the request or in the absence of the National President, 1st Vice President, or 2nd Vice President/NLR;
- (c) Assist the National President in any work as requested;
- (d) Represent the National Auxiliary, and travel as requested to do so;
- (e) Give a report of activities in the interest of the National Auxiliary at its General Session;
- (f) Act as an assistant to the National Legislative Representative;
- (g) Act as National Legislative Representative upon request or in the absence of the National 2nd Vice President/NLR;
- (h) Maintain files pertaining to the job of Assistant National Legislative Representative and deliver to the successor all files, books, postage, and property belonging to the National Auxiliary no later than thirty (30) days after the election;
- (i) Assume office immediately upon installation of National Officers;
- (j) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and

(k) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 7. Duties of the National Chaplain. The National Chaplain shall:

- (a) Assist the National President in any work as requested;
- (b) Represent the National Auxiliary and travel as requested to do so;
- (c) Preside over the opening of the General Session of the National Auxiliary and introduce the National Officers;
- (d) Give a report of activities in the interest of the National Auxiliary at its General Session;
- (e) Serve as liaison officer to the Memorial Committee;
- (f) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and
- (g) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 8. Duties of the Alternate National Secretary. The Alternate National Secretary shall:

- (a) Assist the National President in any work as requested;
- (b) Represent the National Auxiliary and travel as requested to do so;
- (c) Fill the temporary or permanent vacancy of the National Secretary. Should the office of the Alternate National Secretary become vacant, the office shall be filled as provided for in the National Bylaws, Article III, Section 4;
- (d) Submit a written report of activities in the interest of the National Auxiliary to the National President at least thirty (30) days prior to the General Session;
- (e) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and
- (f) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 9. Duties of the Alternate National Treasurer. The Alternate National Treasurer shall:

- (a) Assist the National President in any work as requested;
- (b) Represent the National Auxiliary, and travel as requested to do so;
- (c) Fill the temporary or permanent vacancy of the National Treasurer. Should the office of the Alternate National Treasurer become vacant, the office shall be filled as provided for in the National Bylaws, Article III, Section 4;
- (d) Submit a written report of activities in the interest of the National Auxiliary to the National President at least thirty (30) days prior to the General Session;

(e) Prepare and submit to the National President at least one (1) article per year for submission to the BLET National Division publications or other membership publications; and

(f) Have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

Section 10. Duties of Past National President. The immediate Past National President shall:

- (a) Assist the National President in any work as requested;
- (b) Represent the National Auxiliary as requested by the National President;
- (c) Submit a written report of activities in the interest of the National Auxiliary to the National President at least thirty (30) days prior to the General Session; and
- (d) Have access to email and agree to check that email on a frequent basis.

Section 11. Compensation.

(a) The national offices of President, 1st Vice President, Secretary, Treasurer, and 2nd Vice President/NLR shall receive monthly compensation in the amounts determined by the National Auxiliary, as follows:

President	\$300.00
1 st Vice President	\$250.00
Secretary	\$250.00
Treasurer	\$250.00
2 nd Vice President/NLR	\$250.00

(b) **Executive Council Meeting.**

(1) **Compensation.** Council members shall be paid a salary equal to the current delegate rate of pay for time spent in executive session.

(2) **Transportation Reimbursement.** Council members shall be reimbursed for transportation expenses to and from Executive Council meetings. Car rental reimbursement must be pre-approved by the National President.

(3) **Per Diem.** Council members shall be reimbursed per diem expenses, consisting of lodging and meals and incidental expenses (M&IE), at the prevailing rate established by the General Services Administration (GSA). In the event lodging expense exceeds the rate established by the GSA, members will be reimbursed actual lodging expense, including applicable taxes, but the rate for M&IE will remain the published rate. Per diem will be paid for the number of necessary lodging nights, and M&IE will be paid for actual meetings days, plus two (2) travel days.

(c) The National President may order payment of expenses to uncompensated national officers, or members, when on official business for the National Auxiliary as requested and authorized by the National President.

(d) All national officers shall have their expenses paid from the General Fund while in attendance at the General Sessions of the National Auxiliary. National officers shall be compensated in the same manner and amount as delegates to the National Convention, with the exception being the preceding days necessary for convention set up, as directed by the National President. Any previous authorizations to the contrary, either by previous Administrations, Journals of Proceedings, Executive Council minutes, or other means, shall be deemed void.

(e) All salaried national officers and employees of the Auxiliary are placed under the benefits of Social Security laws currently in effect or which may hereafter be enacted.

ARTICLE III

Election and Term of Office

Section 1. National Officers. President, 1st Vice President, Secretary, Treasurer, 2nd Vice President/NLR, 3rd Vice President, Chaplain, Alternate Secretary, and Alternate Treasurer shall be elected at each General Session of the National Auxiliary.

Excluding the positions of National Secretary and National Treasurer, a national officer shall be eligible to serve in the same elected office for no more than two (2) four-year terms, or eight (8) years. The National Secretary and National Treasurer shall be elected to serve for two (2) consecutive four-year terms, or eight (8) years.

Section 2. Nominations. Nominations for national officers shall be made and seconded from the convention floor by delegates and proxies of the National Auxiliary. Each delegate and/or proxy who nominates a candidate shall be allowed three (3) minutes to speak on behalf of the candidate, and candidates will be allowed an additional three (3) minutes to speak on their own behalf regarding their qualifications, if they so desire.

Section 3. Elections. Election shall be by ballot, majority vote electing.

Section 4. Vacancies. All vacancies in national offices not otherwise provided for shall be filled by appointment by the National President, with the consent of the Executive Council. The appointee shall serve until the next meeting of the National Auxiliary when the vacancy shall be filled by election. Any member of any auxiliary or member-at-large may be chosen. It is not necessary that he/she be a delegate.

Section 5. Qualifications for Office.

- (a) A nominee for any office shall:
- (1) Be a member of the National Auxiliary;
 - (2) Have been a member for at least two (2) years;
 - (3) Be available to travel on behalf of the National Auxiliary in addition to any travel required by a particular office; and
 - (4) Reside within the Continental United States.
- (b) To be nominated to run for the office of National President, the candidate must have been a member for at least four (4) years, and have served at least one (1) full term as an elected officer of the Executive Council (President, 1st Vice President, Secretary, Treasurer, 2nd Vice President/NLR).
- (c) To be nominated for the office of National Secretary, or Alternate National Secretary, the member must be knowledgeable and experienced in office procedures and skills, and be able to operate and/or learn computer-based bookkeeping programs.
- (d) To be nominated for the office of National Treasurer, or Alternate National Treasurer, the member must be qualified in accounting, with knowledge and experience in investment management, and be able to operate and/or learn computer-based bookkeeping programs.
- (e) To be nominated for the office of National Legislative Representative, or Assistant National Legislative Representative, the member must have good writing skills in order to meet the demands of writing to Congress, distributing information to members, and quarterly legislative updates in the BLET Auxiliary News.
- (f) All national officers must have access to e-mail and agree to check that e-mail on a frequent basis, unless the National President or National Secretary has been notified of her/his absence.

**ARTICLE IV
Representation**

Section 1. Delegates.

- (a) Each existing auxiliary with membership of at least eight (8) members, and in good standing with the National Auxiliary at the close of the auxiliary calendar year ending December 31 preceding the convention, will be considered “qualified” and entitled to seat a delegate at each session of the National Auxiliary Convention. An existing auxiliary that has not submitted their annual report and dues to the National Auxiliary by March 31 of the National Auxiliary convention year will not be entitled to seat a delegate, nor shall a proxy be assigned to represent that auxiliary. An auxiliary that fails to meet the membership requirement needed for qualification, but is

otherwise in good standing with the National Auxiliary, is entitled to be represented by a proxy appointed by the National President from the pool of current delegates. Each auxiliary organized during the year of the National Auxiliary Convention (prior to 90 days in advance of said convention) that meets the membership requirement will be entitled to seat a delegate provided all organizational paperwork and any associated fees have been forwarded to the National Secretary and are in order. If no member from an auxiliary is able to attend, then the National President may assign a member or an elected delegate from another auxiliary to serve as a proxy for that auxiliary. With the exception of national officers who are members the Executive Council, a national officer may also serve as the elected delegate for their Local Auxiliary.

(b) If circumstances arise that prevent delegates or proxies from attending the National Auxiliary Convention, no change can be made in representation less than thirty (30) days prior to the convention. In case of emergency, dispensation may be granted by the National President.

(c) Proxy Delegates appointed by the National President to represent an auxiliary shall have the responsibility of good faith efforts to contact either the President or an Executive Committee officer of the Auxiliary regarding their representation on the auxiliary's behalf at the National Auxiliary Convention. Proxy Delegates shall also provide a report to the auxiliary they have been appointed to represent, either verbally or in writing, within sixty (60) days following the close of the General Session.

Each member of the BLET Auxiliary must pay Convention/Delegate Fund dues to the National Auxiliary annually, thereby setting up an expense fund for delegates. The rate will be determined at the General Session of the National Auxiliary.

Section 2. Expense Reimbursement. Delegates and National Officers will be reimbursed for expenses, as follows:

(a) **Transportation Costs.** A delegate will be reimbursed for actual travel expenses with receipts, up to a maximum of \$600.

Rental car expenses will not be reimbursed. An allowance for taxis to and from the airport and hotel will be provided based on an estimated prevailing rate for the convention city.

(b) **Per Diem.** Delegates and officers will be reimbursed per diem expenses consisting of lodging and meals, and incidental expenses (M&IE). Lodging will be reimbursed for actual expenses incurred, including applicable taxes. M&IE will be reimbursed at the current rate as established by the Government Services Administration (GSA) for the convention city. Per diem will be paid for the number of necessary lodging nights. Officers and delegates who are requested by the National President to be present for more days than the regular convention days will be compensated the additional per diem.

Exception to the Lodging Reimbursement: If an auxiliary delegate attends the National Auxiliary Convention and shares a room with another delegate or a BLET member who is reimbursed expenses for lodging, lodging will be reimbursed as follows:

(1) If an Auxiliary delegate chooses to share a room with another Auxiliary delegate, she/he will be reimbursed the room rate, including applicable taxes and fees, to be divided equally between each delegate.

(2) If an Auxiliary delegate is sharing a room with a BLET member who is reimbursed for lodging expenses by the BLET National Division, and the Auxiliary delegate's presence is required for more days than are reimbursed by the BLET, then the Auxiliary delegate will be entitled to room reimbursement for those extra days (i.e., national officers who are required to attend for additional days or those assigned to committees meeting prior to the first General Session of the National Auxiliary Convention).

(c) **Delegate Pay.** Delegates will be paid for their service at the National Convention, based on time worked, at the rate of pay to be set by the Executive Council. The Executive Council will exercise due diligence, based on the current financial status of the Auxiliary, in setting the delegates' rate of pay. Changes in the rate of pay will not be up for consideration for increase at the National Auxiliary Convention.

Section 3. Member Representation. Each qualified auxiliary shall elect a delegate and an alternate to represent their auxiliary members' interest at the National Auxiliary Convention. Members-at-large will elect a delegate and an alternate from their region.

Section 4. Voting.

(a) A national officer may have one vote, except the National President who votes only in case of a tie.

(b) Each delegate shall be entitled to one vote for each auxiliary or region represented and shall represent no more than two (2) auxiliaries.

Section 5. Credentials. Delegates and proxies must present credentials, properly signed, to the Credentials Committee to receive identification and supplies furnished the delegates.

Section 6. Special Meetings. In case a special session of the National Auxiliary is called, any auxiliary that may have been organized subsequent to the last session of the National Auxiliary, and is in good standing at the time, shall be entitled to a delegate or proxy who will have been elected at the time of organization.

ARTICLE V Committees - Duties of Committees

Section 1. Standing Committees. The following standing committees shall be appointed to serve during the General Session of the National Auxiliary:

1. Credentials
2. Finance
3. Jurisprudence and Bylaws
4. Legislation
5. Memorial Service
6. Parliamentary Law

All committees shall be discharged prior to the closing of the General Session.

Section 2. Duties of Committees.

Credential

The Credentials Committee shall report the number of national officers, delegates, alternates, and proxies present. The Credentials Committee will also be responsible for assisting the National Secretary in checking credentials and membership cards of delegates and visitors, respectively, and monitor requests of members wishing to obtain permission to leave the meetings. The Credentials Committee will also be responsible for reporting on the condition of sick delegates. The National Secretary will serve as liaison officer to the Credentials Committee.

Finance

It shall be the duty of the Finance Committee to report what they, in their judgment and opinion, taking into consideration the current financial status of the National Auxiliary, believe is right and due the national officers for their services; also to take into consideration all propositions and resolutions affecting revenues that may be offered; and recommend any measure which, in their opinion, will be for the financial benefit of the National Auxiliary. The National Treasurer will serve as liaison officer to the Finance Committee.

Jurisprudence and Bylaws

The Jurisprudence and Bylaws Committee shall carefully examine all propositions to revise, change, or amend the Constitution and Bylaws. The chairperson of this committee shall make a report following the consideration of all resolutions by the delegation as to the number read, carried, lost, covered, or withdrawn. The National 1st Vice President will serve as liaison officer to the Jurisprudence and Bylaws Committee.

Legislative

It shall be the duty of the Legislative Committee to report legislative issues of interest and make recommendations regarding the BLET Auxiliary position on those issues, and also to take into consideration all propositions and resolutions pertaining to legislative issues that may be offered. The National Legislative Representative will serve as liaison officer to the Legislative Committee.

Memorial

It shall be the duty of the Memorial Committee to prepare and conduct services in memory of deceased members. The National Chaplain will serve as liaison officer to the Memorial Committee.

Parliamentary Law

It shall be the duty of the Parliamentary Law Committee to determine the legality of the proceedings.

ARTICLE VI Charters

Section 1. Granting Charters. Charters for the purpose of organizing auxiliaries in any state of the United States shall be granted by the National President when properly petitioned. (See Local Auxiliary Bylaws, Article II, Section 2).

Section 2. Surrendering Charters. Charters may be voluntarily surrendered by vote of the auxiliary, suspended by the National President, or revoked by action of the National Auxiliary or Executive Council, for willful violation of its Constitution and Bylaws.

Section 3. Duplicate Charters. In case a charter is lost or destroyed, the reissued charter shall bear:

- (a) The original date of issue as well as the present date;
- (b) Names of issuing national officers as well as signatures of present national officers;
- (c) Names of charter members if available; and
- (d) The word "Duplicate" printed on the charter.

ARTICLE VII
Dues and Funds of the BLET Auxiliary

How Maintained

Section 1. Dues. National Auxiliary dues are payable to the National Auxiliary in January of the year following the collection of those dues for each member whose name appears on the books of the Auxiliary as of January 1, and all who are granted membership between that date and November 15 (i.e., dues collected for the year 2010 are payable with the submission of the Annual Report for 2010, submitted in January of 2011). Dues are for each member in the amounts set forth as follows:

Auxiliary Members	\$50.00 per year
Retirees (over 60)/Widows/Widowers	\$25.00 per year

The Annual Report shall be completed and forwarded to the National Secretary, along with the applicable amounts owed, together with the names, addresses, phone numbers, and e-mail addresses of all members no later than March 1 of each year.

Auxiliaries formed after January 1 shall forward to the National Secretary within 30 days following the Organizational Meeting, a copy of the signed charter form, application fees, names, addresses, phone numbers, and e-mail addresses of all members. Application fees for members who join during the year shall be sent to the National Secretary within thirty (30) days of acceptance for membership.

Exception: A member with sixty (60) years of continuous membership is exempt from National dues.

A member-at-large shall pay national dues annually, payable upon receipt of notice from the National Secretary. Dues for each member-at-large are in the amounts set forth below:

Active members-at-large	\$55.00 per year
Retirees (over 60)/widows/widowers	\$30.00 per year

Section 2. Fiscal Year. The fiscal year of the National Auxiliary shall begin April 1 and end March 31.

Section 3. Auxiliary Funds. Funds of the BLET Auxiliary shall consist of and be known as the (a) General Fund, (b) Convention/Delegate Fund, (c) Scholarship Fund, and (d) Care and Assistance Program.

(a) **General Fund.** All expenses of the National Auxiliary are paid from the General Fund, maintained from monies received from national dues, charter fees, interest on investments, and fundraisers authorized and duly recognized as such by the Executive Council.

(b) **Convention/Delegate Fund.** The Convention/Delegate Fund shall be used to pay the expenses of the National Auxiliary whenever and wherever held, maintained by an assessment on auxiliaries and dues paid by all members.

(c) **Scholarship Fund.** The Scholarship Fund shall be used to pay all awarded scholarships. The fund is maintained by dues paid by all members; memorials; special gifts; fundraising efforts, including those conducted at regional conventions; and other voluntary contributions. The Fund shall be administered by the Executive Council.

(d) **Care and Assistance Program.** The Care and Assistance Program shall be used to give financial assistance to members, orphaned children of members, and for emergency situations, maintained by dues paid by all members and special gifts.

Section 4. Rules for Scholarship Program. A recipient of benefits shall be the son or daughter of a BLET Auxiliary and BLET member (living or deceased) with each being a member at least one (1) year.

Exception: The children of an unmarried BLET member who is also an auxiliary associate member or associate member-at-large, and who has completed the one (1) year membership requirement, will be eligible to submit scholarship applications for consideration.

A scholarship recipient will be chosen on the basis of academic record, leadership, character, and personal achievement.

The scholarship award will be expended in a single payment issued on August 1 of the year the scholarship is awarded, with payment made jointly to the recipient and university, college, or school of higher learning of her/his choice.

An application for scholarship must be received by the BLET Auxiliary National Secretary by April 1st.

In every case, the amount of awards granted shall be decided upon by the Executive Council in accordance with the earnings of the Scholarship Fund.

Section 5. Rules for the Care and Assistance Program (CAP). All petitions brought before an auxiliary must be handled as important business. (Local Auxiliary Bylaws, Article XIII, General Rules #3).

An auxiliary must bring each case in writing before its members and, after careful consideration, vote to submit it to the National President. An auxiliary that deems it necessary to ask for financial assistance for a member or for an orphaned child of a member, shall forward a written statement of the case to the National President. The proper application form will be sent to the local auxiliary president, and then returned to

the National President. The Executive Council will consider the case and render a decision.

(a) To receive CAP benefits, an applicant must have been an auxiliary member in good standing for at least one (1) year;

(b) A member who makes application to an auxiliary for assistance in supporting her/his children must have been a member in the BLET Auxiliary when she or he became a widow or widower, and must keep her/his children in the home and be solely responsible for their support.

The petitioning auxiliary must agree to assume responsibility for the family by keeping in touch in order to know the children are receiving the benefits of their allowance. An annual report shall be sent to the National President by the auxiliary secretary by March 1st. Should an auxiliary find a member is not using the allowance for the support of the children, an investigating officer will be assigned. Children are eligible to receive the allowance until reaching the age of eighteen (18).

The monthly allowance may be discontinued for the following reasons: Children reaching the age limit; or the surviving parent remarrying, failing to comply with the rules, receiving other means of support, or lack of money in the fund treasury.

(c) If a member is in need of financial assistance and it is determined by the Executive Council to be a hardship case, assistance may be allowed on a one-time basis. Each case will be handled individually and ruled upon according to information provided.

(d) In every case, the amount of benefits granted shall be decided upon by the Executive Council in accordance with the earnings of the Care and Assistance Program.

ARTICLE VIII Executive Council

Section 1. Executive Council. The Executive Council of the BLET Auxiliary shall consist of the National President, who shall act as chairperson, National 1st Vice President, National Secretary, National Treasurer, and National 2nd Vice President/NLR.

Section 2. Meetings. The Executive Council shall meet annually at the call of the National President. Special meetings may be called by the National President whenever necessary. Special meetings may also be held at any regional convention where a quorum is present, without need for prior notice. Special meetings may also be conducted by telephone conference in the interest of expediency and efficiency. Three (3) members shall constitute a quorum.

Section 3. Powers and Duties. The Executive Council shall:

- (a) Transact such business for the interest of the organization as may be required between General Sessions of the National Auxiliary;
- (b) Have the power to buy, sell, trade, and deal in stocks and bonds; to engage the services of an investment manager or advisor to manage or advise on the investments of the Auxiliary, to invest the Auxiliary's assets, to act as a broker or dealer to execute transactions, and to provide other services with respect to the Auxiliary, and to delegate discretionary authority to such manager or advisor;
- (c) Have the power to authorize such expenditures from the General Fund as may be necessary to provide office machines, equipment, or software for Executive Council members for the purpose of enhancing their ability to perform their duties on behalf of the Auxiliary;
- (d) Manage the Care and Assistance Program, Scholarship Fund, and appeals for financial assistance;
- (e) Have the authority to declare an office vacant if the officer becomes incompetent through illness or otherwise fails to perform the duties of the office, as set forth in these bylaws; and
- (f) Approve appointments made by the National President to fill vacancies.

ARTICLE IX

State Legislative Representatives

Section 1. Appointments. A State Legislative Representative may be appointed by the National President, upon the recommendation of the National Legislative Representative, for each state in the United States, and will serve as an “at will” officer. The National President shall be authorized to declare the office vacant if the State Legislative Representative fails to perform the duties of the office and/or based on the recommendation of the National Auxiliary Legislative Representative.

Section 2. Duties. Duties of the State Legislative Representative shall be:

- (a) Assist the National Legislative Representative in any work that may be requested;
- (b) Act as State Legislative Representative for the BLET Auxiliary, working with the State Legislative Board Chairman of the BLET in their respective state;
- (c) Coordinate with the National Legislative Representative and respective auxiliary legislative representatives to distribute information regarding state legislative issues to all affected members;

- (d) Give a report of activities pertaining to the position to the National Legislative Representative, as needed;
- (e) Have access to e-mail and frequently monitor said e-mail.
- (f) Maintain files pertaining to the job and deliver to the successor all files, books, postage, and property belonging to the National Auxiliary, no later than thirty (30) days after leaving the position. If no successor is in place at the time of leaving office, then files and property shall be delivered to the National Legislative Representative.

Section 3. Initiatives. All BLET Auxiliary initiatives proposed at the state level, when not in conflict with the BLET State Legislative Board's agenda, must receive prior approval and authorization from the National Legislative Representative and National President.

ARTICLE X State Meetings

State meetings may be held annually where desired; a state chairperson and secretary may be elected, or the meetings may be conducted by the president and secretary, or host auxiliary.

The object of these meetings shall be to recruit new members, and inform members of the BLET Auxiliary programs. A National Officer shall represent the National Auxiliary. They shall be governed by the National Auxiliary Bylaws.

ARTICLE XI National Auxiliary - General Session

Section 1. Order of Business

- (a) Call to order by National Chaplain;
- (b) Presentation and Posting of Colors;
- (c) Pledge of Allegiance to the flag led by National Chaplain;
- (d) Introduction of national officers by National Chaplain;
- (e) Opening program, prayer, and memorial ceremony by National Chaplain;
and
- (f) Presentation of gavel to National President by National Chaplain.

Section 2. National President's greeting, declares the session open

- (a) Read the rules governing sessions of the National Auxiliary; and
- (b) Introduction of committees: Credential; Finance; Jurisprudence and Bylaws;
Legislative; Memorial; and Parliamentary Law.

Section 3. Schedule of Procedure.

- (a) Report of Credentials Committee Chairperson;

- (b) Reports of national officers;
- (c) Reports of special committees;
- (d) Report of standing committees;
- (e) Review, discussion, and voting on resolutions pertaining to Constitution and Bylaws changes;
- (f) Election of national officers;
- (g) New Business; and
- (h) Installation of Officers.

Section 4. Rules for National Auxiliary General Session.

(a) All resolutions affecting the Constitution, Bylaws, or revenues of the BLET Auxiliary must be sent to the office of the National Secretary at least sixty (60) days prior to the opening of a General Session of the National Auxiliary, to be referred to the proper committees. Prior to the National Auxiliary General Session, officers, delegates, and proxies will receive copies of all resolutions as part of the delegate packets, and are required to familiarize themselves with the resolutions prior to the first day of the General Session.

Resolutions submitted prior to the first day of the General Session may be read, discussed, and voted upon by the delegates upon the first reading. Resolutions submitted during the Convention must be given to the National Secretary to be read to the National Auxiliary, and then referred to the Jurisprudence Committee for a second reading on a subsequent day of the General Session, at which time action shall be taken.

Each resolution shall be submitted separately, under its respective title of Constitution, National Bylaws, Bylaws Governing Auxiliaries, or Finance, in order to facilitate distribution to the proper committee.

Each resolution submitted for consideration prior to the convention shall be read, discussed, and voted upon by the National Auxiliary during the first reading of said resolution.

(b) Attendance shall be noted for the morning and afternoon session of each day and all delegates must be in their places at the opening and remain until the close of the meeting unless excused by the National President. If it is necessary for a delegate to be absent for an extended length of time from the room during the meeting, the delegate must report to the National Secretary or a Credentials Committee member as to the reason for the absence, and ensure that upon returning, their return is noted.

All delegates must remain for the entire session unless excused by the National President.

All delegates and officers will ensure that any portable communication device (i.e., pagers, cell phones, smartphones, tablets, etc.) are either turned off or set to silent mode during General Sessions.

(c) A member wishing the floor must rise, wait for recognition by the Chair, give her/his name and the number of her/his auxiliary, and proceed with comment.

(d) When two or more members rise to speak at the same time, the Chair shall decide who is entitled to the floor.

(e) No member shall be interrupted while speaking, except by a call to order.

(f) No member may claim the floor more than twice on the same subject except by general consent.

(g) No one shall enter or leave the room while a question is being debated or voted upon.

(h) Previous notice in sessions of the National Auxiliary shall be from morning to afternoon.

(i) Each delegate must bring the Journal of Proceedings of the previous General Session of the National Auxiliary and a copy of the Constitution and Bylaws.

(j) An auxiliary may instruct its delegate upon any manner of business except on election and allowances of national officers.

(k) The stenographer who records the minutes of the General Session of the National Auxiliary shall be compensated for services performed.

(l) The Convention shall not exceed one (1) week, and follow the schedule of working hours as set by the National President.

(m) National officers, delegates, and proxies participating in the National Auxiliary Convention shall not show favoritism nor actively campaign for any BLET candidate for national office. The only exception would be in the case of the spouse of the BLET candidate.

(n) The effective date of changes to the Constitution, Bylaws, and Revenue shall be sixty (60) days following the General Session in which they are adopted.

(o) Revised Constitution and Bylaws shall be distributed to the president and secretary of each auxiliary within ninety (90) days following the end of the National Auxiliary Convention in which they were adopted. The Constitution and Bylaws will be made available to all local auxiliary members and members-at-large on the auxiliary website.

ARTICLE XII Amendment

Section 1. General Session. These Bylaws may be amended at any General Session of the National Auxiliary by two-thirds (2/3) vote, provided the proposed amendment was received by the National Secretary at least sixty (60) days prior to the opening of the General Session of the National Auxiliary, and a copy sent to the delegates; or by resolution, providing previous notice has been given.

Section 2. Referendum Vote. These Bylaws may be amended by a referendum vote of the membership when a formal request has been made of the National President by an auxiliary that is qualified and eligible for a delegate at the time the request is made. The referendum vote must be approved by a two-thirds (2/3) majority of the membership for the motion to be adopted. The National President, with the consent of a majority of the Executive Council, will authorize the National Secretary to issue a referendum ballot to all auxiliary secretaries and members-at-large. Ballots shall be distributed to auxiliary members by the secretary, gathered, and returned to the National Secretary within thirty (30) days. Members-at-large shall return their ballots to the National Secretary within thirty (30) days. An announcement of the result of the vote shall be made by the National President.

ARTICLE XIII Parliamentary Authority

The Parliamentary authority shall be *Robert's Rules of Order, Revised* for all matters not covered in the Constitution and Bylaws.

Parliamentary Helps

Motions

1. All business must be done by motions and voted on, with the majority always ruling.
2. A motion must be seconded and repeated from the Chair before it is debated.
3. Any member having made a motion may withdraw it with the consent of the second before it is debated, but not after without the consent of the auxiliary.
4. A motion to amend takes precedence of nothing but the question which it is proposed to amend, and yields to any privileged, incidental, or subsidiary questions, except to indefinitely postpone. It can be amended itself, but this "amendment of an amendment" cannot be amended.

5. When two or more members shall rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

6. No member shall speak more than twice, no longer than five (5) minutes each time on any question, without the consent of the auxiliary, which shall be granted or refused without debate. While a member is speaking, no one shall interrupt except for the purpose of calling the speaker to order, or asking the presiding officer to explain, or to call the previous question. A member granted permission to explain shall have only the right to explain an actual misunderstanding of the language, and shall be prohibited from going into debate on the merits of the question.

7. If the President desires to debate on any motion, he/she shall request the Vice President to fill the chair while the motion is debated and the vote is taken.

8. In voting on motions, both sides of the question must be called for, and the National President will see that all vote. Any member not desiring to vote on a question may be excused until the question is settled.

9. When a member speaks or offers a motion, he/she shall rise in his/her place and respectfully address the President; he/she shall confine his/her self to the question under consideration, and avoid personalities and unbecoming language.

Taking the Vote

10. Before taking the vote, the President shall ask, "Is the Auxiliary ready for the question?" If no one rises to speak, the auxiliary is ready for the question.

When the presiding officer has called for the vote, no further debate or remarks shall be permitted, unless a mistake has been made. In this case, the mistake shall be rectified and the voting shall then resume.

11. When the decision of any question is doubted, the presiding officer shall direct the Vice President to count the votes and report the same.

12. The ayes and nays upon any question before the auxiliary may be called for by any two members, and upon the assent of the majority of the members present, shall be so taken. They may be called for at any time before a peremptory decision of the vote of the Chair, and all members shall vote, unless excused by a majority of the members present.

Reconsideration and Appeal

13. A question may be reconsidered at any time during the session or at the first regular session held thereafter, but a motion for a reconsideration being once made and decided in the negative, shall not be renewed before the next regular session.

14. A motion to reconsider must be made and seconded by members who voted in the majority. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. To reconsider any resolution, etc., the decision of which has officially passed out of the auxiliary, shall not be in order.

15. A motion to reconsider any question, having been granted by a vote of a majority of all members present, the original question will then be considered before the body, and the matter will be left to the auxiliary to determine.

16. A motion to repeal or rescind a resolution shall be made in writing and announced at a previous general session before action shall be taken on same, and shall only be in order when the motion to reconsider is no longer available; a two-thirds (2/3) vote is necessary to rescind.

17. If any member shall feel personally aggrieved by the decision of the Chair, an appeal of the decision may be made.

18. When an appeal is taken from the decision of the presiding officer, said officer shall put the question as follows: "Shall the decision of the Chair stand as the judgment of the Auxiliary?"

19. An auxiliary cannot undo the action of its previous meeting by changing or erasing the records. If the matter is a proper subject for reconsideration, it may be brought in that form at the next general meeting and as recorded, but not afterwards.

Motion to Close

20. A motion to close shall always be in order except: first, when a member is in possession of the floor; second, when the ayes and nays are being called; third, when the members are voting; fourth, when closing was the last preceding motion; or fifth, when it has been decided that the previous question be taken.

21. A motion to close cannot be amended, but a motion to close at a given time may be amended and is open to debate.

22. A motion to close is not necessary at regular meetings where the regular order of business has been followed.

Points of Order

23. For a member to speak unkindly of a member, to cause an unkind report to be said of one, to impeach the motives of a member or act with personal disrespect, or to pass between the member and the Chair while the member is speaking shall be deemed in violation of order, and may incur censure by the presiding officer.

24. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking, or hindering the transaction of business, shall be deemed a violation of order.

25. When a member is called to order, he/she shall keep his/her seat until the point is determined.

26. Any participant who shall persist in interrupting a meeting shall be dealt with at once, or the matter may be laid over, as the auxiliary may determine.

Reports

27. The reading of a report properly presents it to the Auxiliary. A motion to receive is necessary only when action is required.

28. When a majority report is followed by a report from the minority committee, the former, after being read, shall be laid upon the table until the latter is presented; afterwards, on motion, either may be considered.

President Pro Tem

29. When the President and Vice President are both absent, it will be the duty of the Secretary to call the meeting to order; the members attending will designate a member to preside for the present meeting, which must be seconded and voted upon. The meeting shall then be opened in regular form. If all three officers are absent, any member present may call to order and proceed as above.

Installation of New National Officers

30. The immediate Past President will ask all newly elected national officers to raise their right hand and repeat after her or him the following oath:

I do solemnly promise in the presence of these members to perform to the best of my ability the duties of the office to which I have been elected; I will obey the Constitution and Bylaws of the Auxiliary and abide by the decisions of the National Auxiliary. I will deliver to my successor in office all books and records belonging to my office. I furthermore promise to help in any way I can to promote and protect the Auxiliary and its members to the best of my ability and to always keep the Auxiliary's mission and purpose in mind.

The immediate Past President extends a hand of friendship and presents each officer with a pink carnation (carnation optional). Newly installed officers are then seated. The immediate Past President raps the gavel and announces the new officers are duly installed. She/he then hands the gavel to the new National President.

BLET AUXILIARY

LOCAL AUXILIARY BYLAWS

ARTICLE I

Name

The auxiliary shall be called _____,
Auxiliary No. _____, of the BLET National Auxiliary.

ARTICLE II

Charters

Section 1. Powers and Privileges. An auxiliary, having been granted a charter, (see National Auxiliary Bylaws, Article VI, Section 1) shall hold and exercise all of the powers and privileges described in the Constitution and Bylaws of the BLET National Auxiliary.

Section 2. Petition for Charter. A petition for a charter must be signed by at least ten (10) spouses, widows, widowers, daughters or sons (18 years or older), mothers, or fathers of BLET members, living or deceased, who are not members of any auxiliary. Seven (7) of these must be married to or related to the sponsoring BLET Division member.

A fee of twenty-five dollars (\$25.00) shall accompany the Petition for Charter. The charter, when granted, will be furnished along with three (3) copies of the BLET Auxiliary Constitution and Bylaws.

An auxiliary must be located within the jurisdiction of the BLET Division to which it is an auxiliary. Only one auxiliary shall be allowed per BLET Division.

Section 3. Charter Members. The names of charter members shall be placed on the charter after the auxiliary is formally organized. Once signed by all charter members, the charter is then closed to additional charter members.

Section 4. Suspension of Charters. The charter of an auxiliary may be temporarily suspended at any time by the National President if sufficient reason is shown. The suspension shall then be brought before the Executive Council for review and final decision.

Causes for temporary suspension:

(a) Failure to remit the National Auxiliary dues within sixty (60) days following the first meeting in January;

(b) Willful violation of the Constitution and Bylaws of the National Auxiliary.

(c) Membership falls below three (3), the number required for a quorum. The National President may temporarily suspend a charter and request that the remaining members transfer their memberships to member-at-large or to another local auxiliary until such time as membership increases.

Section 5. Revoking Charters. The Charter of an Auxiliary may be revoked only by action of the National Auxiliary. (See National Auxiliary Bylaws, Article VI, Section 2).

Section 6. Surrendering Charters.

(a) An auxiliary cannot voluntarily surrender its charter so long as five or more of its members enter into a written agreement to retain it;

(b) The auxiliary must notify the National President of their intention to surrender the charter;

(c) To surrender a charter, a polling of the current members must be taken and recorded as to the yeas and nays;

(d) In the event a charter is surrendered, the charter, jewels, regalia, and seal of the auxiliary revert to the property of the National Auxiliary, and must, together with all money due the National Auxiliary including national dues for the current year, be forwarded immediately to the National Secretary; and

(e) In surrendering a charter, all money in the treasury after bills are paid becomes the property of the auxiliary where the majority of members transfer, or in the event of transfers to member-at-large status, all remaining monies shall be forwarded to the National Secretary.

Each member in good standing may transfer into the auxiliary of choice, or become a member-at-large.

**ARTICLE III
Membership**

Section 1. Qualifications for Membership.

(a) The spouse of a member of the Brotherhood of Locomotive Engineers and Trainmen (BLET) shall be eligible for membership in the BLET Auxiliary.

(b) The mother, father, daughter or son (18 years or older) of a BLET Auxiliary member or BLET member shall be eligible for membership in the BLET Auxiliary.

(c) The widow or widower of a deceased BLET member is also eligible, unless remarried. If he/she was already an auxiliary member at the time of the spouse's death and remarries, but has continued to be a member of the auxiliary in good standing, the membership is not affected even if the new spouse is not a member of the BLET. Any member in good standing who becomes divorced from his/her sponsor may retain membership. This membership shall not affect that of the former sponsor's future spouse.

(d) Any member whose sponsor has received a final withdrawal card from the BLET may retain membership.

(e) No person may be a member of more than one auxiliary at the same time.

Section 2. Application for Membership.

(a) Any person eligible for membership may be invited to become a member, and should then be given an application form from the auxiliary. (This should be the auxiliary of the BLET division to which the sponsor belongs, unless the person wishes to belong to an auxiliary nearer his/her residence or if two or more auxiliaries are located in the same city, the applicant may choose any one).

The application must be accompanied by an application fee of ten dollars (\$10.00), and dues for the current year (either auxiliary dues, as determined by the policies of the applicable Auxiliary, or member-at-large dues, as determined at the National Auxiliary Convention).

(b) When a regular application has been presented, the secretary will verify the validity of the sponsor's membership in the BLET or the Auxiliary, prior to forwarding the application to the National Secretary.

(c) Should an auxiliary receive an application from an auxiliary member who was formerly a member of another auxiliary, the auxiliary must first contact the National Secretary to verify the standing of the applicant. No action can be taken until the National Secretary responds.

(d) Member-at-large status is granted to applicants living in areas where there are no BLET auxiliaries, or upon request. Annual dues shall be paid to the National Secretary, and a membership card will be issued. The National Secretary will verify the validity of the sponsor's membership.

Section 3. Transfer of Membership. Membership may be transferred from one auxiliary to another by notifying the secretary of the auxiliary holding the current membership of a pending transfer and notifying the secretary of the auxiliary to which the member wishes to transfer.

If the desire is to transfer to member-at-large status, the member should notify the secretary of the auxiliary holding the current membership and the National Secretary as to the member's intention to transfer to member-at-large.

In the event of the surrender of a charter, members may transfer into another auxiliary of their choice by notifying the auxiliary secretary or become a member-at-large by notifying the National Secretary.

Section 4. Cessation of Membership. Membership in the auxiliary may be ceased because of:

(a) **Suspension of Membership.** Membership may be suspended at the last meeting in December for non-payment of dues if a member has paid no auxiliary dues for the calendar year. Following the last meeting in October, the auxiliary secretary shall send a printed notice to each member whose dues are not paid. At the last meeting in November, the secretary will read the names of those whose dues are still unpaid. At the last meeting in December, the auxiliary will decide by vote whether those members in arrears on December 31st shall be suspended.

(b) **Termination of Membership.** A membership may be terminated if a member becomes involved with a group or organization whose actions or beliefs conflict with those of the BLET Auxiliary or BLET, through due process by the Executive Council.

Membership terminates if a member fails to pay dues for two (2) consecutive years.

Section 5. Reinstatement. A member whose membership has been suspended for non-payment of local and national dues may be reinstated at any time during the following year by paying all unpaid dues.

A member whose membership was terminated for non-payment of local and national dues may request re-admittance under the rules governing new members, after payment of all dues legally levied by the auxiliary for the two (2) years prior to the termination.

Associate Membership

Section 6. Qualifications for Associate Membership

(a) Any person interested in promoting the mission and goals of the Auxiliary through his or her attendance at meetings, working with auxiliary members or members-at-large, or who has a desire to stay informed on issues affecting members of the BLET, shall be eligible for associate membership in the Auxiliary, either as an auxiliary associate member, or an associate member-at-large.

(b) No person may be a member of more than one auxiliary at the same time.

(c) The applicant's sponsor must be a member of the BLET, BLET Auxiliary, or the Teamsters Rail Conference to be considered for membership.

Section 7. Application for Associate Membership.

Any person may be invited to become an Associate Member, and should then be given an application form from the local auxiliary or the National Auxiliary.

The application, accompanied by a membership fee of ten dollars (\$10.00), and dues for the current year, either auxiliary dues, as determined by the policies of the applicable auxiliary, or member-at-large dues, as determined at the National Convention.

Section 8. Transfer of Associate Membership. Associate membership may be transferred from one auxiliary to another by notifying the secretary of the auxiliary holding the current membership of a pending transfer and notifying the secretary of the auxiliary to which the member wishes to transfer.

If the desire is to transfer the local auxiliary membership to associate member-at-large status, the member should notify the secretary of the auxiliary holding the current membership and the National Secretary as to the member's intention to transfer.

In the event of the surrender of a charter, members may transfer into another auxiliary of their choice by notifying the auxiliary secretary or become an associate member-at-large by notifying the National Secretary.

Section 9. Cessation of Associate Membership. Associate membership in the organization may be ceased because of:

(a) **Suspension of Associate Membership.** Associate membership may be suspended at the last meeting in December for non-payment of dues if a member has paid no auxiliary dues for the calendar year. Following the last meeting in October, the secretary shall send a notice to each associate member whose dues are not paid. At the last meeting in November, the secretary will read the names of those whose dues are still unpaid. At the last meeting in December, the auxiliary will decide by vote whether those associate members in arrears on December 31 shall be suspended.

(b) **Termination of Associate Membership.** An associate membership may be terminated if a member becomes involved with a group or organization whose actions or beliefs conflict with those of the BLET Auxiliary or BLET, through due process by the Executive Council.

Associate membership ceases if a member fails to pay dues by the end of the current year.

Section 10. Reinstatement of Associate Membership. A member whose membership has been suspended for non-payment of local and national dues may be reinstated at any time during the following year by paying all unpaid dues.

A member whose membership was terminated for non-payment of local and national dues may request re-admittance under the rules governing new members, after payment of all dues legally levied by the auxiliary for the year prior to the termination.

Section 11. Associate Membership Rights and Limitations.

(a) An associate member in good standing shall have the right to attend auxiliary meetings, participate in auxiliary functions, attend regional auxiliary meetings at the various annual regional conventions, and attend, as a visitor, the National Auxiliary meeting held every four (4) years.

(b) An Associate member may not run for or hold local auxiliary offices.

(c) An Associate Member may not run for or hold a national office. However, if an associate member expresses a desire and willingness to perform specific requests and duties on behalf of the National Auxiliary, the National President shall have the right to call upon these individuals for their assistance.

(d) Because associate members do not meet the requirements for full membership, they are not eligible to participate in the programs of the BLET Auxiliary, including the scholarship and CAP programs. **Exception:** The children of an unmarried BLET member who is also an associate auxiliary member, after completing the one-year membership requirement, will be eligible to submit scholarship applications for consideration.

**ARTICLE IV
Meetings**

Section 1. Regular Meetings.

(a) Auxiliaries must hold regular meetings on the stated day and at the stated time, once or twice a month. Auxiliaries meeting once a month must meet at least eight (8) times per year. The number of meetings held per year can only be changed by handling as important business and must be laid over to the next regular meeting; and must be approved by a two-thirds (2/3) vote of members present.

(b) If a change to the regular meeting date or time is necessary, the president shall request the secretary or other designated member to contact all current members to advise of said change and of the rescheduled date and time.

Section 2. Special Meetings. The president, or in his/her absence, the vice president, has the power to authorize the secretary to issue a call for a special meeting. Only such business as is stated in the call may properly come before the meeting.

Section 3. Quorum. A quorum shall consist of three (3) members. When a regular meeting of an auxiliary has to be called off because of a weather emergency, this meeting may be made up in the regular meeting place, at a date and time agreed upon by a two-thirds (2/3) vote of active members, by telephone; and this meeting may be called a legal meeting.

ARTICLE V Officers and Duties of Officers

Section 1. Officers. The officers of an auxiliary are Past President, President, Vice President, Secretary, Treasurer, Chaplain, Legislative Representative, Mobilization Coordinator, and Trustees (3), if necessary.

For an auxiliary with a small membership, the auxiliary may combine the offices of secretary and treasurer. The duties of these two positions will then be combined. Should an officer wish to resign from an office, he/she must present a written resignation to the auxiliary secretary. An auxiliary officer may hold more than one office with the exception of president and treasurer. Under no circumstances may the president and treasurer be the same person.

Section 2. Duties of Officers.

(a) **The Past President shall:**

- (1) Greet visitors;
- (2) Assist in installation of officers;
- (3) Assist in funeral ceremonies; and
- (4) Be a trustee, if necessary.

(b) **The President shall:**

- (1) Preside at all meetings;
- (2) Have supervision over the affairs of the auxiliary;
- (3) Sign with the secretary all requests for payment authorized by the auxiliary;
- (4) Counter-sign with the treasurer all checks;
- (5) Read and sign all important communications;
- (6) Authorize the secretary to call special meetings;
- (7) Appoint all committees;

- (8) See that all eligible members present vote at an election, unless excused;
- (9) Act as the installing officer, unless re-elected, in which case, any member may be appointed to act;

- (10) Appoint any member to temporarily fill in for the secretary in his/her absence;
- (11) Instruct the Auditing Committee at the last meeting in November to prepare a list of members eligible to vote on the day of the election;
- (12) Sign the annual report that is sent to the National Secretary;
- (13) Be a trustee, if necessary; and
- (14) Sign the bank signature card with the treasurer.

The president of a newly formed auxiliary shall forward his/her address to the National President.

(c) **The Vice President shall:**

- (1) Act in the absence of the president at all regular and special meetings; and
- (2) Assist the president in preserving order.

(d) **The Secretary shall:**

- (1) Keep minutes of all meetings;
- (2) Receive all dues and other money belonging to the auxiliary, and issue an annual membership card to each member;
- (3) Keep an account of all financial transactions and pay all money received to the treasurer at the close of each meeting;
- (4) Include a financial report from the treasurer in the minutes;
- (5) Write correspondence for the auxiliary as instructed to do so by the president;
- (6) After January 1, notify all members that dues are payable for the current year; after March 31, annual dues are delinquent;
- (7) Complete the form furnished by the National Auxiliary, "Annual Report to the National Secretary;" read it at the first meeting in January; and send immediately with the national dues to the National Secretary;
- (8) See that each member receives a copy of the latest revision of the Constitution and Bylaws, and a directory of names and phone numbers of all local auxiliary members to each member at least once per year;
- (9) Notify all members of any change in date or time of regular meetings;
- (10) Notify applicant of acceptance for membership;
- (11) Notify the National Secretary as soon as possible when new members join, when a member is deceased, or when an election is held to fill the office of president and/or secretary. When a member is suspended, expelled, transferred, or reinstated, or has a name change, report these changes on Form 41 in the annual report;
- (12) Record in the minutes the date on which the treasurer reads the receipt for the bills paid;

- (13) Record in the minutes the entire transaction of nominations and election of officers;
 - (14) Close the books on December 31;
 - (15) Have the books audited as soon as possible after January 1, and deliver them to the successor in office, if applicable;
 - (16) Make a full written report of the year's work the first meeting in January, before installation of officers; and
 - (17) Verify the validity of the sponsor on each membership application.
- (e) **The Treasurer shall:**
- (1) Receive all money collected by the secretary;
 - (2) Pay out all money authorized by the auxiliary with checks counter-signed by the president;
 - (3) Report all paid bills and revenues received at the first meeting following the date the payment was made or the income received;
 - (4) Keep a record of all financial transactions;
 - (5) Be a trustee, if necessary;
 - (6) Close the books on December 31;
 - (7) Present a full written report at the first meeting in January before installation of offices, and at any other time as requested; and
 - (8) Have the books audited no later than March 1, and deliver all books and money to the successor, if applicable.
- (f) **The Chaplain shall:**
- (1) Open the meeting with a prayer; and
 - (2) Perform such other duties as requested.
- (g) **The Legislative Representative shall:**
- (1) Work with the national and state legislative representatives to stay informed on current legislative issues;
 - (2) Present a report of current legislative activity at each regular meeting;
 - (3) Perform such duties as directed by the president, state legislative representative or national legislative representative; and
 - (4) Maintain auxiliary legislative files, and deliver same to his/her successor as soon as possible following installation.
- (h) **The Mobilization Coordinator shall:**
- (1) Work with the national and regional mobilization coordinators to keep mobilization lists current and to effectuate calling chains;
 - (2) Present a report of current activity at regular meetings, as necessary; and
 - (3) Perform such duties as directed by the president, regional mobilization coordinator, or national mobilization coordinator.

- (i) **The Trustees shall:**
 - (1) Have supervision over all property and bonds belonging to the auxiliary;
 - (2) Purchase all new property ordered by the auxiliary;
 - (3) Make arrangements for a meeting place when authorized by the auxiliary; and
 - (4) Keep an inventory of all property and give a report at the close of each year.

ARTICLE VI Nominations and Elections

Section 1. Election. Election of officers may be by secret ballot, nominations from the floor, or by a slate presented by a nominating committee, majority vote electing.

Prior to nominations, the president shall ensure that all auxiliary members are provided with a written explanation of the duties and requirements of each office. It is important that each candidate for the office understands the duties and requirements connected to that office.

If election is by a nominating committee slate, said committee of three (3) shall be appointed by the president in October to select a slate of officers for the ensuing year. The president is not a member of this committee.

Section 2. Frequency. Elections shall be held once every two (2) years, at the last meeting of the calendar year. If the election does not take place on the day appointed, the president will instruct the secretary to notify all eligible members of the time set for the election, which must be a regular meeting, or a special meeting called for this purpose. In order for a special meeting for elections to be valid, all members must be contacted either by phone, e-mail, or in person, and advised of the time, place, and purpose of the special meeting, at least two weeks prior to the meeting.

Section 3. Eligibility. Any member who has attended five (5) meetings during the current year and pays all local and national dues to date of election is eligible to vote and be elected as a delegate. Any member who has paid all local and national dues to date of election can be elected an officer. The secretary's records shall be used to verify that candidates meet the eligibility requirements.

Section 4. Election Procedure. The procedure to be followed in the election of officers by written ballot shall be:

By secret ballot:

- (a) Report by the secretary of members eligible to vote;

- (b) The president shall appoint two (2) tellers, one to serve as chair, the other to verify and report to the chair;
- (c) The chair of tellers takes note of the number of votes and records them on the tally sheet as follows:

Number of votes present	_____
Total number of votes cast	_____
Number of votes needed for election	_____

The president only votes in case of a tie.

Note: More or fewer than the number of votes present voids the vote and the vote must be taken over.

- (d) The president calls for nominations from the floor for each office and votes are cast by secret ballot for each office.
- (e) An officer is declared elected if he/she receives a majority of all votes cast. If not, a second ballot is taken. After the second ballot, and no one is declared elected, only the two having the highest number of votes are candidates, and a third ballot must be taken. If there is only one candidate for an office, the officer may be elected by acclamation.
- (f) Officers and delegates are elected in the following order:

Delegate and alternate (elected only in the year preceding the General Session of the National Auxiliary, and according to Section 3. Eligibility), president, vice president, secretary, treasurer, legislative representative, mobilization coordinator, and chaplain.

By slate presented by a Nominating Committee shall be:

- (a) Report by the secretary of members eligible to vote;
- (b) Report of nominating committee giving the slate of officers who have consented to have their names placed as candidates for office;
- (c) President calls for nominations from the floor for each office;
- (d) If there are no nominations from the floor, the slate of officers shall be elected by acclamation;
- (e) If there are nominations from the floor, the vote will be by secret ballot as outlined above.

Members-at-large shall elect regional representatives (delegates) to the general session of the National Auxiliary as outlined in Local Auxiliary Bylaws, Article X.

Section 5. Vacancies.

(a) A vacancy in any elective office shall be filled by the election of a new officer to fill the unexpired term. This election may be held at the meeting at which the vacancy occurs or is announced, or may be laid over until the next meeting, by a two thirds (2/3) vote of members present. This election shall follow the same procedures as a regular annual election.

(b) If a vacancy is filled by appointment, the president may fill the vacancy at the meeting at which it occurs or is announced, or at the next regular meeting.

(c) An office may be declared vacant if the officer fails to attend four (4) consecutive meetings, without satisfactory excuse.

Section 6. Installation. All officers (elected and appointed) must be installed each year at the first meeting in January following the election, and immediately assume the duties of their respective office. An officer elected or appointed to fill a vacancy may be installed at the same meeting at which he/she is appointed.

**ARTICLE VII
Dues and Finances**

Section 1. Auxiliary Dues, Fees, and Assessments. The annual per capita dues shall be determined by each auxiliary and may include additional funds that remain in the local auxiliary treasury, but, in any event, must be sufficient to include the National Auxiliary dues. Membership dues are non-refundable.

The application fee shall be ten dollars (\$10.00) to defray the costs of the membership pin and processing, and shall be immediately payable to the National Auxiliary upon receipt.

All dues and special assessments legally levied by the auxiliary must be paid by all members. To be legally levied, dues and special assessments must be proposed at one regular meeting and laid over until the next meeting before action is taken; a two-thirds (2/3) vote is required for approval.

Any member may be excused from paying auxiliary dues by a majority vote, but either the member or the auxiliary must pay the National dues. A request from a member to be so excused must be made in writing. Any member with sixty (60) years continuous membership is excused from paying national dues.

Section 2. Auxiliary National Dues. National dues for auxiliary members shall be in accordance with the status of the member, as follows:

	<u>Retirees (over 60), Widows, Widowers</u>	<u>Active Auxiliary Members</u>
General Fund	\$12.50	\$25.00
Care and Assistance Program	2.00	2.00
Delegate/Convention Fund	8.50	21.00
Scholarship Fund	<u>2.00</u>	<u>2.00</u>
Total:	\$25.00	\$50.00

National Auxiliary dues are payable to the National Auxiliary in January of the year following the collection of those dues for all members whose names appear on the books as of January 1 of the previous year and all who are granted membership between that date and November 15 (i.e., dues collected for the year 2010 are payable with the submission of the Annual Report for 2010, submitted in January 2011). The Annual Report shall be forwarded to the National Secretary, along with the amounts owed, together with the names, addresses, phone numbers, and e-mail addresses of all members on or before March 1.

Auxiliaries formed after January 1 shall forward to the national secretary within 30 days following the organizational meeting, a copy of the signed charter form, application fees, names, addresses, phone numbers, and e-mail addresses of all members. Application fees and contact information for members who joined during the year shall be sent to the National Secretary within thirty (30) days of acceptance for membership.

National dues must be paid for a suspended member for the year in which the suspension takes place.

Each auxiliary must pay an annual assessment of twenty dollars (\$20.00) to be used to maintain a Convention/Delegate Fund. This fund shall be used to pay expenses of the General Session of the National Auxiliary Convention whenever and wherever held.

Section 3. Member-at-Large National Dues. National dues for members-at-large shall be in accordance with the status of the member as follows:

	<u>Retirees (over 60), Widows, Widowers</u>	<u>Active Members at Large</u>
General Fund	\$15.00	\$30.00
Care and Assistance Program	2.00	5.00
Delegate/Convention Fund	8.00	15.00
Scholarship Fund	<u>5.00</u>	<u>5.00</u>
Total:	\$30.00	\$55.00

Dues for members-at-large are payable January 1, and shall be remitted to the National Secretary upon receipt of notice (See Article X).

Section 4. Finances.

(a) All bills incurred by an auxiliary shall be authorized by a majority vote of members present at a regular meeting. The president and secretary shall sign an Authorization for Expenditure of Funds, giving the treasurer the authority to pay the approved expenditure;

(b) All national dues and current yearly bills must be authorized and paid by the last meeting in December. National dues will be sent to the National Secretary with the completed Annual Report after being read and approved at the first meeting in January; and

(c) The Annual Report shall be sent to the National Secretary's office by the auxiliary secretary, together with funds owed. Do not mail cash;

(d) Deadline for auxiliary dues is March 1 of the current year.

Section 5. Delinquency. Should the National Auxiliary dues not be received by the National Secretary on or before March 1, the president and secretary of the auxiliary will be notified of same, as well as the National President. Dues are considered delinquent if not paid within the thirty (30) day grace period, at which time the National President may suspend the charter for continued, unexplained failure to pay.

Section 6. Auxiliary Money. All money collected on behalf of the auxiliary shall be placed in the auxiliary treasury.

ARTICLE VIII Committees and Duties

Section 1. Auxiliary Committees. The following committees shall be appointed by the president following installation: Auditing Committee, to serve for one (1) year; Caring Committee, to serve for each three (3) months; and such other committees as the auxiliary may require.

Section 2. Duties of Committees.

(a) **Auditing Committee.** The Auditing Committee shall:

(1) Take charge and audit all books of the secretary and treasurer once a year in January. These records include, but are not limited to, membership card stubs, minute book, bank book(s), bank statements, reports, and any other financial information necessary to conduct a proper audit; and

- (2) Read the report entered on the auditing form, authorized by the National Auxiliary, for action by the auxiliary, and prepare and present the list of members eligible to vote (those who have paid all dues to date).

Help for the Auditing Committee

The chairperson may, if so inclined, invite the president, secretary, and treasurer to be present when auditing to explain and help.

How to Proceed

First, compare stubs of the receipt book with the dues book to see if each member is credited with all money paid, at the same time, make a list of all payments. If any are omitted, report that to the secretary so it can be entered correctly. Do not alter figures in dues books; instead let the secretary correct errors or omissions.

Second, from the financial statements in the minutes of each meeting, take note of money received under special headings, such as dues, entertainment, donations, membership fees, and fundraisers; payouts such as salaries, rent, expense of committees, supplies, and national dues. Receipts and disbursement should be recorded on separate sheets.

Third, the balance in the treasury should be the sum found by subtracting the expenditures from the amount in the treasury at the end of the previous year, together with the money received during the present year.

Fourth, the Auditing Committee must see the receipted bills or cancelled checks for all money ordered paid out.

Fifth, the treasurer shall have a bank book balance and get cancelled checks, or cash equivalent, just before the audit, so as to be ready for the committee. The Auditing Committee shall refuse to sign the report of the audit if the bank statement and cancelled checks are not available, and report same to the auxiliary at the next meeting.

Sixth, committee members should place their signatures on the cash books; no other marks shall be entered on the records.

The report of the Auditing Committee must be placed in the secretary's minutes book, as an exhibit attached to the minutes of the meeting on the day the report is adopted. If the Auditing Committee has failed to audit the books in the allotted time, the president shall appoint a special committee to act immediately. The Auditing committee may be called to audit the books at any time the auxiliary may require. The adoption of the Auditing Committee's report carries with it approval of the treasurer's and secretary's records.

(b) **Caring Committee.** The Caring Committee shall visit the sick or infirm members, or the immediate family of a distressed or deceased member, and report at the next regular meeting.

(c) **Service Committee.** A Service Committee may be set up to create interest, plan entertainment and social activities, and other functions.

(d) **Committee Makeup.** All committees shall consist of at least three (3) members. The president is an ex-officio member of all committees. The member first named shall be the chairperson of the committee, if no chairperson is specified.

ARTICLE IX Delegates

Section 1. Certification of Election. Following the election of the delegate and alternate, the certificate of election must be carefully filled out and returned to the National Secretary of the National Auxiliary to assure credentials for the delegate.

Section 2. Credentials.

(a) The credentials to the General Session of the National Auxiliary shall be properly filled out and signed by the secretary and president of the auxiliary, and sent to the delegate or proxy.

(b) The credentials of the regional representative to a General Session of the National Auxiliary shall be signed by the National President and National Secretary, and the National Auxiliary seal affixed.

Section 3. Delegate Instruction. The auxiliary may instruct the delegate in all things except election and allowances of national officers.

Section 4. Requirements for Convention. The delegate must:

(a) Present the credentials to the proper committee and receive the delegate supplies;

(b) Bring the *Journal of Proceedings* of the previous General Session and a copy of the Constitution and Bylaws;

(c) Remain until the close of the General Session of the National Auxiliary, unless excused by the National President; and

(d) Make a report and return the credentials to the secretary of the auxiliary or to the National Secretary.

ARTICLE X Members-at-Large

Section 1. Granting of Membership. Member-at-large status is granted to applicants living in areas where there are no BLET Auxiliaries. The National Secretary will verify the validity of the applicant sponsor's membership. The regions are known as the Eastern, Southeastern, Southwestern, and Western.

Section 2. Regional Delegate. Members-at-large shall elect a representative from their region at the annual regional meeting by majority vote.

Section 3. Regional Delegate Election. Election of representatives shall be held at each regional meeting.

Section 4. Eligibility. Any member-at-large, who has paid all current national dues and is in attendance, is eligible to vote and be elected a regional representative.

Section 5. Election Procedure. A national officer in attendance at the regional meeting shall conduct the election. The election may be held by secret ballot or show of hands.

Section 6. Election. The regional representative elected in the calendar year preceding the General Session of the National Auxiliary will be designated as the delegate to the Convention. An alternate delegate shall also be elected at that time.

Section 7. Dues. National dues in the amount of \$30 or \$55, depending on the status of the member, either retiree (over 60), widow or widower, or active member, respectively, shall be paid annually to the National Secretary upon receipt of notice. (See Local Auxiliary Bylaws, Article VII, Section 3.)

Members-at-large are entitled to all programs available to BLET Auxiliary members, as set forth throughout the Constitution and Bylaws.

Associate Members-at-Large

Section 8. Qualifications for Associate Member-at-Large Membership

(a) Any person interested in promoting the mission and goals of the Auxiliary through their attendance at meetings, working with auxiliary members or members-at-large, or who has a desire to stay informed on issues affecting members of the Teamsters Rail Conference, shall be eligible for associate membership in the Auxiliary, either as an auxiliary associate member, or an associate member-at-large.

(b) Applicant's sponsor must be a member of the BLET, the BLET Auxiliary, or the Teamsters Rail Conference to be considered for membership.

Section 9. Associate Member-at-Large Rights and Limitations.

(a) An associate member-at-large in good standing shall have the right to attend auxiliary meetings, participate in auxiliary functions, attend regional auxiliary meetings at the various annual regional conventions, and attend, as a visitor, the National Auxiliary meeting held every four (4) years.

(b) An associate member-at-large may not run for or hold local auxiliary offices.

(c) An associate member-at-large may not run for or hold a national office. However, if an associate member-at-large expresses a desire and willingness to perform specific requests and duties on behalf of the National Auxiliary, the National President shall have the right to call upon these individuals for their assistance.

(d) Because associate members-at-large do not meet the requirements for full membership, they are not eligible to participate in the programs of the BLET Auxiliary, including the Scholarship and CAP Programs. **Exception:** The children of an unmarried BLET member who is also an auxiliary associate member-at-large, after completing the one-year membership requirement, will be eligible to submit scholarship applications for consideration.

ARTICLE XI Interpretations

Should a question arise in any auxiliary concerning the Constitution and Bylaws, which cannot amicably be settled by members of the auxiliary, upon motion made, seconded, and approved by two-thirds (2/3) majority vote of members present, the question in dispute shall be appealed to the National President.

Should an auxiliary decide to appeal to the National President, the secretary will compile a detailed and true statement of the matter, outlining the arguments, pro and con, and signed by both the president and secretary of the auxiliary, and immediately forward the statement to the National President who shall render a decision.

ARTICLE XII Amendment

These bylaws may be amended by two-thirds (2/3) vote at any General Session of the National Auxiliary, provided notice of the proposed amendment was received by the National Secretary at least sixty (60) days prior to the opening of the session of the National Auxiliary, and a copy sent to all auxiliaries at least thirty (30) days in advance. Any proposed amendments presented during the General Session of the National Auxiliary may be read and acted upon provided previous notice has been given.

All members of the National Auxiliary shall vote unless excused by the National President.

ARTICLE XIII General Rules

1. The president, or in his/her absence, the vice president, has the power to authorize the secretary to issue a call for a special meeting.

2. All business must be introduced by motion and voted upon.

3. All business of importance must be laid over until the next regular meeting to allow opportunity for consideration. However, a two-thirds (2/3) vote can decide to consider the matter at once, when a two-thirds (2/3) vote will be necessary to decide the question being considered.

4. The secretary must record in the minutes of the meeting the names of the members making and seconding motions.

5. The secretary shall do such correspondence as directed by the president.

6. The secretary shall call the roll of officers, beginning with the past president.

7. The secretary shall report to the National Secretary any change in names and addresses of members during the year.

8. The president, or any member, may at any time consult the National President on matters concerning the auxiliary.

9. Any auxiliary may make bylaws and policies for its own government, provided they do not conflict with the Constitution & Bylaws, or Rules of the National Auxiliary. All local bylaws and policies shall be forwarded to the National President to ensure there is no conflict. A copy of the Constitution, Bylaws, and Rules must be provided to each member of the auxiliary.

10. In case of the death of a member of the auxiliary or national officer, the charter may be draped for a period of mourning (30 days).

11. Each auxiliary can establish its own policy for tributes, memorials, meals, and other means by which members can honor deceased members, their spouses, or families, to be voted on by a two-third's (2/3) majority vote of the members present.

12. In the event controversy arises between members of an auxiliary or between auxiliaries, an appeal may be made to the National President for the assistance of a national officer to help resolve the matter. The National President shall

review the appeal, and upon determining satisfactory evidence of need, will appoint a Committee of Appeals, Grievances, and Charges, consisting of at least three (3) members, to review all evidence submitted, investigate any charges or allegations, and gather evidence from all concerned parties. Upon review of all of the information available to the committee, the chairperson of the committee shall prepare a report of their findings to the National President, with the concurrence of the other committee members. The findings shall be presented to the Executive Council to determine the disposition of the matter. The Executive Council's decision shall be final. Reasonable expenses incurred by the national officer shall be paid by the members of the auxiliary making the request for assistance.

13. Each auxiliary shall establish a method by which members in attendance at meetings may sign in. This register shall be the accepted record of attendance. To be counted as present, a member must stay until after the minutes are read.

14. A visiting member will be admitted to an auxiliary meeting without question when presenting a current membership card.

15. A non-resident member must keep the secretary of the auxiliary informed as to a current address and phone number to enable the secretary to keep in touch.

16. Auxiliaries may have honorary members.

17. An auxiliary shall display its charter, either the original or a smaller copy, at the place of the auxiliary meeting order to legally transact business.

18. Auxiliaries shall present new members with a membership pin and card at the new member's first meeting.

19. The National Secretary shall be advised when a permanent change of meeting day, time, and/or place is made by an auxiliary.

20. No officer of any auxiliary shall withhold any communication, or part of any communication, sent for the information of the auxiliary from the National Auxiliary, or any other source.

21. A member is in good standing if dues are paid to December 31 of the previous year.

22. No person shall have access to the books or papers belonging to the auxiliary except the president, secretary, treasurer, and Auditing Committee; and no member of the auxiliary has authority to see or call for the minutes of any previous session except when an auxiliary is in session, and then it must be at a regular meeting. The exception to this rule is if the National Auxiliary requests auxiliary documents to resolve a dispute or complaint.

Effective Date

This Constitution and Bylaws will go into effect sixty (60) days following the Convention. It shall supersede all former laws and cannot be changed until the next General Session of the National Auxiliary except by referendum vote of the membership.

HISTORY OF GIA/BLET AUXILIARY PROGRAMS

History of the Student Scholarship Fund

The Student Scholarship Fund was introduced by resolution at the Third Quinquennial Convention held in Cleveland, Ohio in 1981, by Grand Guide Ruth Windham. The motion was amended to change the recipient qualifications and was carried by vote of the delegates. It was funded through donations from sub-divisions, memorial donations, and voluntary contributions. During the following five years, the financial growth was very slow. In April 1986, the Executive Council voted to establish a solid financial base with \$15,500 from which the interest would be used to award the scholarships. A part of the financial base was contributed by the GIA and BLE members through donations and special fund raising projects.

History of Care and Assistance Program (Formerly Aged Dependent Sisters and Relief Fund)

In 1892, the Orphan's Home Fund was established by the delegates at the convention held in St. Paul, Minnesota. Four years later, the name was changed to "Relief Fund" and was used for needy members. To celebrate the 25th Anniversary of the founding of the Order, Grand President Murdock suggested a fund be established to care for orphaned or half-orphaned children of needy members. It was called "Orphan's Pension Fund" and generous contributions were received from sub-divisions.

The Aged Dependent Sisters Fund was founded in 1921 at the recommendation of the Grand President, Mary E. Cassell, at the Third Triennial Convention held in Cleveland, Ohio. Its laws were established three years later. In the first three years of its existence, \$10,000 was contributed by members. Through the continued efforts of officers and members, the fund has grown.

The Relief Fund, Orphan's Fund and the Aged Dependent Sisters Fund were incorporated into the Aged Dependent Sisters and Relief Fund by delegates at the Second Quinquennial Convention held in Cleveland, Ohio in 1976, and was so established in 1977. It was maintained by donation from members, BLE members, bond and bank interest, and by an annual assessment of twenty-five cents (\$.25) per member.

In 1991, the Aged Dependent Sisters and Relief Fund was renamed the Care and Assistance Program by action of the delegates at the 5th Quinquennial Convention held in Cleveland, Ohio.

History of the Legislative Program

The Legislative Program was introduced by resolution at the Third Quinquennial Convention held in Cleveland, Ohio in 1981, by Grand Guide Ruth Windham. Then

Grand President Lillie Mae Parker determined that this work should be incorporated with the duties of the 2nd Vice President.

The program is one through which we work closely with the BLE National Legislative Representative on legislative matters that would affect the Brotherhood or the Auxiliary on a national, state, or local level.

In September of 2001, at the Seventh Quinquennial Convention in Miami Beach, Florida, a resolution was enacted to name the 1st Vice President the National Legislative Representative, and to add the duties of Assistant Legislative Representative to the office of 2nd Vice President. The office of Legislative Representative was added to local auxiliary officers. In addition, duties were added for state and provincial legislative representatives to be appointed by the National President as deemed necessary, upon the recommendation of the National Legislative Representative.

In June of 2006, at the Eighth Quinquennial Convention in Las Vegas, Nevada, the Convention Health and Safety Committee, whose duties were transferred to the Credentials Committee, was replaced by with the Legislative Committee to provide a way the membership could provide input on our legislative direction.

History of the Mobilization Program

In 1997, the GIA under the leadership of International President Ruth Windham, joined with the BLE to enact the Mobilization Program.

The Program (a pyramid form) consists of National Mobilization Coordinator, regional coordinators, and team captains. It is quite simply a giant phone tree designed to create grass roots involvement of the membership.

The Auxiliary determined years ago that issues which affect locomotive engineers and trainmen ultimately affect their spouses and families as well, and this program enables us to reach our membership within a matter of hours.

In September, 2001, at the Seventh Quinquennial Convention held in Miami Beach, Florida, a resolution was enacted to create the office of Mobilization Coordinator as a local auxiliary officer.

OTHER CHANGES TO THE AUXILIARY

In 1996, the delegates at the 6th Quinquennial Convention in Detroit, Michigan, took action whereby GIA officers would be known as International Officers (rather than Grand Officers), and subdivisions would be known as auxiliaries.

In 2006, at the 8th Quinquennial Convention in Las Vegas, Nevada, in part due to the change in the organizational structure of the BLE, the delegates voted to

reorganize the International Auxiliary into two national organizations, the BLET Auxiliary, and the Teamsters Canada Rail Conference (TCRC) Auxiliary. These two organizations would then maintain their relationship as sister organizations, continuing to respectively work in support of the BLET and TCRC. Officers of both organizations would then be known as National Officers rather than International Officers.

In 2010, at the First Quadrennial Convention in Reno, Nevada, all references to the sister organization, the Teamsters Canada Rail Conference (TCRC), were eliminated from the BLET Auxiliary as that organization was never formally organized.

In 2014, at the Second Quadrennial Convention in Las Vegas, Nevada, the following changes were voted on by the delegates and implemented in the Constitution and Bylaws: (1) the titles of the national vice presidents were changed to National 1st Vice President, National 2nd Vice President/National Legislative Representative, and National 3rd Vice President; (2) the membership requirement for application to the Auxiliary Scholarship Program and the Care and Assistance Program was reduced from two years to one year, and (3) excluding the positions of National Secretary and National Treasurer, term limits for national officers were revised, allowing a national officer to serve in the same elected office for no more than two (2) four-year terms, or eight (8) years. The National Secretary and National Treasurer positions would continue to be elected at alternating conventions to serve for two (2) consecutive four-year terms, or eight (8) years, and are not eligible for reelection at the completion of that eight-year term.

**SUPPLIES AVAILABLE FROM THE OFFICE
OF THE NATIONAL SECRETARY**

Full and Associate Membership Applications
Internal Audit Form
Constitution and Bylaws
Charter
Journal of Proceedings
Letterhead
Notice of Dues
Authorization for Expenditure of Funds

All supplies will be furnished to auxiliaries or members-at-large upon written request to the National Secretary.

Auxiliaries and members-at-large are responsible for the cost of the supplies and postage. Supplies will be returned to the requestor, together with an invoice for the supplies. Postage must then be added by the requestor, and paid to the National Secretary no later than thirty (30) days following receipt of the invoice and supplies.

INFORMATION AND FORMS FOR AUXILIARY BUSINESS

Membership Pins

A membership pin is presented to each member following acceptance of a member's application. Members may wear their membership pin at Auxiliary meetings, functions, and any other place that members wish to indicate their membership in the BLET Auxiliary.

Forms

Annual Report
Internal Audit Committee Report
Regular Meeting Sign-in Sheet
Regular Membership Application
Associate Membership Application
Notice of Dues
Authorization for Expenditure of Funds

If an auxiliary officer would like to receive any of these documents in a Microsoft Word compatible format, please contact the National Secretary.

FORM FOR ORGANIZING AN AUXILIARY

A Petition for Charter for organizing a new auxiliary may be obtained from the National President, from the Auxiliary website, or from the Auxiliary Information Packet. When the National Secretary receives a Petition for Charter, accompanied by the fee of twenty-five dollars (\$25.00), the National Secretary shall furnish the organizing officer appointed by the National President, all forms and information necessary to organize the auxiliary. At the organizational meeting, if any one present desires to join as a Charter member, he/she will give their name and sign the Charter. The list of Charter member signatures, along with copies of applications, and application fees, must be returned to the National Secretary within thirty (30) days from the date the auxiliary is organized. The organizing officer will submit a report detailing the Organizational Meeting to the National President within ten (10) days.

The organizing officer will call the meeting to order. Anyone present who is already a member of the Auxiliary will be appointed as acting secretary, to take minutes of the meeting. If no one present is already an Auxiliary member, the organizing officer will appoint a member-elect to take minutes.

The organizing officer will ask all present to rise for prayer, after which all may be seated.

All new members will pay the application fee of \$10.00 to the acting secretary who will record receipt and turn the fees over to the organizing officer.

The acting secretary will collect contact information from all Charter members, including names, addresses, telephone numbers, and e-mail addresses. Said information will be forwarded to the National Secretary within thirty (30) days.

The organizing officer will give a brief overview of the mission and purpose of the BLET Auxiliary to ensure that all Charter members understand the organization and take any questions that may arise.

The organizing officer will then ask all Charter members to stand and repeat the obligation to become a member of the Auxiliary. After all are seated, the organizing officer welcomes the new members.

If election of officers occurs at the Organizational Meeting, the organizing officer will oversee the election, and once the officers are duly elected, will install said officers. Once installed, the organizing officer will then turn the meeting over to the new president.

Obligation

I pledge to stand by any member of this organization in adversity as well as prosperity; to act prudently, justly and kindly to all members, and to do unto others as I would have them do unto me. I will be fair in my judgments of other members and will defend them to the best of my ability. I will visit the sick and distressed of our Auxiliary, rendering any assistance I can. I will abide by the Constitution, Bylaws and Rules governing the Auxiliary, and I will do all in my power to promote its welfare. All of this I solemnly promise in the presence of these witnesses.

INSTALLATION OF AUXILIARY OFFICERS

Each Auxiliary must close its books December 31st, and the Audit Committee should immediately compile its report. Before installation of new officers, the retiring Secretary must read the annual report, and immediately after the installation meeting, send it together with the National Dues and assessments to the National Secretary. Installation of officers will be at the beginning of the first meeting in January, following the election.

During new business, the President may install the new officers or may appoint a member who is not an officer-elect to act as Installing Secretary for the installation of officers. The President or the Installing Secretary will read the list of offices and the names of those elected to said offices. The officers will stand, and the Installing Secretary will ask each officer if they are willing to discharge the duties of the office to

which elected. Upon receiving satisfactory answers, the Installing Secretary will then declare the officers duly installed. Officers who have been held over need not be re-installed. Newly elected officers unable to be present may be installed in absentia.

Optional Installation of Officers Long Form and Oath

During new business, the President may install the new officers or may appoint a member who is not an officer-elect to act as Installing Secretary for the installation of officers. The President or the Installing Secretary will read the list of offices and the names of those elected to said offices. The officers will stand and move in front of the dais or to the front of the room facing the Installing Secretary.

The Installing Secretary will then ask all officers to be installed to raise their right hand and repeat after her or him the following Installation Oath:

I do solemnly promise in the presence of these members to perform to the best of my ability the duties of the office to which I have been elected; I will obey the Constitution and Bylaws of the Auxiliary and abide by the decisions of the National Auxiliary. I will deliver to my successor in office, or to the National Auxiliary if applicable, all books and records belonging to my office. I furthermore promise to help in any way I can to promote and protect the Auxiliary and its members to the best of my ability and always keep the Auxiliary's mission and purpose in mind.

The Installing Secretary extends a hand of friendship and presents each officer with a pink carnation (carnation optional). Newly installed officers are then seated. The President or the Installing Secretary raps the gavel and announces the new officers are duly installed.

Regional Meetings

Every regional meeting must include a business meeting in addition to the other activities scheduled by the BLET Auxiliary Chairperson. The business meeting should be conducted with due decorum; however, that does not preclude the Auxiliary Chairperson from using innovations and new ideas for said meetings. National officers in attendance should be introduced by the Chairperson and allowed time to address the members. It is suggested that the Chairperson arrange for speakers and other types of information so as to afford our members the opportunity to learn more about issues that affect our railroad lifestyles, and those of our spouses and families. If any Chairperson desires suggestions for a BLET Auxiliary program during her/his regional convention, she/he is encouraged to contact either the National President or a member of the Executive Council for assistance. Chairpersons are encouraged to allow time for spouses to attend BLET workshops and seminars, in addition to other events.

Business Opening and Procedure Form

If a permanent meeting room is available for use, the following may be observed for opening the meeting:

(Bible should be open and in place on a table and/or altar; flag, large or small shall be displayed in room; Charter, either small copy or original charter shall be displayed in the room. An official register book or other form of registration is to be signed by all members in attendance. The room is now in order.)

If meeting in a restaurant, the official register book or other form of registration is to be signed by all members in attendance. The remaining items listed above will be optional.

Order of Business

President calls the meeting to order, and asks if all have signed in.

Chaplain opens the meeting with a prayer

Reading and approval of minutes

Reports of:

Secretary, including:

- Correspondence received and sent;
- Applications Received;
- Other Business.

Treasurer, including:

- Account Balances;
- Income;
- Expenses;
- Other Business.

Legislative Representative

Committees, standing or special

Unfinished Business

New Business

Adjourn

BLET Auxiliary National Officers

**Elected at the 2nd Quadrennial Convention
Las Vegas, Nevada – September 28 – October 2, 2014**

National President

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National 1st Vice President

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