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BY-LAWS  
of the  
BROTHERHOOD RAILWAY  
CARMEN DIVISION



PROTECTIVE LAWS,  
GOVERNMENT OF JOINT PROTECTIVE  
BOARDS & SUBORDINATE LODGES

**BY-LAWS**  
**of the Brotherhood Railway**  
**Carmen Division of the**  
**Transportation • Communications**  
**Union/IAM**

Adopted at Joint Convention, Topeka,  
Kansas, September 1890

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Revised at

PUEBLO, COLO., August, 1891  
ST. LOUIS, MO., June, 1892  
CHICAGO, ILL., June, 1894  
DALLAS, TEXAS, October, 1896  
ST. LOUIS, MO., September, 1899  
KANSAS CITY, MO., September, 1901  
ST. LOUIS, MO., September, 1903  
BUFFALO, N.Y., September 1905  
CHICAGO, ILL., September, 1907  
ATLANTA, GA., September, 1909  
MILWAUKEE, WIS., September, 1913  
FORT WORTH, TEXAS, September, 1917  
TORONTO, ONT., CANADA, August, 1921  
KANSAS CITY, MO., September, 1925  
KANSAS CITY, MO., September, 1929  
MONTREAL, CANADA, August, 1935  
KANSAS CITY, MO., September, 1941  
CHICAGO, ILL., September, 1946

KANSAS CITY, MO., September, 1950  
LONG BEACH, CALIF., September, 1954  
KANSAS CITY, MO., September 1958  
KANSAS CITY, MO., September, 1963  
MIAMI BEACH, FLA., August 1968  
KANSAS CITY, MO., July-August, 1973  
SAN FRANCISCO, CALIF., July-August, 1978  
KANSAS CITY, MO., August 1983  
HOLLYWOOD, FLA., July 1987  
SAN FRANCISCO, CALIF., July 1991  
MIAMI BEACH, FLA., August 1995  
LAS VEGAS, NV, June 1999  
LAS VEGAS, NV, June 2004  
LAS VEGAS, NV, July 2009

Consolidation of the Brotherhood of Railway Car Repairers, instituted at Cedar Rapids, Iowa, October 27, 1888, Carmen's Mutual Aid Association, instituted at Minneapolis, Minn., November 23, 1888, Car Inspectors, Repairers and Oilers' Protective Association, instituted at Indianapolis, IN., 1890, and Brotherhood Railway Carmen of Canada, instituted at Toronto, Canada, January, 1890. Merger of Brotherhood Railway Carmen of America with the Brotherhood of Railway and Airline Clerks (BRAC) instituted August 6, 1986. By July 1987 Convention action, BRAC re-named Transportation Communications International Union effective October 1, 1987.

## DIVISION DIRECTORY

R. A. JOHNSON, General President

M. W. NAPIER, Assistant General President

### General Offices

3 Research Place, Rockville, Maryland 20850

### Division Vice Presidents

A. M. NOVAKOVIC

3 Research Place, Rockville, Maryland 20850

C. A. Tingle

9015 Lemon Road, Slaughter, Louisiana 70777

Division Executive Board

L. C. Bauman

P.O. Box 654, North Little Rock, Arkansas 72115

D. E. Grissom

P.O. Box 887, Virginia Beach, Virginia 23451

R. H. Grygiel

8501 West Edelweiss Drive, Palos Park, Illinois 60464

D. T. Burnett

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J. H. Wright

P. O. Box 317, Inman, South Carolina 29349

## ORDER OF BUSINESS

1. Call to order.
2. Pledge Allegiance to the National Flag.
3. Appointment Warden, Sentinel, Chaplain and Sergeant-at-Arms.
4. Invocation by Chaplain.
5. Report of Credentials Committee.
6. Reading minutes of previous session, which will be dispensed with unless called for.
7. Appointment of committee.
8. Disposal of records of previous meetings.
9. Communications.
10. Reports of National Union Officers.
11. Reports of Committees.
12. Unfinished business.
13. New business.
14. Nomination and election of officers.
15. Installation of officers.
16. Closing.

## PREAMBLE

We, the Brotherhood Railway Carmen Division of the Transportation • Communications Union/IAM do declare the intent and purpose of this Union is to advance the moral, material and industrial well-being of its members.

First--To bring within the fold of our Union every Carman eligible to join our ranks, as hereinafter provided for in the By-Laws.

Second--To secure for our members a just remuneration in exchange for their labor.

Third--To shorten the hours of labor as economic developments and progress will warrant. Six (6) hours per day is the work day desired, and five (5) days per week, thirty (30) days annual vacation, in order that our members may have more opportunities for intellectual development, social enjoyment and industrial education.

Fourth--To combat, wherever it exists, piece work, the bonus system and all other degrading systems of labor and endeavor to establish, through joint conference of employer and employe, such rates and working conditions as befit the ideal of honorable labor.

Fifth--To federate with all other railway labor organizations for the common good and protection of all.

Sixth--To co-operate with all trade, labor and farmer organizations to secure the passage of such laws as are beneficial to the working class.

Seventh--To encourage and stimulate our members to take a lively interest in the civil affairs of their country in order that they can, as a class, vote intelligently and effectively for the interests of the working class.

Eighth--To encourage the establishment of sick, accident, death benefits and old age pensions for all members of this Organization.

BY-LAWS  
OF THE BROTHERHOOD RAILWAY  
CARMEN DIVISION  
TRANSPORTATION • COMMUNICATIONS UNION/IAM

ARTICLE 1

NAME

Section 1. This organization shall be known as the Brotherhood Railway Carmen Division, Transportation • Communications Union/International Association of Machinists and Aerospace Workers (TCU/IAM) and shall hold and exercise all powers and privileges guaranteed by these By-Laws and the Constitution of the National Union and Statutes for the Government of Lodges of the Transportation • Communications Union/IAM. The Carmen Division, hereinafter sometimes referred to as "the Division" shall consist of the Division and all Local Lodges assigned thereto. The Transportation • Communications Union/IAM shall be referred to herein as the Union, TCU/IAM or the National Union.

LOCATION OF HEADQUARTERS

Section 2. The principal office and headquarters shall be at Rockville, Maryland, or as specified by the Executive Council.

RESPONSIBILITIES

Section 3. It is the obligation and responsibility of every officer, member, and subordinate lodge of the Division to comply with the provisions of these By-Laws and the decisions of the Division officers in conformity therewith, and they shall refrain from any conduct which interferes with the performance by the Division or its subordinate units of their obligation under law or contract or from any conduct which defeats or is designed to defeat or subvert the lawfully declared and established policies and objectives of the Division, the TCU/IAM or which defame them or any of the officers or members or subordinate units.

## ARTICLE 2

### CARMEN DIVISION REPRESENTATION

Section 1. The Carmen Division Convention shall be composed of all Division officers, all regularly elected Carmen Division delegates to the TCU/IAM Convention who are members of the Union, all of whom shall be entitled to a voice and vote on all matters before the Convention; provided, however, only delegates directly elected by the membership may vote in the election of Carmen Division officers.

### REGULAR CONVENTION -- TIME AND PLACE

Section 2. (a). In accordance with Article 7, Section 1 of the National Union Constitution, effective in 2014, the regular Convention of the National Union shall be held every four (4) years in the month of June, July or August, at such place and commencing at 10:00 a.m. on such date as may be designated by the Executive Council giving first consideration to three cities recommended by the previous Convention.

(b). Carmen Division delegates and Division officers will meet in Division Convention one day in advance of the regular TCU/IAM Convention for the purpose of conducting the business of the Carmen Division and including the election of Division officers. The cost of this meeting will be borne by the TCU/IAM Convention Fund with delegates receiving allowances as if they were in full National Convention.

(c). Carmen Division delegates shall be nominated and elected as provided for in Article 6 of the Constitution of the National Union.

### QUALIFICATIONS OF DELEGATES AND ALTERNATES

Section 3. Qualifications of delegates and alternates are as set forth in these By-Laws and in Article 6 of the Constitution of the National Union and Section 11(a) of the Subordinate Lodge By-Laws.

## DELEGATES' CREDENTIALS

Section 4. (a). Delegates' credentials shall be issued in accordance with the provisions of these By-Laws and Article 14, Section 15 of the Constitution of the National Union.

(b). For the purposes of the Carmen Division, presentation of Delegates' credentials which have been issued for the National Convention will be accepted as prima facie evidence of proper election and grant the right to be seated at the Division Convention.

## PROVISIONS FOR AMENDING BY-LAWS-- CONVENTION RESOLUTIONS

Section 5. (a). Amendments to the Division and subordinate Lodge By-Laws or resolutions for Convention action may be submitted by Local Lodges, by its General Executive Board, by other Division officers, and by delegates at Division Convention. The By-Laws, Resolutions, and Rules of Order of Business Committee may also originate proposed amendments.

(b). How proposals are adopted.--Amendments to the Division and Subordinate Lodge By-Laws shall be subject to adoption by a two-thirds (2/3rds) vote of delegates present and voting at regular sessions of the Division. Resolutions shall be subject to adoption by majority vote of the delegates present and voting.

(c). Time and Manner of Submission.--All proposed amendments to the Division and Subordinate Lodge By-Laws and other resolutions shall be presented in writing on separate sheets to the Division President on or before April 15 next preceding the Division Convention and bearing the seal and signature of the proper officers presenting them.

Copies of all proposed amendments and resolutions shall be mailed on or before thirty (30) days preceding the Convention to all Division officers and delegates.

Any further amendments or other resolutions presented by delegates at the Division Convention must be submitted on or before the date and time required by the Convention Special Rules or Order and shall require a two-thirds (2/3rds) vote of

the delegates present and voting to be received for consideration. Any other proposed amendments or resolutions may not be presented to the Convention after this date unless it is an emergency proposal or such a nature as to require its late submission and shall be subject to unanimous consent of the Convention delegates in order to be received.

(d). All amendments and resolutions adopted by the Convention shall be effective on September 1<sup>st</sup> following the Convention unless otherwise provided by the Convention delegates.

(e). Amendments by the General Executive Board between Conventions. The General Executive Board shall have authority between Conventions of the Division to amend the Division and Subordinate Lodge By-Laws as necessary to remove any conflict between its provisions and those of any applicable federal or state law. The General Executive Board is also empowered to modify such provisions in the Division and Subordinate Lodge By-laws as are necessary to make such provisions consistent with amendments adopted at the TCU/IAM National Union Conventions.

## QUORUM

Section 6. One-third (1/3) of the number of delegates entitled to be seated at any Carmen Division Convention shall constitute a quorum for the transaction of business.

## CARMEN DIVISION CONVENTION APPOINTMENTS

Section 7. (a). The Division President shall appoint at the opening session of regular or special conventions the following officers: Inner Guard, Outer Guard, Sergeant-at-Arms and Chaplain, who shall serve during the Convention.

(b). The Division President shall appoint a By-Laws, Resolutions, and Rules of Order of Business Committee.

(c). The Committee on Credentials shall consist of the Division President, Assistant Division President and the Chairman of the Executive Board.

## DUTIES OF DIVISION CONVENTION COMMITTEES

Section 8. (a). The By-Laws, Resolutions, and Rules of Order of Business Committee shall meet for the purpose of acting upon all matters that may be referred to them or brought to their attention, and making a report on same to the Convention. They shall receive for their services the same compensation as the delegates to the National Convention.

(b). The Committee on Credentials shall meet to examine the credentials of delegates and to hear all appeals as to the seating of delegates and report its findings and recommendations to the Convention.

Section 9. (a). The Division President shall preserve for one (1) year the credentials of all delegates and alternates and all ballots and other records of the Division Convention pertaining to the election of the Carmen Division officers.

(b). The Division President will provide the National President with a copy of the minutes of the Division Convention.

## ARTICLE 3

### CARMEN DIVISION OFFICERS AND ELECTIONS

Section 1. The Division shall consist of a Division President, one (1) Assistant Division President, two (2) Division Vice Presidents, and a General Executive Board of five (5) members. In the case of retirement, death, resignation, removal or suspension of any Division officer other than Division President and Assistant Division President, the National President shall, consistent with the Merger Agreement, have authority to eliminate the position. The aforementioned officers shall be elected at the Carmen Division Convention. The Division President and any other full-time officer assigned to duty in the Division Headquarters shall maintain their residence where the Division offices are located.

Section 2. All officers elected at the Division Convention shall assume the duties of their offices on the first day of September following their election and shall receive compensation with subsequent increases equal to those received by corresponding National Officers. The Division President, Assistant Division

President as well as Division Vice Presidents are to receive the same increases as National Vice Presidents. To be eligible for election, all candidates must be members of the Carmen Division, TCU/IAM, in good standing and must be actually employed in the railroad or other services over which the Division claims jurisdiction or employed exclusively by the National Union or any subordinate unit and must have been so employed continuously (as defined in Article 6, Section 5(a) of the Constitution of the National Union) for a period of not less than four (4) years immediately preceding the date of the Convention at which they seek office.

Section 3. All Carmen Division officers shall be nominated and elected by majority vote of the duly accredited delegates at regular Carmen Division Conventions who have been elected by secret ballot as provided in these By-Laws.

Section 4. By virtue of election to the office of Carmen Division President, the name of the candidate so elected shall be the only name placed in nomination for the position of National Vice President from the Carmen Division, as set forth in Article 10, Section 2(a) of the Constitution of the National Union.

Section 5. Protests of any Carmen Division officer's election shall be handled in the same manner as outlined in Article 10, Section 7 of the TCU/IAM National Union Constitution.

#### ARTICLE 4 DUTIES OF OFFICERS

Section 1. Division President. It shall be the duty of the Division President to preside over the meetings of the Division, to perform its executive duties with power to settle all differences and grievances. When called on by the International Representative, he will at once proceed to the scene of action (or deputize an officer of the Division to represent him) and act in conjunction with the International Representative to secure a settlement. If then no settlement is made, he shall, in conjunction with the International Representative, have power to order a suspension of work, provided such action is agreed upon by two-thirds (2/3rds) vote of the members employed on the System or road involved and approved by the National President or such action is approved in accordance with Article 18 of the National Union Constitution. He shall sign all charters and documents that require to be properly authenticated and perform such other duties as are required of him by the Division. He shall have power to convene the General Executive Board and have direct supervision of all lodges with power to suspend any subordinate lodge thereof for cause or when in his judgment it is for the best interest of the union subject to

approval by the National President and the hearing procedures adopted by the Executive Council on February 5, 1987. In addition, he shall have the authority, with the approval of the National President, to suspend officers and members for cause or when, in his judgment, it is in the best interest of the Union. Such members or officers may appeal such action of the Division President in writing within thirty (30) days to the Carmen Division Executive Board and may further appeal said decision within thirty (30) days to the TCU/IAM Executive Council, and then to the National Union Convention in accordance with the procedures prescribed in the Constitution of the National Union. He shall have the authority to fill vacancies in Division offices, subject to the approval of the Division General Executive Board. He shall appoint a majority of all committees not otherwise provided for. He may issue such dispensations as may be necessary to facilitate the business of the Division not inconsistent with the Constitution of the National Union. He has power to convene subordinate lodges and all union meetings at such time and place as will, in his judgment, promote the welfare of the Division. He shall also submit a message in writing at each Convention stating what legislation in his opinion is necessary to promote the welfare of the Division. He shall approve all expense accounts of the officers of the Division prior to their submission to the National Secretary-Treasurer.

Section 2. Assistant Division President. It shall be the duty of the Assistant Division President to fill the office of Division President in case of death, resignation or removal for cause, and he shall occupy the office until the following election of officers when a Division President shall be duly elected. He shall appoint a minority of all committees not otherwise provided for and attend each meeting of the Division. He shall devote his time to the interests of the Division under the instructions of the Division President.

Section 3. Division Vice Presidents. All Division Vice Presidents shall devote their time to the business of the Division under the instructions of the Division President. They shall attend all meetings of the Division. No Division Vice President, while in the service of the Union, shall hold any other position of profit, or pursue any other business or vocation. They shall keep the Division President advised as to their whereabouts so that he, at any time, wishing to communicate with them may do so by wire or otherwise.

They shall make a report each week to the Division President on a regular form provided for that purpose and shall be subject to his orders at all times when on duty. They shall report to the Convention as other Division officers do.

Section 4. Division Executive Board. The Division Executive board shall entertain appeals as provided herein from decisions of the Division President. In event charges are preferred against any Division officer pursuant to Article 7, Section 1 of these By-Laws, the Executive Board shall promptly investigate such charges. They shall have power to summon witnesses and, upon proper and sufficient evidence, remove any Division officer except, however, charges against National Union officers (National Union), and action thereon may be filed and handled only in accordance with applicable provisions of the Constitution of the National Union. The Chairman shall receive all charges and convene the Board and try such charges as laid down in these By-Laws. They shall transmit to each Convention a full report of charges tried, together with the verdicts rendered and all other business transacted during their term of office. Their consent shall be necessary to any appointment made by the Division President to fill vacancies in the Division. They shall submit a message to each Convention stating what legislation is necessary to promote the welfare of the Division. They shall, immediately after their election meet and elect a vice-chairman and secretary. Minutes of all meetings of the Executive Board shall be kept by the Secretary of the Board.

## ARTICLE 5

### NATIONAL AGREEMENTS

Any national agreement or contracts for wages and fringe benefits in the railroad industry negotiated on behalf of this Division shall be submitted to the railroad membership involved by mail ballot conducted by National Union for approval by majority vote of those voting before becoming effective.

All contract shop agreements shall be subject to ratification by the membership involved. All such agreements shall be approved by the Division President prior to such ratification.

## ARTICLE 6

### FEES AND DUES

Section 1. Dues, fees, assessments and per capita tax for members of the Carmen Division shall be as provided in Article 25 of the Constitution of the National Union.

## ARTICLE 7 FAILURE TO COMPLY WITH LAWS

Section 1. (a). Charges and Trials of Officers.--Any member preferring charges against an officer of the Carmen Division shall reduce same to writing, and said charges shall be signed by two-thirds (2/3) of the members in good standing of the lodge in which the complaining member holds membership, same to be forwarded, under seal of the lodge, to the Chairman of the Division Executive Board, and should charges be preferred against a member of the Division Executive Board, the Division President shall have the power to appoint a member of the Division in good standing to act as a member pro tem of the Division Executive Board until the termination of the trial.

(b). Charges filed by any member of the Carmen Division against a Division Officer which are patently frivolous or, in the judgment of the Division Executive Board after investigation by it, completely lacking in substance or merit, shall be subject to suspension, and any member filing such charges may be found guilty of misconduct and subject to disciplinary proceedings under the provisions of Article 4, Section 1 of these By-Laws.

(c). Upon receiving a copy of the charges, the Chairman of the Executive Board shall forthwith appoint a day for trial and forward a copy thereof and notice of the trial and date thereof to each member of the Board and also the accused and accuser.

The trial date shall be such as to afford the accused a reasonable time to prepare his defense.

(d). At the date agreed upon, the Board shall convene at the office of the Division and proceed to try the case.

The accused and accusers shall be given a full opportunity to present all relevant evidence which they deem necessary to the proper presentation of their case and shall be entitled to cross-examine the witnesses of the other party or parties. If the accused cannot be present, he may appoint counsel to represent him, provided that the person appointed to act as counsel shall be a member in good standing.

(e). The Board may summon all witnesses to appear and present their testimony, but only one witness at a time shall be allowed to be present. The

Secretary shall keep a full and complete record of the proceedings, and each witness shall be required to attach his signature to the testimony by him given.

(f). After all witnesses have been examined, the Board shall render its decision as to the guilt or innocence of the accused, and if it be found that he is innocent, he shall be acquitted and exonerated. But should he be found guilty, he may be reprimanded, suspended or removed from office, as the Board may determine.

(g). All expenses of a party or parties preferring charges shall be borne by such parties, and the expense involved in the defense of an accused officer shall be borne by the TCU/IAM; provided, however, that the Division Executive Board shall be the judge of assuming the expense of producing any witnesses, subject to approval of the National President.

(h). Either party shall have the right of appeal from the decision of the Executive Board to the Executive Council of TCU/IAM with further appeal to the National Convention. Such appeal must be made within thirty (30) days from the date of the decision of the Executive Board and in conformity with Article 16 of the Constitution of the National Union.

## ARTICLE 8 RULES OF ORDER--CARMEN DIVISION AND SUBORDINATE LODGES AS FAR AS PRACTICABLE

Section 1. The Division President shall take the chair every day precisely at the appointed hour and shall immediately call the members to order.

Section 2. When the Division President takes the chair, the officers and members shall take their respective seats.

Section 3. Each morning session shall begin precisely at 9 o'clock and adjourn at 12. Each afternoon session shall begin precisely at 2 o'clock and adjourn at 5.

Section 4. Evening sessions may be called by a majority vote in the afternoon session and shall begin and close at the time set by a majority of the delegates.

Section 5. The regular sessions of the Division shall be held without intermission, and no adjournment shall be had to participate in an excursion or entertainment or for any purpose whatever until the close of the meeting.

Section 6. Officers and delegates of the Division are required to be constantly in attendance upon the duties of their position, and leave of absence of such will only be granted by the Division President. Any delegate being absent from any meeting without permission from the Division President shall forfeit pay for such time absent. The Assistant Division President shall note all absentees in his convention report to all subordinate lodges.

Section 7. Members admitted shall take their seats without ceremony, and shall not retire or leave their seats except by permission of the Division President.

Section 8. The roll of officers and delegates shall be called at each session and absentees noted, unless same be dispensed with by action of convention.

Section 9. All religious controversies and allusions, and every circumstance calculated to create discord and dissension among members, shall be totally prohibited.

Section 10. Robert's Rules of Order of Parliamentary Practice shall be the guide on all questions not herein provided for.

Members properly seated shall be entitled to participate in the deliberation at meetings, express views upon candidates for office or upon other business properly before the meeting, subject, however, to such reasonable rules as the Carmen Division or subordinate lodges shall establish pertaining to the conduct of meetings and subject further to the requirement that participation shall not involve a violation by such member of his responsibilities toward the organization as an institution and his duty to refrain from conduct that should interfere with its performance of its legal or contractual obligations.

Section 11. Proxy voting in Division or subordinate lodges is positively prohibited.

Section 12. The provisions of these By-Laws shall be interpreted and construed according to their most plain and obvious meaning, and should any doubt arise as to the proper construction of any article or section thereof, it shall be referred to the Division President, whose decisions, if not satisfactory, may be appealed to the

Executive Board, and if their decision is not satisfactory, it may be appealed to the Executive Council of TCU/IAM with further appeal to the National Union Convention. Such appeal must be made within thirty (30) days from the date of the decision of the Executive Board and in conformity with Article 16 of the Constitution of the National Union.

## ARTICLE 9 STRIKE FUND

The provisions of Article 18 of the Constitution of TCU/IAM shall govern in the event there is a suspension of work authorized by the proper authorities of the Union for members of this Division.

## ARTICLE 10 PENALTY FOR VIOLATIONS OF THESE LAWS

Section 1. Any member or members violating these laws upon conviction thereof shall, after charges and trial be subject to expulsion, suspension or fine.

Section 2. No officer, member, subordinate lodge or other subordinate unit of this Division shall resort to any court of law or equity or other civil authority for the purpose of securing an opinion or decision in connection with any alleged grievance or wrong concerning any case arising within the Union or any of its subordinate units until such officer, member or subordinate unit shall have first exhausted all remedies by appeal or otherwise provided in these By-Laws, not inconsistent with applicable law, for the settlement and disposition of such alleged rights, grievances or wrongs.

## ARTICLE 11 GENERAL

Section 1. The Constitution of the National Union and Statutes for the Government of Lodges of the TCU/IAM takes precedence over any conflicting portions of these By-Laws. Any action of the National Convention altering the By-Laws shall have the effect of an amendment without further action of the body adopting them. Any article or section of these By-Laws requiring temporary suspension for the purpose of acting upon a dispensation granted by the National President shall, without further action of this body, be considered temporarily

suspended. All amendments to these By-Laws in conflict with the Constitution of the National Union or Statutes for the Government of Lodges of the TCU/IAM are void.

PROTECTIVE LAWS  
ARTICLE 1  
COMPOSITION AND ORGANIZATION OF  
LOCAL PROTECTIVE COMMITTEES

Section 1. A member shall not be eligible to serve or to be elected as a member or Chairman of any Local Protective Committee unless he meets all the requirements set forth in Article 6, Section 5(a) of the Constitution of the National Union and Section 11(a) of the Subordinate Lodge By-Laws. The National President may approve exception to this provision, where in his judgment conditions warrant such exception.

Section 2. Lodges shall establish, in the manner set forth in Section 12(e) of the Subordinate Lodge By-Laws, a representative Protective Committee consisting of a Chairman and two (2) or more members to represent the employees.

Section 3. The Chairman shall immediately appoint one of the other members of the Committee to act as the Secretary of the Committee. The Secretary of the Lodge shall notify the National Secretary-Treasurer of such appointment.

Section 4. (a). When a vacancy occurs in the office of Chairman Protective Committee-Delegate, it shall be filled in the manner provided in Section 12(e) of the Subordinate Lodge By-Laws.

(b). When a vacancy occurs on a Local Protective Committee, other than the Chairman thereof, it shall be filled through appointment by the Chairman of the Local Protective Committee-Delegate subject to the approval of the Lodge.

Section 5. The National President is authorized to appoint provisional committees on newly organized properties pending permanent organization; except as herein limited, said provisional committees shall have all the power and authority vested in other committees under this Article.

## CONSIDERATION OF GRIEVANCES

Section 6. Any member considering that he or she has been unjustly dealt with by his or her employer or that he or she has been otherwise aggrieved, shall make a statement of the grievance in writing, and present same to the Local Protective Board for consideration, and if sustained by them they shall immediately take the matter up with the proper official, and use all honorable means to effect a satisfactory settlement, and make a written report of their action and its result to the Lodge. If the result is not satisfactory it shall be referred to the International Representative for further action. But local boards must not take complaints to the General Officers of the company except through the International Representative or his designee.

Any member, including complainant, who verbally, by writing or otherwise communicates with an official or officials of the company, or others, interfering with a grievance or any other matter being handled by or through the Local or National Union, will be liable to revocation of membership. When a Local Protective Board fails to satisfactorily adjust any grievance referred to it, as provided in the foregoing rules, and if the Lodge so orders it, the Chairman of the Local Protective Board of the Local Lodge shall immediately send a certified copy of the grievance to the International Representative, who shall, as soon as possible, handle the grievance to a conclusion.

An aggrieved employe-member dissatisfied by the action of the Lodge may appeal said decision to the International Representative within thirty (30) days from the date of the decision. If a decision is made by the International Representative that is not satisfactory to the aggrieved, he may appeal the decision as follows:

1. Appeals by Carmen members may be made directly to the Carmen General President. Such appeals must be sent, together with the reasons for appeal, supporting documents and correspondence, so as to be received by the General President within thirty (30) days from the date of the letter of declination from the International Representative. If this option is elected, it will be the claimant's responsibility to request any necessary time limit extensions from the Carrier to ensure that the claim could, if the internal appeal is successful, be progressed to arbitration. The aforementioned appeal should be addressed to:

General President  
Carmen Divison  
3 Research Place  
Rockville, Maryland 20850

2. Appeal may be made from the Division President's decision to the Division Executive Board whose decision shall be final and binding. Any such appeal must be sent, together with the reasons for appeal, supporting documents and correspondence, so as to be received by the Executive Board within thirty (30) days from the date of the letter of declination from the Division President. If this option is elected, it will be the claimant's responsibility to request any necessary time limit extensions from the Carrier to ensure that the claim could, if the internal appeal is successful, be progressed to arbitration. The aforementioned appeal should be addressed to:

Carmen Division Executive Board  
3 Research Place  
Rockville, Maryland 20850

All appeals must be filed timely and in writing.

FAILURE TO ADJUST DISPUTES  
CONCERNING WAGES, RULES AND/OR  
WORKING CONDITIONS, GRIEVANCES  
OR INVOLVING THE INTEREST  
OF THE UNION OR ITS MEMBERSHIP

Section 7. Any withdrawal from service must be authorized pursuant to Article 4, Section 1 of the By-Laws of the Carmen Division. The provisions of Article 18 of the National Union Constitution shall govern the conduct of any such withdrawal of services, including but not limited to the payment of strike benefits.

HOW AMENDED

Section 8. Amendments to these Protective Laws shall be governed by the provisions of Article 2, Section 5 of the By-Laws of the Carmen Division.

Section 9. The Constitution of the Transportation • Communications Union/IAM takes precedence over any conflicting portions of these Protective Laws.

## SUBORDINATE LODGE BY-LAWS

### NAME OF LODGE

Section 1. This organization shall be known as \_\_\_\_\_ Lodge No. \_\_\_\_\_ Carmen Division of TCU/IAM located in the \_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_ and State of \_\_\_\_\_ and shall hold and exercise all powers and privileges granted by its charter.

Section 2. All new lodges organized shall keep their charter open for thirty (30) days at the expiration of which time it shall be permanently closed. The Secretary shall at once forward to the National Secretary-Treasurer a complete list of charter members accompanied by the initiation fee for each one (initiation fee may be waived by the National President). Their per capita tax shall commence and shall be payable in accordance with Article 25 of the Constitution of the National Union. The charter shall not be opened except by special dispensation of the National President.

### HOW COMPOSED

Section 3. It shall be composed of at least forty (40) members of the trade qualified as hereinafter provided, and cannot voluntarily dissolve or surrender its charter so long as forty (40) members object and will enter into an agreement to sustain it. A lodge charter may be retained by less than forty (40) members when in the judgment of the National President circumstances warrant.

### QUALIFICATIONS FOR MEMBERSHIP

Section 4. (a). Any person who is employed at the time he or she makes application for membership as builder or repairer on all classes of railroad, electric motor cars, coaches, and automotive equipment, wood, steel, plastic or other material. Car inspector, car oiler, coach, gas and steam pipe work, coupling and uncoupling of air, steam and signal hose on all freight, passenger and refrigerator cars, testing air brakes and steam on all trains with or without locomotives, removing and applying of bearings including roller bearings. Removing and applying, coupling and uncoupling steam connectors on all trains, bleeding of cars and adjustment of loading of open cars. All carpenters, caulkers, fendermakers and sawyers employed in railroad marine work. Steel cabs, steel pilots, pilot beams and steel running boards, millwrights, drill press men, air brake and triple valve work, cabinet work, upholsterer, pattern maker in car department, planing mill work, bench,

coach, locomotive motor coach, automotive equipment and all other carpenters in car department, tender and tank work, locomotive, coach, motor coach, automotive equipment and car painting, and all finish work pertaining thereto, tinnerns, all axle lathes, wheel borers, wheel press, bolt cutter and threader, nut tappers and pipe fitters employed in car department, material handler, boiler lagger and axle light work on wood or steel cars, foreman and assistant, wrecking engineer and crews, punch and sheer operators in car department, and employes assigned to handle acetylene, thermit, or electric process on work that was generally recognized as Carmen's work prior to the introduction of such process, cleaners and all helpers employed in any of the classification above mentioned, and other maintenance and production workers and computer operators shall be eligible to membership in this Division; providing that any person making application for membership who is a member of any Organization that has for its purpose the overthrow of the present form of Government of the United States of America by force or subversive action shall be rejected or if he or she is admitted and later becomes a member of such an Organization, he or she shall be expelled; further, if he or she was a member of any Organization that has for its purpose the overthrow of the present form of Government of the United States of America at the time he or she was admitted to membership and it is developed later that he or she was a member of such Organization under an assumed name, he or she shall be expelled from the Union.

(b). Any person engaging himself to learn the Carmen's trade shall serve an apprenticeship or eight (8) periods of 130 days each. Any apprentice failing to comply with this provision shall stand suspended from any and all benefits of the National Union and the local Lodge of which he is a member until he returns to his employer. Failure to return to his employer within three (3) months shall be sufficient cause for his expulsion. The ratio of apprentices shall be one (1) apprentice for every fifteen (15) journeymen Carmen employed. Such person shall be known as a helper-apprentice and shall serve six (6) periods of 130 days each in learning the Carmen's trade during which time he shall be governed by the rules and laws applicable to apprentices. The number of helper-apprentices shall at no time exceed fifty percent (50%) of the number of regular indentured apprentices in any shop. Apprentices, upon completion of their apprenticeship, shall receive not less than the minimum rate of pay for Carmen, if retained in the service, and they shall become the youngest mechanic in service at that point.

An apprentice is a person who is engaged to an employer to serve an apprenticeship learning the Carmen's trade. A helper-apprentice is a person who having been engaged in work as a helper for two (2) years, engages himself to an employer to serve three (3) additional years learning the Carmen's trade. Apprentices

and helper-apprentices shall be given opportunity to learn all branches of the Carman's trade. A Carman's helper is a person employed to assist mechanics of the trade in any branch or classification thereof and who is competent to command the minimum rate paid for that class of work.

The periods of time established by this Clause of these By-Laws are maximum requirements to be used as a guide and are not mandatory where other agreements with shorter periods have been approved.

Section 5. All applications for membership must be made in writing upon a form furnished for that purpose. The application must be signed by the applicant and recommended by a member in good standing. The application must be accompanied by the required fees and the current month's dues. All applications for membership, reinstatement to membership, or reinstatement upon deposit of withdrawal card, shall be accepted or rejected by a majority vote of the members voting at the meeting at which the application is reported, unless challenged by a member in good standing. If any applicant is challenged, the President shall appoint an investigating Committee of three (3) who shall report not later than the next regular meeting. The report of the Committee shall be placed before the Lodge for acceptance or rejection of the challenged applicant, by a majority vote of the members voting at the meeting. In the event the application is rejected, such rejection shall only be effective if approved by the National President. Candidates rejected shall not be permitted to again present application for membership until three (3) months have elapsed. If rejected, the fee paid shall be returned to the applicant.

Section 6. (a). Dues are due and payable on the first day of each calendar month. A member owes two (2) months dues on the first day of the second month, which means that two (2) months dues, and not a portion thereof, must be paid on or before midnight of the last day of that month or the member will be automatically suspended. It is the responsibility of every member to know when dues are payable and pay them to an authorized representative of his Lodge within the time limits specified in this Article. No demand for payment of such dues or notice of nonpayment thereof or delinquency is necessary or required. A member who fails to pay his dues within the time limits specified in this Article is automatically suspended at 12 o'clock midnight of the last day of the second month for which he owes dues. The financial secretary-treasurer shall immediately report such suspension to the National Union.

Note: Any individual paying an agency fee will be treated in the same manner as above set forth.

(b). An ASSOCIATE MEMBER failing to make voluntary contributions shall be subject to suspension on the same basis as a member and the provisions of Section 6(a) above shall be applied except an ASSOCIATE MEMBER shall be given a thirty (30) day written notice before suspension. Such notice will be mailed by the National Secretary-Treasurer to the ASSOCIATE MEMBERS' last known home address.

(c). A member suspended for non-payment of dues may apply for reinstatement upon payment of reinstatement fee plus any unpaid assessment or any unpaid dues for which he was liable under a union shop or other agreement between the Division and his employer at the time of suspension. If the suspended member is subject to the terms and conditions of a union shop, check-off or a union security agreement between the Division and the employer, and has been reported by the Lodge to the International Representative for non-compliance with the terms and conditions of such agreement, the application and tender of dues and/or fees shall not be accepted unless approved by the International Representative, before his application can be acted upon by the Lodge. The National President may make exceptions where in his judgment exceptions are necessary to accommodate the terms and conditions of union shop or other agreements.

A member suspended or expelled due to charges being sustained under Article 10 can only apply for reinstatement in the Lodge from which suspended or expelled.

Section 7. (a). A member who performs no compensated service for sixty (60) consecutive days on a position in industry over which the Division claims jurisdiction (unless such member is on a leave of absence that requires agreement of the Division and retains seniority under an agreement negotiated by the Division), due to reduction in force, furlough, sickness, disability, or a member working in another craft in the industry where he is required to join another union under a Union Shop Agreement may, upon written request to the Secretary of the Lodge, be granted a withdrawal card free of charge, provided he has paid all dues and assessments up to and including the month in which he requests withdrawal card.

(b). A member who resigns from the service of an employer, including a member who severs his employment relationship for the purpose of accepting an age annuity, may, upon written request, be granted a withdrawal card, provided he has paid all dues and assessments up to and including the month in which he requests a withdrawal card.

(c). A member on active military service, will be treated as though he/she had been granted a withdrawal card and he/she will not be responsible for any dues during the period of the active duty time.

(d). A member who has been issued a withdrawal card and who is eligible for membership may apply to reinstate his membership in the Division by presenting his withdrawal card, tendering a month's dues and signing an application for reinstatement within thirty-five (35) days after his return to any position over which the Division claims jurisdiction. If the member fails to surrender his withdrawal card, sign an application for reinstatement and pay a month's dues within thirty-five (35) days after his return, the card will become null and void and he will be required to pay the reinstatement fee necessary to reinstate his membership in the Division.

(e). Immediately after the Lodge accepts the withdrawal card, it shall report the applicant to the National Secretary-Treasurer on MR-1 report with the application. The dues owed on such members shall be remitted on the basis set forth in Article 25 of the Constitution. If the applicant is accepted as a member by the National Union, the National Secretary-Treasurer shall then issue a membership card.

Section 8. (a). A member desiring to transfer his membership to another Lodge under the jurisdiction of the National Union may do so by requesting transfer from his present Lodge. Lodges must grant a transfer card to any member requesting same, provided he has his dues and assessments paid up to and including the month in which the request for transfer is made and provided further that such member is not under charges, and that he does not seek admission to a Lodge in violation of jurisdiction fixed pursuant to Article 13, Section 20 of the National Union Constitution and Article 1, Section 2 of the Statutes for the Government of Lodges.

(b). The Lodge will furnish the National Secretary-Treasurer a certificate of transfer covering the member, showing the member to be in good standing with all dues and assessments fully paid up to and including the month in which the request for transfer was made, signed by the Financial Secretary-Treasurer over the seal of the Lodge, together with name and number of the Lodge to which the member desires to transfer.

(c). Upon receipt of the certificate of transfer, the National Secretary-Treasurer shall complete the transfer and issue a membership card to the Lodge to which the member is transferred.

(d). The Lodge receiving the transfer will vote upon the applicant the same as on a new member. If the applicant is rejected, it shall be the duty of the Recording Secretary of the Lodge to promptly notify the National Secretary-Treasurer who will cancel the transfer and the member shall retain his membership in the Lodge from which he sought transfer.

## MEETINGS

Section 9. Lodges shall meet at least once each month unless prevented from doing so by an act of God. Lodges may also meet less frequently if a majority of members present so vote at a regular meeting after having been read at two (2) consecutive meetings and if approved by the National President. In no event shall a Lodge meet less than once every three (3) months. Special meetings may be called by the Lodge President and must be called by him upon written request by one-third of the members of the Lodge. Five (5) members, two (2) of whom must be officers of the Lodge including one qualified to act as President, shall constitute a quorum for the transaction of business; Lodges may in their By-Laws fix a quorum in excess of the foregoing requirement.

## DUES, FEES AND ASSESSMENTS

Section 10. (a). The initiation fee, reinstatement fee and dues for all members of a Local Lodge shall be as established pursuant to Article 25 of the Constitution of the National Union.

(b). Lodges shall be allowed appropriate credit for sick and out-of-work members.

(c). Lodges shall not be permitted to waive dues of any member or officer except that members on strike over two (2) weeks and who have not secured other employment shall be exempt from the payment of dues.

(d). No assessment shall be levied by any Lodge except by a majority vote by secret ballot of the members voting, at a regular or special meeting, after reasonable notice of intention to vote upon such question, or by a majority vote of the members voting in a secret ballot referendum and subject to approval by the National President in either event.

## OFFICERS AND COMMITTEES

Section 11. (a). Any member working at the trade who has been in continuous good standing for at least one (1) year immediately preceding the election of officers and meets all other requirements of Article 4, Section 2 of the Statutes for the Government of Lodges as well as the meeting attendance requirement set forth below shall be eligible for election to office in the Local Lodge.

Any member who desires to be elected to any office in his Lodge must have attended three (3) of the last six (6) regular monthly meetings of his Lodge immediately preceding the month of election. Any member who is assigned to work or is actually working in his craft on the date and at the time of a regular monthly meeting shall be excused and will be considered to have attended said meeting for the purposes of this section provided the Recording Secretary received such a written excuse no later than fourteen (14) days after the regular monthly meeting. Any member who has suffered a death in his family (family being spouse, children, parents, sisters, brothers, grandparents, in-laws, aunts, uncles, and grandparents, aunts and uncles of the member's spouse) shall be excused and will be considered to have attended said meeting for the purposes of this section provided that the death preventing attendance shall have occurred within seven (7) days before the regular monthly meeting and the Recording Secretary receives notice of such death in writing from the member no later than fourteen (14) days after the regular monthly meeting. Any member who is ill or has an immediate family member (immediate family member being spouse and children) who is ill on the day of the regular monthly meeting shall be excused and will be considered to have attended said meeting for the purposes of this section provided the Recording Secretary received notice of such illness in writing no later than fourteen (14) days after the regular monthly meeting. Members performing military service or National Guard duties as well as those on vacation are also excused but must furnish notice in writing to the Recording Secretary. All other excuses are insufficient and will not be accepted for the purposes of this section.

The elected officers of each Lodge shall be President, Vice President, Recording Secretary, Financial Secretary-Treasurer, Chairman of the Board of Trustees, two (2) members of the Board of Trustees, and Chairman of the Local Protective Board-Delegate.

The offices of Recording Secretary and Financial Secretary-Treasurer may be consolidated at the discretion of the Lodge. Those Lodges having one hundred (100) or more members shall also elect an Alternate-Delegate.

(b). Committees of the Lodge shall consist of a Local Protective Committee, a Community Services Committee, consisting of not less than three (3) members, the Chairman of which shall be the Vice President, and such other Committees as may be established by the Lodge.

## NOMINATION AND ELECTION OF OFFICERS

Section 12. (a). Officers shall be nominated in November, elected in December, and shall be installed in the month of January following. The term of office for all officers shall be three (3) years. Election shall be by secret ballot. Not less than fifteen (15) days prior to the date fixed for the nominating meeting and election of officers, notice thereof shall be mailed to each member at his last known home address.

(b). Nominations also may be submitted in writing to the Recording Secretary of the Local Lodge by eligible members provided they are signed by the member making such written nomination and are in the possession of the Recording Secretary prior to the start of the meeting at which nominations are to be made. The names of members thus nominated shall be read at the nominations meeting prior to the acceptance of nominations from the floor. No member shall nominate more than one candidate for each office. Any member not in attendance at the nominating meeting whose name is placed in nomination must have previously indicated in writing to the Recording Secretary his willingness to serve.

(c). Every member in good standing shall be eligible to be a candidate to seek and hold one (1) office unless disqualified there from by the provisions of these By-Laws or applicable law.

(d). Rights of Candidates.

(1). Every bona fide candidate for subordinate Lodge office shall have the right to request distribution of campaign literature in behalf of his candidacy in accordance with Article 5, Section 4 of the Constitution of the National Union. Any discrimination in favor of or against any candidate by the subordinate Lodge with respect to the use of membership lists or otherwise is prohibited.

(2). No funds of the subordinate Lodge or of any employer shall be contributed or applied to promote the candidacy of any person for office; provided, however, that subordinate Lodge funds may be used for notices, statements as to

issues and other expenses necessary to conduct elections so long as they do not involve the promotion of any candidate.

(e). The election shall be by a secret referendum ballot conducted by an Election Committee composed of not less than three (3) or more than five (5) members. Names of candidates for office to be shown on the ballot in the order of continuous membership, the member with the longest membership to be first. All members to be supplied with a ballot through first-class mail and arrangements made for its return and tabulation by the Election Committee. Full and complete instructions for voting and return shall appear on the ballot.

A plurality of the legal votes cast shall elect, i.e., the candidate receiving the highest number of legal votes for the office shall be declared elected. In the case of a tie, the candidate having the longest continuous membership in the Division shall be declared elected.

No vote shall be valid or recorded except for candidates who have been properly nominated. "Write-in" votes are not permissible.

A secret ballot need not be conducted where nominees are unopposed. Unopposed nominees shall be elected by motion adopted at the December meeting that the Secretary be instructed to cast a unanimous ballot for the unopposed nominee or nominees.

The Chairman of the Protective Committee-Delegate shall appoint at the January meeting, immediately following the election in December, subject to approval of the Lodge, members of the Protective Committee.

The ballots and all other records pertaining to the election shall be retained by the Recording Secretary for not less than one (1) year.

## PROTESTS

(f). A candidate or member may protest in writing the election or election procedures as follows:

(i). To the President of the Lodge setting forth, in writing, the reasons for the protest within ten (10) days from the date of the incident or the counting of

the ballots. When the U.S. mail is used, the postmark will govern in determining compliance with the time limit set forth herein.

(ii). The President of the Lodge shall investigate the matter and within thirty (30) days from receipt of the protest issue a written ruling. If a ruling is not issued within thirty (30) days, the protest shall be deemed denied.

(iii). The ruling of the Local Lodge President may be appealed in writing within thirty (30) days to the Division President whose decision is appealable within thirty (30) days to the Division Executive Board. The decision of the Division Executive Board may be appealed within thirty (30) days to the Executive Council of the National Union and to the Convention of the National Union in accordance with Article 16 of the Constitution.

(iv). A protest involving the election of Chairman Local Protective Committee-Delegate or Alternate-Delegate, that has been timely appealed to the National Convention shall be referred to the Committee on Credentials for its review and report to the Convention. In the event this election is held in the year immediately preceding the Convention, appeals from the Division President's decision or if a decision is not made by him by the forty-fifth (45th) day prior to the first day of the Convention, an appeal may be filed, in writing, with the National Secretary-Treasurer by the twentieth (20th) day prior to the first day of the Convention. The National Secretary-Treasurer shall refer all such appeals to the Credentials Committee for its review and report to the Convention.

## CONVENTION REPRESENTATIVE

Section 13. Lodges shall be entitled to delegates to the Carmen Division and National Conventions in accordance with the provisions set forth in Article 2 of the Carmen Division By-Laws and Article 6 of the Constitution of the National Union.

## ABSENT THROUGH NEGLECT

Section 14. If officers through neglect absent themselves for three (3) successive meetings (unless working hours prohibit attendance), their office may, by vote of the Lodge, be declared vacant.

## INTERIM VACANCIES

Section 15. (a). Any interim vacancy in an elective office other than the Chairman of the Local Protective Committee-Delegate or Alternate-Delegate shall be filled by the President, or in his absence, by the Vice President through appointment, subject to approval of the Lodge, such appointment to be made within thirty (30) days from the date of vacancy, and approval of the appointment by the Lodge members at a meeting of the Lodge.

(b). Interim vacancy in the office of Chairman of the Local Protective Committee-Delegate or Alternate-Delegate shall be filled by a secret ballot election in accordance with the standards set forth in Section 12(e) of these By-Laws. The Lodge President, or in his absence, the Vice President shall appoint an Acting Chairman of the Protective Committee to fulfill the duties of this office pending the election.

## PAST PRESIDENT

Section 16. (a). Upon installation of a new President of a Lodge, the retiring President becomes Past President. At the institution of a new Lodge, the Past President shall be elected.

(b). The Past President shall preside at meetings in the absence of the President and Vice President.

## DUTIES OF OFFICERS

Section 17. The duties of the various officers and committees shall be such as are laid down in the charges of their office in the ritual and as specified in the National Union Constitution and Statutes for the Government of Lodges.

Section 18. (a). President. The President shall preside at all meetings of the Lodge, preserve order and enforce the laws thereof; shall see that all officers perform their duties; decide all questions of order subject to an appeal to the body with further appeal to the Division President; appoint all officers and committees not otherwise provided for; but shall not vote except on ballot or in case of a tie; and together with the Recording Secretary shall call special meetings when requested by written application of one-third (1/3) of the members provided always such application is in accordance with and does not conflict with the Constitution, and shall sign all orders

on the Treasurer. The President shall have power to obligate scattered Carmen working at points under the jurisdiction of the Lodge, or any who are working nights and are unable to attend Lodge meetings, and shall perform such other duties as properly appertain to the office. He shall discharge on behalf of the subordinate lodge such duties as may be imposed upon him by law, including the execution and filing of any reports to Federal or State authorities and the maintaining by the subordinate lodge of such records as the law requires for the period or periods of time required.

(b). Vice President. The Vice President shall be the chief counselor of the President and shall assist in the discharge of all duties; in the absence of the President, such duties shall devolve upon and be performed by the Vice President, with all the power and privilege of the President.

(c). Recording Secretary. The Recording Secretary shall have the custody of the records and seal of the Lodge, and shall keep a true record of the proceedings of each meeting, and when approved, shall record the same in a book kept for that purpose. The Recording Secretary shall attend to the correspondence and shall attest all documents with the seal of the Lodge, notify members of special meetings and notify applicants for membership of their acceptance or rejection; also notify the Board of Trustees of matters referred to them and special committees of their appointment, and enter on the minutes the names of all officers absent at any regular or special meeting, and record all reports offered and accepted. The Recording Secretary shall present all books and papers to the proper officers for inspection whenever directed by the President or Lodge to do so. After the regular election of officers at the first meeting in December, the Recording Secretary shall forward to the National Secretary-Treasurer and Division President a complete list of officers elected and their addresses on a form provided for that purpose and under the seal of the Lodge, and shall perform such other duties as may be required by the Lodge and at the expiration of his or her term of office shall turn over to his or her successor all the books, papers, records and seal of the Lodge.

He shall discharge on behalf of the subordinate lodge such duties as may be imposed upon him by law, including the execution and filing of any reports to Federal or State authorities and the maintaining by the subordinate lodge of such records as the law requires for the period or periods of time required.

(d). Financial Secretary-Treasurer. The Financial Secretary-Treasurer shall receive all dues, fines, assessments and other monies due the Lodge and keep a complete record thereof. If a member owes two (2) months dues, he shall receive

only full amount of dues owed, not partial payment. He shall deposit said funds in the name of the Lodge in a bank to be designated by the Lodge or the Board of Trustees. He shall disburse the funds of the Lodge in payment of the regular and authorized expenses of the Lodge. Unusual or extraordinary expenses, those not required for the normal operation of the Lodge, shall be referred to the Board of Trustees for consideration and its recommendations, which shall be reported to the Lodge for approval by a majority vote of the members voting at a meeting of the Lodge. No disbursements may be made by the Financial Secretary-Treasurer except on duly approved vouchers signed by the President and the Chairman of the Board of Trustees. He shall keep the accounts of the Lodge and perform such other duties as pertain to his office.

(e). Chairman Local Protective Board-Delegate. The duties of Chairman Local Protective Board-Delegate shall be prescribed in the Ritual.

(f). Board of Trustees. The Board of Trustees shall provide a place for holding meetings, and shall exercise supervision over the finances and property of the Lodge. The compensation of officers and committee members for services rendered shall be recommended by the Board of Trustees, subject to approval by a majority vote of the members voting at a regular or special meeting of the Lodge. The Board of Trustees shall also consider and make recommendations to the Lodge on unusual or extraordinary expenses.

The Board of Trustees shall audit the accounts of the Lodge at least once each year in the month of January, and the Chairman of the Board shall file with the National Secretary-Treasurer on or before March 1, a certified audit signed by at least a majority of the members of the Board. Should the Board of Trustees fail to audit and file with the National Secretary-Treasurer a certified copy of audit, as above provided, the Lodge shall stand suspended until they have done so and the National Secretary-Treasurer will notify the Lodge. Between audits, the Board of Trustees is authorized to make periodic examination of the books and records of the financial officer. It shall also, through its Chairman, examine and if found correct, approve all bills presented for payment.

It shall also be the duty of the Chairman of the Board of Trustees to preside at all meetings where the President, Vice President and Past President are absent.

(g). Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be to arrange the hall for the use of the meeting, prepare and conduct candidates through the

initiator ceremonies and assist the President in preserving order, and all other duties pertaining to the office of Sergeant-at-Arms.

(h). Inner Guard. The duties of the Inner Guard shall be to attend the inner door admitting only those who show the proper receipt, and allow none to leave without permission from the President.

(i). Outer Guard. The duties of the Outer Guard shall be to attend the outer door and allow only those to enter who are in possession of the proper receipt, and allow none to leave without permission from the President.

(j). Chaplain. The Chaplain shall perform such duties as are required by the Ritual.

(k). Community Services Committee. It shall be the duty of the Community Services Committee to provide assistance to our members and their families, outside the workplace, implementing those policies and instructions emanating from the Grand Lodge and the National President.

## CHARGES, TRIALS AND PENALTIES

Section 19. The provisions of Article 10 of the Grand Lodge Statutes for the Government of Lodges shall govern all Lodge disciplinary proceedings.

## LAPSED LODGE

Section 20. A lodge whose charter has been voluntarily surrendered or reclaimed by the National Union shall be known as a lapsed Lodge.

Section 21. The president of a lapsed Lodge shall deliver up to the National Union, within thirty (30) days after the dissolution of the Lodge, the charter, seal, rituals, unwritten work, all reports and all other supplies furnished by the National Union and effects of the Lodge at the time of dissolution, and all moneys left in the hands of the Treasurer at the time such Lodge lapsed must be turned over to the National Secretary-Treasurer. Any President failing to comply with the provisions of this section shall forever be excluded from membership in this order.

Section 22. Should a Lodge, on or before surrendering its charter or failing from any cause to continue as a working Lodge, divert the property or funds of the Lodge from the objects and purposes for which they were designated, by dividing the same among the members or appropriating them to any purpose or object not

recognized by the order; any member participating therein shall be reported to the National Union as having acted dishonorably to the order, and shall be subject to discipline.

## SPECIAL REGULATIONS

Section 23. (a). Charges, trials and penalties will be handled in accordance with the procedures set forth in Article 10 of the National Union Statutes for the Government of Lodges.

(b). Any circular emanating from a subordinate Lodge, member or members of a subordinate Lodge, for general circulation among the members of the Carmen Division, shall be referred to the Division President before being put in circulation; provided this section shall not be construed to interfere with the rights of subordinate Lodges, member or members thereof, after proper Lodge action to issue calls for local meetings for the general welfare of the membership. Should the Division President disapprove of any circular, it shall not be lawful for such circulars to be put in circulation.

(c). No Local of the Carmen Division or any persons connected therewith shall issue or cause to be issued any souvenir book, year book or review, claiming that such book or other publication is issued for or in behalf of the Carmen Division, or any of its subordinate Lodges. Any Lodge entering into any agreement with any printing or publishing house or any agent of same to issue any such souvenir or kindred publication, shall have its charter revoked by the Division President, with the approval of the National President, and any member or members of any Lodge entering into any such agreement shall be subject to discipline under Article 10 of the Statutes for the Government of Lodges.

(d). Intoxicating beverages shall not be purchased by any Lodge or any member of the Lodge for use in the Lodge room.

(e). The funds and properties of a Local Lodge shall be used only for such purposes as are specified in the Carmen Division By-Laws, or By-Laws of Local Lodge, and as may be required to transact and properly conduct its business. Lodge officers, when authorized by their Lodges or By-Laws of their Lodges in the conduct of Lodge business and which business will include the representation of Lodge members at a hearing or investigation, shall be compensated by the Local Lodge for actual time lost away from the job as well as all reasonable expenses incurred while

engaged in such Lodge business. The aforesaid payments shall only be made when said compensation and/or expenses have not been paid by the respective employer.

The money and property of a subordinate Lodge shall be used solely for the benefit of the subordinate Lodge and shall be used only for such purposes as are permitted or required by the Carmen Division By-Laws and not for the personal gain or profit of any officer or member. The officers, agents, representatives and employes of subordinate Lodges who handle its funds and property shall be held to this standard of conduct and accountable for any breach thereof under the Carmen Division By-Laws and as provided by law and the officers of each subordinate Lodge shall manage, invest and expend its funds in accordance with the applicable provisions of the Carmen Division By-Laws and any action taken by the membership of the subordinate Lodge not inconsistent with the Carmen Division By-Laws or approved By-Laws of this subordinate Lodge.

(f). All communications between Lodges shall bear the seal of the respective Lodges and all Secretaries be compelled to promptly answer all communications, after action is taken by the Lodge and over the signature of the Secretary, bearing the seal of the order.

(g). Associate members rights shall be as defined in Article 25 of the National Union Constitution.

## GENERAL


Section 24. All those provisions of the Statutes of the Government of Lodges of the TCU/IAM take precedence over any conflicting portions of these By-Laws, and any provisions of those Statutes not contained herein shall apply to all Local Lodges under the jurisdiction of the Carmen Division.

## ORDER OF BUSINESS FOR SUBORDINATE LODGES

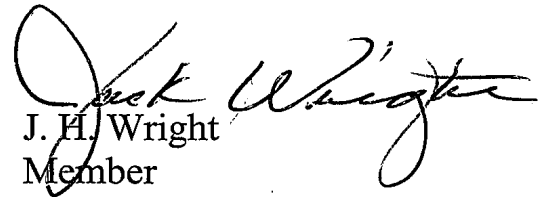
1. Pledge Allegiance to the National Flag.
2. Roll call of officers.
3. Reading and disposing of records.
4. Considering previous proposals for membership.
5. Balloting for candidates.

6. Initiation.
7. Communications, bills, etc.
8. Does any one know of a brother sick or in distress?
9. Are there any vacancies for carmen or carmen out of employment?
10. Propositions for membership and payment of dues.
11. Report of treasurer, trustees, special and standing committees.
12. Unfinished business.
13. New business.
14. Good and welfare of our order.
15. Election and installation.
16. Application for transfer and withdrawal cards.
17. Announcements, receipts of evening in detail.
18. Closing ceremonies.

CARMEN DIVISION EXECUTIVE BOARD



L. C. Bauman  
Chairman



J. H. Wright  
Member



D. E. Grissom  
Member



R. H. Grygiel  
Member



D. T. Burnett  
Member

Approved:



Richard A. Johnson, General President Carmen Division



Robert A. Scardelletti, National President

Attest:



D. L. Biggs, National Secretary-Treasurer

## RITUAL

In use of gavel, \* indicates one rap; \*\* two raps; \*\*\* three raps. One rap calls to order or seats the lodge. Two raps calls up the Officers. Three raps calls up everyone.

### OPENING CEREMONY

(During this ceremony no member will be admitted to the lodge room. They may, however, be admitted to the anteroom).

The hour for meeting having arrived, the President assumes his station, gives \* and says:

PRESIDENT: Members will be seated and officers report to their respective stations.

(If any stations are vacant the President will fill them temporarily from the members present, after which he will continue.)

PRESIDENT: Sergeant-at-Arms, see that all lodge room doors are secured, all official stations filled and then ascertain if all present are entitled to remain.

SERGEANT-AT-ARMS: Worthy President, your order has been obeyed. The doors are securely guarded, all stations are filled, and all present are entitled to sit with us.

PRESIDENT: My duties are to preside over the lodge; to maintain order and decorum; to enforce the laws of the Union; to conduct the business of my office with malice toward none and equal rights for all.

This organization is a democratic institution founded upon the principles of equal and exact justice toward all members, and since its very being is preserved and maintained by the Constitution and Laws of our Nation it is appropriate and fitting that we affirm our allegiance and fidelity to the flag that symbolizes our liberties, our laws and our fellow citizens.

The members will face the flag and repeat with me the Pledge of Allegiance to the Flag:

"I pledge allegiance to the flag of the United States of America  
and to the Republic for which it stands, one nation under God,  
indivisible, with liberty and justice for all."

The Chaplain will invoke the Divine Blessing.

## OPENING PRAYER

Chaplain: Our Father, Who are in Heaven, as a body we congregate in this meeting room for the betterment of our fellow-workers and the furtherance of our cause: lead us that we may do all things well. Amen.

ALL ANSWER: So let it be.\*

PRESIDENT: Inner guard, you will now permit such members of the lodge who are qualified, National Union Officers, employees of the National Union and Lodge members as may be in waiting, to enter.

If there are others in waiting who desire to enter, you will ascertain their name, address and lodge number and report to me. The lodge may by a majority vote, invite them to enter.

(A short recess to receive a report from the Inner Guard and to permit those qualified to enter and be seated.)

I declare this lodge open for the transaction of such business as may legally come before it. We will proceed to the regular business of the lodge. Members will please pay attention.

## ORDER OF BUSINESS

The Secretary will call the roll of officers. Sergeant-at-Arms will report whether present or absent.

The Sergeant-at-Arms will now introduce visiting members.

Reading of minutes of last regular and/or special meeting and action thereon.

Voting on membership applications.

Welcoming new members.

Nomination of Officers.

Election of Officers.

Installation of Officers.

Report of Standing Committees.

Report of Special Committees.  
Unfinished business if any.  
Communications and bills.  
New business.  
Payment of dues and assessments.  
Reports of suspensions.  
Report of Financial Secretary and Treasurer.  
Good of the Union.  
Report of any member sick or in distress.

### CLOSING CEREMONIES

PRESIDENT: Members, we are about to close this meeting. Does anyone know of anything which has been left undone that cannot be reasonably deferred until our next regular meeting?

(Short pause to give members an opportunity to bring up any matter that may have been overlooked, after which the President continues.)

PRESIDENT: The Chaplain will now invoke the Divine Blessing.\*\*\*

CHAPLAIN: Our Father, Who are in Heaven, after we depart from this room, having done our full duty by Thy grace cause us to refrain from discussing any transactions which have taken place in this meeting with or in the presence of anyone except those whom we know to be members of this Union in good standing. Amen.

ALL ANSWER: So let it be.

PRESIDENT: Sergeant-at-Arms will now collect the Rituals and report.

SERGEANT-AT-ARMS: Worthy President, your order has been obeyed.

PRESIDENT: There being no objections, I now declare this meeting closed.  
Our next meeting will be

---

(Time, Place and Date)

## WELCOME TO NEW MEMBERS

(New members form a line in front of the President as their names are called.)

PRESIDENT:.....(My friend or friends)....we extend to you a cordial welcome; we are pleased that you are identifying...(Yourself or yourselves)....with your fellow workers in this organization. Henceforth may your labors and influence be for our mutual benefit. This Union is dedicated to the laudable purpose of defense, self-protection, the improvement of our mental, moral and social conditions and the elevation of our occupation. I extend to you my right hand and with it you will receive the Union hand clasp.

Your attention is called to the story of the bundle of sticks; bound together it is impossible for you to either bend or break them; withdraw one hand, it may easily be bent or broken. Here we learn a lesson in unity which proves that in unity there is strength and so it is with you. Alone, you will be compelled to yield and break, but, bound by the cords of Union, a giant's strength would be expended in vain. Therefore, as no chain is stronger than its weakest link, see to it that you are not a defective link in our fraternal chain, so that in times of imminent peril and danger to our Union the chain of mutual interest which binds us together will not be broken. Strive to attend the meeting of your lodge regularly and thus improve your knowledge and interest in the Union.

The voting sign, which is used for both an affirmative or negative vote, is made by raising the right hand, with palm forward.

Your right to visit lodges other than the one in which you hold membership must be agreeable to the lodges that you desire to visit.

The gavel in the hands of the President is used to govern the movements of this lodge. \*Calls to order or seats the lodge if standing. \*\*Calls up the officers, and \*\*\*Calls up the whole lodge.

You will now face about and as your name is called take two steps forward, so that the members may recognize you and know you by name. Members of .....Lodge No. ...., I take great pleasure in introducing to you ....(Brother or Sister)..(names them)....who are now entitled to share in all the benefits and privileges of our Union. And now...(Brother or Sister)..(names them)....you may be seated.

## INSTALLATION CEREMONY (Local Lodge)

(The installing officer will call the lodge to order and appoint a member as Sergeant-at-Arms. The Secretary will furnish the Sergeant-at-Arms with a list of the officers-elect. The Sergeant-at-Arms will call the role of officers-elect, who as their names are called, will take their places as directed.)

(Any National Union officer, the retiring President, any Past President, or authorized representative of the National Union can act as installing officer.)

SERGEANT-AT-ARMS: Worthy Installing Officer, the officers-elect await your pleasure.

INSTALLING OFFICER: Officers-elect, you have been chosen by your fellow-members to a high and honorable position in this lodge, and from them you receive authority to rule and govern the lodge; and as some must rule and some must obey, it becomes those who rule to avoid any appearance of partiality. On the other hand, the membership at large should render that willing obedience which is due to the officers they have placed in positions of authority.

Officers-elect, you will place your right hand over your heart in token of your sincerity, and repeat after me the obligation of office, pronouncing your name in full where I use mine.

I,.....in the presence of the members here assembled do most solemnly and sincerely promise and declare that I will honorably and faithfully perform, to the best of my ability the duties of the office to which I have been elected. I will act with strict impartiality in all matters pertaining to my office and see that every member receives justice. I will not take part directly or indirectly in any illegal transaction, or suffer it to be done by others if in my power to prevent it. I will obey all orders coming to me from the constituted authorities of the Union, and will do all that lies in my power to advance its welfare. For the faithful observance of all of these several points, I hereby pledge my word and honor. So help me God.

NOTE: (To be used when office of Financial Secretary-Treasurer is separate from Recording Secretary.)

INSTALLING OFFICER: Sergeant-at-Arms, conduct the Financial Secretary-Treasurer-Elect and Recording Secretary-Elect to this station.

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present Brother (or Sister).....who has been elected Financial Secretary-Treasurer and Brother (or Sister).....who has been elected Recording Secretary of this Lodge.

INSTALLING OFFICER: Brother (or Sister).....as Financial Secretary-Treasurer the full responsibility for all financial transactions of your lodge is vested in you. It is your duty to collect and receive all money due the lodge, to make all legal disbursements, safely guard the funds, keep a true and correct account of all transactions between the lodge and its members and make such reports as may be required of you by the laws of the Union or the by-laws of this lodge.

Brother (or Sister).....as Recording Secretary it is your duty to keep true and correct minutes of all meetings, nothing extenuate, naught set down in malice, to conduct the correspondence for the lodge, to have and safely keep the seal, using it only on the official correspondence of the lodge, to draw all warrants when ordered by the lodge, to make the reports and returns required by the National Union and to do such other duties as the laws of the Union and of this lodge may require.

(Brothers) (or Sisters) (or Brothers and Sisters) the offices which you have just assumed are second to none in their importance, and upon your integrity and uprightness depends the welfare of the lodge. Therefore, be faithful and true, and when your terms of office have expired may you merit from your fellow members the sentiment expressed in these words, "Well done, thou good and faithful servant." The Sergeant-at-Arms will now escort you to your stations in the lodge, where you will enter upon the discharge of your duties.

NOTE: (To be used where one member fills both the offices of Recording Secretary and Financial Secretary-Treasurer.)

INSTALLING OFFICER: Sergeant-at-Arms, conduct the Recording Secretary-Financial Secretary-Treasurer-elect to this station.

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present Brother (or Sister).....who has been elected Recording Secretary and Financial Secretary-Treasurer of this lodge.

INSTALLING OFFICER: Brother (or Sister).....as Financial Secretary-Treasurer the full responsibility for all the financial transactions of the lodge is vested in you. It is your duty to collect and receive all money due to the lodge, to make all legal disbursements, to safely guard the funds, keep a true and correct

account of all transactions between the lodge and its members and make such reports as may be required of you by the laws of the Union or the by-laws of this lodge.

As Recording Secretary it is your duty to keep true and correct minutes of all meetings, nothing extenuate, naught set down in malice, to conduct the correspondence of the lodge, to draw all warrants when ordered by the lodge, to make the reports and returns required by the National Union and perform such other duties as the laws of the Union and of this lodge may require. (Brother or Sister) .....the offices which you have just assumed are second to none in their importance, and upon your integrity and uprightness depends the welfare of the lodge. Therefore, be faithful and true, and when your terms of office have expired may you merit from your fellow members the sentiment expressed in these words, "Well done, thou good and faithful servant." The Sergeant-at-Arms will now escort you to your station in the lodge, where you will enter upon the discharge of your duties.

INSTALLING OFFICER: Sergeant-at-Arms, escort the Chairman of the Board of Trustees-elect to this station.

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present Brother (or Sister).....who has been elected Chairman of the Board of Trustees of this lodge.

INSTALLING OFFICER: Brother (or Sister) Chairman of the Board of Trustees it is your duty to exercise supervision over the finances and property of the lodge and such other duties as may be required by the Constitution. Sergeant-at-Arms, escort Brother (or Sister).....to the proper station.

INSTALLING OFFICER: Sergeant-at-Arms, escort the Chairman of the Local Protective Committee-elect to this station.

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present Brother (or Sister).....who has been elected Chairman of the Local Protective Committee of this lodge.

INSTALLING OFFICER: Brother (or Sister) Chairman of the Local Protective Committee, it is your duty to enforce the agreement extant between the Union and the employer of our members, to receive and adjust grievances when referred to you under the laws of the Union and to make report to the lodge of the

disposition that you have made of those matters, with the approval of your Committee.

You are further charged with the responsibility of cooperating fully with the National Union Officers in enforcing our agreements.

You are further charged with exercising care in protecting the membership in their employment.

INSTALLING OFFICER: Sergeant-at-Arms, conduct the Local Chairman to a seat in the lodge.

INSTALLING OFFICER: Sergeant-at-Arms, escort the Vice President-elect to this station.

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present to you Brother (or Sister)....., who has been elected Vice President of this Lodge.

INSTALLING OFFICER: Brother (or Sister) Vice President, it is your duty to assist the President in preserving order, and in his (or her) absence or disability, to perform to the best of your ability the duties of presiding officer, and such other duties as may be required by the laws of this Union; you will now be escorted to your station, there to enter upon the discharge of your duties.

INSTALLING OFFICER: Sergeant-at-Arms, present the President-elect of this lodge.\*\*\*

SERGEANT-AT-ARMS: Worthy Installing Officer, I beg to present to you Brother (or Sister).....who has been elected President of this lodge.

INSTALLING OFFICER: Brother (or Sister).....it has pleased the members of this lodge to elect you to the highest office in their gift; your duty as its chief executive will, at all times, be most important, requiring from you great patience and tact. Your duties call upon you to preside over this lodge; to appoint the Inner and Outer Guards, whose duty it is to safely guard the doors of the lodge, and suffer none to pass, except such as are duly qualified, or by permission of the President; the Sergeant-at-Arms, whose duty it is to see that all present at the opening of the lodge are in possession of current membership card, to introduce visitors, to receive and conduct all candidates for welcome and perform such other duties as may be required by the President or by the lodge, and a Chaplain to invoke the Divine Blessing upon

this lodge, set a good example to the members, visit the sick and administer to their comfort and assist the President at funerals. It is also your duty to fearlessly administer the laws of the Union, to be just to all, be loyal to the members, set them an example of obedience to the constituted authorities of the Union, for they rule best who have learned best to obey, and upon your fidelity and skill the welfare of your lodge largely depends. I commit to your keeping the Charter of this lodge; cherish and preserve it; the Rituals are also committed to your care, for the safe keeping of which you are personally responsible. Take the Constitution of the Union as your guide and instructor, and now I surrender into your keeping this gavel, which is the emblem of your authority. May it never sound in vain. I take great pleasure in proclaiming you President of this Lodge. Worthy President, your officers are at their respective stations awaiting your pleasure; enter upon the discharge of your duties by seating the lodge. And now, by the power vested in me by the Constitution and Laws of the Union, I declare the officers of this lodge duly and legally installed.

### INSTALLATION CEREMONY (National Union Officers)

INSTALLING OFFICER: Officers-elect, you have been elected by the delegates to this National Convention to the highest and most responsible positions in the Union, and from them you receive the authority to rule and govern the Union. As some must rule and some must obey, it becomes those who rule to avoid any appearance of partiality. On the other hand, the membership at large should render that willing obedience which is due to the officers they have placed in positions of authority.

Officers-elect, you will place your right hand over your heart in token of your sincerity and repeat after me the obligation of office, pronouncing your name in full where I use mine.

I,....., in the presence of the members here assembled, do most solemnly and sincerely promise and declare that I will honorably and faithfully perform, to the best of my ability the duties of the office to which I have been elected. I will act with strict impartiality in all matters pertaining to my office and see that every member receives justice. I will not take part directly or indirectly in any illegal transactions, or suffer it to be done by others if in my power to prevent it, I will obey all orders coming to me from the constituted authorities of the Union and will do all that lies in my power to advance its welfare. For the faithful observance of all of these several points, I hereby pledge my word and honor. So help me God.

And now, by the power vested in me by the Constitution of the Union, I declare these elected National Union Officers duly and legally installed.

## FUNERAL CEREMONIES

### Opening Ode, "Lead, Kindly Light"

(The members of the lodge will form a circle about the casket, if indoors, and around the grave if in the burying ground. The President at the head of the casket supported by the Past President on the right and the Chaplain on the left. The Sergeant-at-Arms, as Marshal, will see that the members are properly formed around the casket, and then take the place at the foot, opposite the President. The members will stand with the right hand over the heart.)

PRESIDENT: Fellow members, the messenger of death has again knocked at the door of our lodge and one of our members has been called away to join the silent majority, a beloved companion has been summoned hence; the circle of friendship has been broken, never more on earth to be renewed. No more shall we look into those eyes which have smiled upon us in friendly greeting, nor feel the warm clasp of our Brother's (or Sister's) hand. He (or she) has passed away, and it is with sorrowful hearts we contemplate the brevity of human life, and yet in our sorrow we are comforted by the thought that he (or she) has passed away from the toil and heat of the day, the burdens and sorrows of his (or her) earthly career for him (or her) all these are o'er. He (or she) has gone to his (or her) rest, sweet rest, in that calm haven where all is rest and peace, and where the storms and trials of life no more molest. Life is but a span, and when it is o'er it is as a tale that is told. Let us then be up and doing while the full tide of life flows in our veins; let us so live that our lives may be a constant example to all around us, and thus fill the measure of our days with usefulness, and pure motives, and prepare ourselves against that day when we, too, shall be as our beloved Brother (or Sister), who has gone to that bourne from whence no traveler returns. To his (or her) relatives and friends we bid them look to Him who is the Supreme Ruler of the universe, in whom we live and move and have our being, to Him who tempers the wind to the shorn lamb. He who is the steadfast friend of erring humanity, who in the greatness of His love looks down upon us all with pity and sympathy, and although the trials of the present hour are such as to cause us pain and anguish of spirit, yet He will comfort the troubled heart. Then let

us turn to Him in our affliction, fully confident that He will hear our prayer and grant us the blessing we so much need. Let us pray.

CHAPLAIN: Our Father, Who are in Heaven, we come to Thee humbly beseeching Thy blessing upon all assembled here. Let this lesson of the brevity and uncertainty of life teach us so to walk, while we are still numbered with the living, that our lives should be an honor to Thee and a cherished memory to our friends, when we, too, have gone from this terrestrial world to the celestial and all-glorious home above, where Thou dost forever reign in glory. To Thee we commend the relatives and friends bereaved; be Thou their guide and comfort and bless them, and lead them in the paths of peace until they, too, shall have crossed the narrow river of death, to meet as a united band around Thy throne in Heaven, and to Thy great name be honor and glory forevermore. Amen.

PRESIDENT: We now commit the body to the earth; earth to earth, dust to dust, ashes to ashes, and commend the spirit to God who gave it; the Lord gave and the Lord hath taken away. Blessed be the name of the Lord, who doeth all things well. To our Brother (or Sister) we bid a last fraternal farewell, and hope to meet him (or her) again in the presence of the Supreme Auditor above, where all accounts are balanced, all debts canceled, and due credit given for all the good deeds here below. Farewell, dear Brother (or Sister), farewell.

### CLOSING ODE

Nearer, my God, to Thee, Nearer to Thee,  
E'en though it be a cross That raiseth me;  
Still all my song shall be  
Nearer, my God, to Thee  
Nearer, my God, to Thee, Nearer to Thee.  
Though like a wanderer The sun gone down,  
Darkness be o'er me, My rest a stone;  
Yet in my dreams I'd be  
Nearer, my God, to Thee,  
Nearer, my God, to Thee, Nearer to Thee.  
There let the way appear, Steps unto heaven,  
All that Thou sendeth me In mercy given;  
Angels to beckon me,  
Nearer, my God, to Thee,  
Nearer, my God, to Thee, Nearer to Thee.

Then with my waking thoughts  
Bright with Thy praise  
Out of Thy stony griefs, Bethel I'll raise,  
So by Thy woes to be  
Nearer, my God, to Thee,  
Nearer, my God, to Thee, Nearer to Thee.

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