

## **DIVISION 333 ORDERS FOR DOING BUSINESS**

**Division 333 will be held the third Tuesday of every month at 7:00 pm at the  
Amtrak Depot in St. Paul Minnesota.  
(Revised following the December 20, 2011 Regular Meeting)**

The purpose for the ORDERS FOR DOING BUSINESS is to define and establish the order for Division 333 to conductor their business.

Three members, two of which must be officers, shall constitute a quorum to do any business that may legally come before the division.

### **President duties:**

- a) The president duties and authority are spelled out in the national constitution.
- b) The president will be in charge of the divisions well being and monitor the finances of the division, negotiations with Local Management, Members that are sick or have family members in distress.
- c) The President will be a designated cosigner on all authorized expense checks.
- d) If the President cannot make a meeting, L/C shall direct, then V/L Chairman. "Robert's Rules of Business Meeting" will be on hand from the S/T.

### **Local Chairman:**

- a) The Local Chairmen will preside over the Local Committee of adjustment.
- b) The Local Chairmen will keep the president advised on all negotiations with local management and the General Committee.
- c) The Local Chairmen may authorize a member to mark off union and hold his pool inactive.
- d) Local Agreements, with the Carrier, will be sent to the members of the Division for a vote via Mail in Ballot.

### **Secretary Treasurer:**

- a) The Secretary Treasurer's duties are spelled out in the National Constitution.
- b) S/T will pay all authorized bill in a timely manner.
- c) He will present the monthly IBT audit report at each meeting.
- d) The books and check book will be available at every meeting.
- e) S/T will be able to layoff to attend all monthly union meetings.
- f) S/T will submit the divisions monthly audit report to the GCA before the 25<sup>th</sup> of each month.
- g) Quicken Check book will be kept.
- h) S/T will keep the minutes of each meeting, making them available to all members. Previous minutes will be available at all union meetings.
- i) S/T will pay for the union sponsored web page.
- j) S/T will look into interest bearing acct. for future use by Division, eg. training, workshops, charity, etc.

**How bills are paid:**

- a) Bills are paid at the monthly regular union meeting.
- b) All checks will have two signatures. (When and where applicable).
- c) Bills that are authorized by an order of the division minutes and this authorization is in the minutes will be paid by the Secretary Treasurer on the specified dated. These bills will be paid by mail on the specified date.
- d) All expenses must be voted on at the monthly regular meeting unless there is an order of payment which authorizes such bills to be paid on regular monthly bases. These expenses should be fax lines for S/T and L/C. The Local Division will pay \$104.00 towards the Local Chairman's cellular phone bill each month, until the expiration of the current cell phone contract. Then it will be revisited at that time.
- e) All mileage, travel expenses, supplies, postage, and other ordinary operating expenses must be voted on at the regular monthly meeting. In the event there is not a quorum for monthly meeting, the Secretary Treasurer may, after reviewing for accuracy, pay an officers wages and expenses prior to approval at the next regular meeting.
- f) Secretary Treasurer may reimburse himself/herself for funeral flowers purchased for members of the division or family of members of the division. Invoices and receipts will be reviewed for approval at next regular meeting.
- g) Regular expenses for websites, advertising will be paid by the Division directly.
- h) Expense can be paid to an officer of the division in advance of any out of state travel or travel over 150 miles. These expenses will not exceed the published Per Diem established by the Federal Government.
- i) Officers and Members of BLET Division 333 will be paid a "Local Committee Daily Rate" to reflect the rate of the new peer trainer agreement, which currently is \$314.55 per day, for authorized union business. Including investigations and committee days. Lost wages incurred by any member designated to represent a member at an investigation or hearing can be paid prior to the next monthly meeting if they occur in the same month and after the regular meeting. Lost wages will be paid in one (8) hour basic day per day. All written documentation and/or receipts required.
- j) All expenses must be submitted no later than 60 days for payment.
- k) Any changes to Local Officer's "Daily Rate of Pay" will go to the membership for a vote via Mail in Ballot.

**How Other Business is to be conducted:**

- a) All other business not listed above will be conducted in accordance with the Bylaws of the Brotherhood of Locomotive Engineers and Trainmen.
- b) Any proposed new projects/expenses, other than the ones outlined under (How Bills are Paid), must be submitted to the Division in writing. The submitted proposition(s) shall be read and approved by a majority vote of the members present at two consecutive meetings, one of which must be a regular meeting.
- c) Any proposition(s) to change or amend these rules shall be submitted to the Division in writing and signed by three (3) members in good standing. The submitted proposition(s) shall be read and approved by a two-thirds majority vote of members present at two consecutive meetings, one of which must be a regular meeting. If so approved, the proposition(s) shall become part of these rules.

