

20ell

Constitution and General Rules
of the
Brotherhood of
Sleeping Car Porters,
Train, Chair Car, Coach
Porters and Attendants

(An International Union)

Organized August 25, 1925



Affiliated with
THE AMERICAN FEDERATION
OF LABOR

•
Revised by
FIRST TRIENNIAL CONVENTION

Held at Los Angeles, California

1 9 5 3

October 4th to 9th, Inclusive

Constitution and General Rules
of the
Brotherhood of
Sleeping Car Porters,
Train, Chair Car, Coach
Porters and Attendants
(An International Union)

Organized August 25, 1925



Affiliated with
THE AMERICAN FEDERATION
OF LABOR

Revised by
FIRST TRIENNIAL CONVENTION
Held at Los Angeles, California
1 9 5 3

October 4th to 9th, Inclusive

Constitution and General Rules

of the

Brotherhood of

Sleeping Car Porters,

Train, Chair Car, Coach

Porters and Attendants

(An International Union)

Organized August 22, 1912



Adapted with

THE AMERICAN FEDERATION

OF LABOR

Revised by

FIRST TRIENNIAL CONVENTION

Held at Los Angeles, California

1913

Copyright 1913 by the Authors

Printed by

PREAMBLE

We, the members of the First National Convention of the Brotherhood of Sleeping Car Porters assembled, do hereby ordain and establish this constitution and the general rules as the fundamental law of the Brotherhood until altered in subsequent conventions.

It shall be the object of the Brotherhood to promote the general welfare of its members, to advance and protect their interests, social, moral, intellectual and material; to develop a recognition and observance of the principles and idealism of true brotherhood; to safeguard their families and themselves by the exercise of mutual benevolence; to counsel sobriety, honesty, courtesy, industry and efficient discipline.

It shall also be the aim of the Brotherhood, lawfully, to seek to raise the standards of living of its members, to maintain harmonious relations and constructive cooperation with employers; to adjust such differences as may arise, from time to time, between employer and employee in order that mutual confidence may exist to the increased satisfaction and benefit of the employer, the employee and the public.

The members of the International
 Commission of the International of Sleeping
 Car Porters organized to bring order and
 establish the connection and the general
 rules as the International law of the Porters
 have been elected in various countries
 to bring to the object of the International to
 promote the general welfare of its members
 to advance and protect their interests, social,
 moral, intellectual and material in developing
 cooperation and observance of the principles
 and abolition of free trade, to estab-
 lish their families and themselves by the
 means of general development in general
 industry, science, culture, industry and civ-
 ility.

It shall also be the aim of the International
 to bring to the attention of the members of liv-
 ing of its members to maintain harmonious
 relations and cooperative cooperation with
 employers to adjust such differences as may
 arise from time to time between employer and
 employees in order that mutual confidence
 may exist in the mutual relations and
 benefit of the employee, the employer and
 the public.

Constitution and General Rules
of the
Brotherhood of Sleeping Car Porters,
Train, Chair Car, Coach Porters
and Attendants
(An International Union)

ARTICLE I

NAME, STYLE, LOCATION

The name of this Organization shall be known as The Brotherhood of Sleeping Car Porters, Train, Chair Car, Coach Porters and Attendants. The International Headquarters of The Brotherhood of Sleeping Car Porters, Train, Chair Car, Coach Porters and Attendants shall be located in New York City, New York.

ARTICLE II

COMPOSITION

The Brotherhood of Sleeping Car Porters shall consist of an International Organization, composed as hereinafter provided, and of such local divisions as may hold recognized relations with the International Organization.

ARTICLE III

INTERNATIONAL ORGANIZATION

The International Organization shall consist of the International President, International Secretary-Treasurer, four (4) International Vice-Presidents and the International Executive Board and delegates in proportional representation from each local division upon the basis of one delegate for the first one hundred financial members or fraction thereof, and one delegate for each additional one hundred financial members or fraction thereof, numbering over 25.

Voting representation of the Local Divisions should be on the basis of one vote for each twenty-five (25) financial members, with a minimum of one vote for each such Local Division.

Porters discharged for union activities are eligible to a voice and vote and have the right to hold any elected office.

International Officers shall be exempt from the payment of membership dues and assessments.

ARTICLE IV

MEETINGS: TIME AND PLACE OF

International conventions of the Brotherhood of Sleeping Car Porters shall convene the second Monday in September, triennially

and continue for one week or less in such places as may be designated in the preceding meetings. If, in the judgment of the International President ~~and General Organizer~~, an emergency has arisen, he shall have authority to change date or place of meeting with approval of International Executive Board.

ARTICLE V

QUORUM

A majority of the duly elected delegates shall constitute a quorum, and shall have authority to transact the business of the convention, either in person, or by proxy.

ARTICLE VI

JURISDICTION

The International Organization shall have jurisdiction over all subjects pertaining to the Brotherhood, and its enactments and decisions shall be final upon all questions, and shall be the "Supreme Law" of the Brotherhood; it shall hear and decide all matters of controversy, which may be brought before it by appeal or otherwise, it may reprove and punish for misconduct the local division; it shall adopt laws and regulations of general application for the government of the Brother-

hood, and alter, amend, or repeal the same and shall regulate and control the unwritten work of the Brotherhood, it shall have the power to require and execute bonds for all officers that occupy places of trust who handle any funds of the Brotherhood.

Government of the Boro

All the powers, except legislative, of the International Convention when in session shall, when the same is not in session, pass to and be vested in the International Executive Board. All the powers exercised by the International Convention when in session except legislative powers, and all the powers exercised by the International Executive Board when in session shall, when such bodies are not in session, pass to and be vested in the International President, except as expressly limited in the Constitution, and such powers shall be exercised subject to the approval of the International Executive Board. All other International Officers shall exercise such powers as are conferred upon them by this Constitution.

ARTICLE VII

OFFICERS: ELECTION, TERM AND INSTALLATION OF

Officers shall be elected at each regular convention and shall hold office three years. Their term of office shall begin October first

and they shall serve until their successors have regularly qualified. They shall be sworn in during the session of the International Organization at which they are elected.

ARTICLE VIII

PRIVILEGES AND QUALIFICATIONS OF OFFICERS

Put under III
An International Organization Officer shall be permitted to represent his division as a delegate but shall not retain membership in any other ~~Sleeping Car Labor Organization~~.

ARTICLE IX

DUTIES OF PRESIDENT

The International President is the Official head of the Order, and, as such, shall devote his whole time to its interests and affairs. He shall be the General Chairman of all grievance committees.

He shall preside at all sessions of the International Organization and shall perform his executive duties when the same is not in session, and shall exercise a general supervision over the affairs of the Brotherhood.

He shall be ex-officio chairman of the International Executive Board.

He shall appoint all committees, and shall

have authority to convene any or all Boards or committees when, in his judgment, it is deemed necessary.

He shall conduct the installation of officers present at the convention and personally, or by his appointed deputy, install all other International Officers.

He shall have authority to call a special session of the International Organization at any time, or upon a request of a two-thirds ($\frac{2}{3}$'s) vote of the International Executive Board.

In the event of death, resignation or removal of an International Organization officer, he shall appoint a successor for the unexpired term, with the approval of the International Executive Board.

He shall adjust all matters referred to him in conformity with the general rules.

He shall interpret and decide on all laws pertaining to the Brotherhood, and shall decide all controversies and appeals referred to him by local divisions or members thereof. Such decisions shall be final unless reversed by a two-thirds ($\frac{2}{3}$'s) vote of the International Organization at its next meeting.

He shall be jointly responsible with the International Secretary-Treasurer for all funds of the International Organization. He shall give bond to be made payable to the

or other duly acc. Rep.

Brotherhood of Sleeping Car Porters in an amount which shall be determined by the International Executive Board.

11 He shall organize, or cause to be organized, all local divisions.

sub. 2 12 He shall have power to suspend or remove any local division officer for a sufficient cause and shall conduct or direct the prosecution of such officer, or deputize an International Officer to act in his stead.

13 He shall have power to call special meetings, convene local divisions, and may preside at same, or deputize an International Officer to act in his stead.

14 He shall have the right and shall be empowered to designate the International Officers who shall negotiate agreements with him.

15 He shall supervise the printing and supplying of all rituals, dispensations, official receipts, withdrawals, transfers and membership cards of the Brotherhood, and all other supplies of general application.

X He shall make such assessments for revenue as may be necessary, to defray the expenses of the convention. *with app. of I.E.B.*

4 He shall have the power to act, and decide upon any emergency arising in the affairs of the Brotherhood, not otherwise provided for herein.

ARTICLE X

DUTIES OF THE INTERNATIONAL EXECUTIVE BOARD

X The International Executive Board shall consist of the International President, the International Secretary-Treasurer, four (4) International Vice-Presidents and seven (7) additional members of the Organization other than officials. The lay members of the Executive Board shall be selected as follows: One (1) from the East, One (1) from the Middle-west, One (1) from the Pacific Coast and the other four (4) members to be distributed geographically as equitably as possible. Immediately after their election or as soon thereafter as possible, it shall meet and elect one of their own members as a Chairman and one as Secretary.

The Secretary of the International Executive Board shall furnish a copy of the minutes of all meetings to the President and each member, and copies of all correspondence received by him for the attention of the Board.

out The Board shall act as Advisory Council to the President whenever called upon by that officer, or when some question is constitutionally referable to the Board.

In the event of the death, resignation or removal of the President, his successor for the

unexpired term shall be elected by the International Executive Board within thirty (30) days, choosing one from among their number.

1
X The Board may upon its own motion, call the International President into consultation on any matter pertaining to the Order.

2 Not less than two (2) meetings a year shall be held by the members of the Board in person, and as soon after their election as possible, a practical method of communicating with each other by correspondence on all important matters pertaining to the Organization that properly come within the cognizance of this Board shall be worked out.

3 The Board shall submit a complete report of its proceedings at the regular convention, including any recommendation for legislation or constitutional amendments that, in its judgment, are necessary to the welfare of the Order.

4
X The Board shall have general supervision of the funds of the International Organization,

287
and shall have access to the books and accounts of the International Secretary-Treasurer at any time. It shall audit or designate some certified public accountant to audit the books and accounts at least once each year, or at any time, when, in its judgment, it is necessary, or when directed to do so by the International President.

43
The Board shall approve all surety bonds required by the constitution and general rules.

When charges are preferred against any officer or member of the International Organization, for violation of obligation or neglect of duty, those members of the International Executive Board not personally involved in the charges shall conduct the trial. Not less than thirty (30) days' notice shall be given to all interested parties. Selection of counsel and witnesses shall be within the membership for both prosecution and defense. Written evidence from any source, when relevant and proper, shall be admissible. On completion of the trial, the Board shall render a written verdict, promptly sending copies thereof to all delegates.

When the verdict is by majority vote, the minority shall have the right of appending thereto their minority report. If appeal is taken from the decision of the International Executive Board, it must be made in writing

to the International President within thirty (30) days from the date of decision. All such appeals shall be filed with the International Executive Board for a hearing and final decision at the next convention.

ARTICLE XI

DUTIES OF INTERNATIONAL SECRETARY-TREASURER

He shall devote his whole time to the proper performance of his duty. He shall keep a true and correct record of all proceedings of the International Organization proper, to be reduced to writing.

He shall read, or cause to be read, all petitions, resolutions and communications submitted to that body and file and safely keep all important papers; seal all dispensations emanating from the International Organization.

At each regular convention he shall submit a complete report in detail of the receipts and expenditures of all funds during his tenure of office, attaching thereto vouchers covering all items of expense; showing total membership of the Order, with the deaths, expulsions, withdrawals, all local divisions organized or disbanded, and all other matters pertaining to his office.

He shall be the custodian of all International Organizational funds, and issue receipts for same to payer. In conjunction with the International President and International Executive Board, he shall be the custodian of all other properties of the International Organization.

He shall notify all local secretary-treasurers of all rejections by local divisions.

X He shall assist the President in making all arrangements for the sessions of the International Organization, and shall attend such sessions with all necessary books and papers.

He shall furnish the International Executive Board with all papers; financial statements and any other information desired by that Board, at any time or place designated by them.

X He shall, with the approval of the International President, employ such assistants as are necessary for the performance of his duties.

X He shall give bond in the same manner and subject to the same condition as that furnished by the International President to an amount determined by the International Executive Board.

X He shall make collections of all dues and assessments of the Brotherhood.

In the event of the death, resignation or

removal of the International President, he shall be the presiding officer until his successor is elected by the International Executive Board.

ARTICLE XII

DUTIES OF THE INTERNATIONAL VICE-PRESIDENTS

The International Vice-Presidents shall function as assistants or Deputy General Organizers, assigned to Zones or subdivisions of administration work by the International President, with the approval of the International Executive Board.

It shall be the duty of the International Vice-Presidents, when on full time pay, to devote their whole time to the interests of the Brotherhood. They shall assist the International President in the discharge of his duties at the sessions of the International Organization Convention. They shall organize local divisions; hold union meetings; visit and instruct divisions in the unwritten work of the Order; inquire into their conditions; reporting all violations of the law; supervise Zones; and render such other services as may be assigned to them by the International President.

ARTICLE XIII

APPLICATION FOR MEMBERSHIP

All applications shall be made to local divisions upon the form provided for that purpose by the International Organization and supplied by the International Secretary-Treasurer. Membership shall become effective with the date of that application by the local division to which application is made and full fee paid, *unless Application is disapproved by Local Div. or Int. Org.*

ARTICLE XIV

DUES, FEES, ASSESSMENTS

Put this article in 2 Para.
The joining fee of the Brotherhood of Sleeping Car Porters shall be twenty-five (\$25.00) dollars, the dues shall be four (\$4.00) dollars per month, payable in advance. An annual assessment of ten (\$10.00) dollars shall be paid not later than August 31st of each year.

Of the dues paid by the members of each local division, three (\$3.00) dollars shall be sent to the International Secretary-Treasurer for the International Fund. One (\$1.00) dollar shall remain in the local division to defray its expenses.

All joining fees and assessments shall be sent to the International Secretary-Treasurer for the International Fund. A member not

write in who is exempt from paying dues.

in active service shall be exempt from special assessments.

Membership is terminated when a member becomes more than three (3) months in arrears in dues or indebted to the Organization for an amount in excess of three (3) months dues. A vote of the Local Union will not be required for such termination. A member's dues card shall be deemed sufficient notice of arrears and no further notice shall be required from the Division Secretary.

X A terminated member may be reinstated on payment of all back dues and arrearages including dues for the current month, provided he reinstates before he is discharged under the Union Shop Agreement.

ARTICLE XV

(17)

SALARIES AND TRAVELING EXPENSES

Salaries and traveling expenses of the International Officers shall be determined by the International Executive Board.

ARTICLE XVI

(18)

APPEALS

X All appeals from decisions rendered by any board or officer shall first be submitted to the International President for

no decision is rendered against him except normal officers talk.

review; if, in his judgment, the merits of the case warrant a retrial, the same shall be referred to the next regular session of the International Organization for hearing whose verdict shall be final. All cases wherein the International President has original jurisdiction, shall be subject to appeal to the International Organization in Convention assembled.

ARTICLE XVII

CREDENTIALS OF INTERNATIONAL OFFICERS

A Credential shall be issued to each International Officer, showing rank, date of election or appointment, and tenure of office, which shall be recognized by all members of the Brotherhood of Sleeping Car Porters as authority to act for the International Organization within the limits of the Constitution.

ARTICLE XVIII

CREDENTIALS OF DELEGATES

A certificate of election as delegate shall be forwarded to the Int. Sec'y-Treas. properly certified and signed by the local division President and Secretary-Treasurer. The delegate so authorized to represent such local division at conventions shall be furnished credentials signed and sealed by the

International President and International Secretary-Treasurer, authorizing him to represent his division at the session of the International Organization for which it is issued.

The International Secretary shall send to each Local, fifteen (15) days prior to convention, the number of delegates that have qualified to the convention and the number of votes each local is entitled to.

ARTICLE XIX

DONATIONS

The International Organization funds shall not be donated for any purpose except by recommendation and authorization of the International Executive Board.

ARTICLE XX

GRAND REGISTER

The International Secretary-Treasurer shall keep a Grand Register in which he shall record the names and addresses of all members of the Order and their standing therein.

ARTICLE XXI

ORGANIZATION OF LOCAL DIVISIONS

Seven or more persons having the proper qualification may constitute a local division.

ARTICLE XXII

INSTRUCTIONS

Local Divisions of the Brotherhood shall receive instructions on the constitution and unwritten work and duties of the membership from time to time as the International President of the International Organization may deem necessary.

ARTICLE XXIII

BILLS AND ACCOUNTS

Local Divisions shall be responsible to the International Organization for all bills and accounts contracted by them and which must be adjusted before representation will be permitted in convention.

ARTICLE XXIV

SOUVENIRS

It shall be unlawful for the International Organization or any local division to endorse any article or merchandise. It shall be unlawful for a local division to sell or grant to any person or persons the right to solicit advertisements or to issue souvenirs or any like matter in the name of the Brotherhood. Any member convicted for violation of this rule shall be expelled.

ARTICLE XXV

FISCAL YEAR

The fiscal year of this order shall begin on the first day of August.

ARTICLE XXVI

DISPOSITION OF FUNDS

Funds of the International Organization shall be deposited to the account of the Brotherhood at least once a week in some bank or banks jointly agreed upon by the International President and International Secretary-Treasurer, ~~subject to~~ the approval of the International Executive Board, and such officers shall not be held responsible for any loss caused by the failure of any bank when deposit is made in accordance with this article.

All checks and drafts drawn against the funds of the International Organization to be valid shall have the signature of the International Secretary-Treasurer, countersigned by the International President.

ARTICLE XXVII

LADIES' AUXILIARY

The International President shall organize or cause to be organized Ladies' Auxiliaries in each division. The Ladies' Auxiliary to be subordinate to the International Brother-

hood of Sleeping Car Porters and its respective Officials.

A charter shall be issued to the International Ladies' Auxiliary, and the officers of the Auxiliary elected at its conventions shall be installed by the International President of the Brotherhood of Sleeping Car Porters. If, in the opinion of the International Executive Board and the International President of the Brotherhood of Sleeping Car Porters, the Ladies' Auxiliary is not conducting its business affairs and adapting policies in harmony with and to the best interests of the Brotherhood, the Brotherhood's International Executive Board shall have the power and have the right to call the International officers of the Ladies' Auxiliary in, or all of the members of the International Executive Board of the Ladies' Auxiliary before it for investigation, consultation and advice. It lies within the power of the International President, with the approval of the International Executive Board, to revoke the charter of the International Ladies' Auxiliary or any of its divisions.

ARTICLE XXVIII

MAGAZINE

It shall be the duty of the International Executive Board to publish a periodical for the propaganda of the organization.

Provide - it shall be duty of every member to procure copy from local Sec.

ARTICLE XXIX

DISTRIBUTION OF CONSTITUTIONS

Every member of the Order shall be required to possess a copy of the Constitution. Such possession will imply a full knowledge on his part of the laws, orders and provisions contained therein, and his acceptance thereof.

ARTICLE XXX

AMENDMENTS

All amendments to this Constitution shall be made by the delegates in Convention assembled. A two-thirds ($\frac{2}{3}$'s) vote of the qualified delegates shall be necessary to ratify such amendments.

ARTICLE XXXI

RESOLUTIONS AND RESOLUTIONS COMMITTEE

The President shall, one week before the date set for the Convention, appoint a committee on resolutions and constitution consisting of not less than five members, and all resolutions shall be forwarded to the International Secretary-Treasurer on or before the seventh day immediately preceding the convening of such Convention, for transmission to such committee. Resolutions can

otherwise be introduced only by unanimous consent of the Convention.

RULES AND REGULATIONS FOR LOCAL UNIONS

ARTICLE I

NAME AND COMPOSITION

Each Division shall consist of seven or more members and shall be hailed and entitledDivision of the Brotherhood of Sleeping Car Porters. (It cannot voluntarily dissolve so long as seven (7) members in good standing object thereto.)

ARTICLE II

TIME AND PLACE OF MEETING

The regular meeting of each division shall be held at such time and place as agreed upon, but the division shall hold at least one (1) regular meeting each month.

ARTICLE III

ORDER OF BUSINESS

Robert's Rules of Order, revised, shall be the standard work deciding all points of order.

The order of business at special meetings

shall be determined by the call of such meetings, handling only such business as is set forth in the call for the meeting, which shall be done in writing, forwarding copy to each member. The order of business at regular meetings shall be as follows:

1. Chaplain's prayer
2. Introduction of visitors
3. Roll Call of officers
4. Reading of minutes of preceding meeting
5. Reading of applications
6. Voting on applications
7. Reading of correspondence
8. Committees and reports
9. Unfinished business
10. New business
11. Nomination of officers
12. Election of officers
13. Installation of officers
14. Good and welfare
15. Adjournment.

The President will call the meeting to order and conduct same according to the order of business as expeditiously as possible. The meeting will be automatically closed upon conclusion of order of business without taking a vote for adjournment. The seating arrangement of the lodge room shall be entirely within the discretion of the Divi-

sion. Members desiring to leave the lodge room before the meeting is closed will rise and ask permission from the Chairman.

ARTICLE IV

QUORUM

Seven members of a division in good standing shall constitute a quorum, and shall be qualified to transact the legal business of the Division; in the absence of all officers, the members present may elect two (2) from their number to act as chairman and a secretary of said meeting.

ARTICLE V

JURISDICTION AND AUTHORITY

The jurisdiction and authority of a local division shall be that assigned by the International Organization.

ARTICLE VI

OFFICERS AND ELECTIONS

The officers shall be a President, a Vice-President, and a Secretary-Treasurer, an Executive Board with a minimum of five and a maximum of nine members, elective, a Chaplain and a Sentinel and a Porter, appointive; the appointive officers shall be appointed by the President-elect prior to

installation and they shall be installed with the elective officers. No member shall be eligible to hold office in any local division, or membership on the Local Executive Board, Auditing or Grievance Committee who shall not have been continuously financial for at least three years preceding elections except where new divisions are established. Continuously financial shall be defined as never being in arrears exceeding three (3) months during the three (3) years immediately preceding elections.

In addition to other elective officers, a delegate to represent the Local Division in International Convention shall be nominated and elected concurrently with other officers at the last local election preceding the regular convention. Not less than two (2) nominations shall be made for a delegate. The nominee receiving the highest number of votes shall be elected delegate; the nominee receiving the next highest number of votes shall be elected alternate.

The Local Division shall have authority to elect a second Vice-President; all regularly elected and appointed officers shall serve the term of three years, or until their successors have duly qualified. Nominations shall be made triennially in every Division at any time during the month of June and

the nominations shall be held as many days as the condition of the runs in the district warrant. All nominations of officers in the Local Division shall be made from the floor. The Secretary-Treasurer shall prepare a ballot showing the name and the office for which each has been nominated. Voting shall be conducted during the month of July for as many days as the condition of runs in the district warrant.

All ballots shall be disregarded and destroyed if the instructions contained therein are not complied with in every manner and new nominations and elections shall be held immediately upon proof of error, certified by a majority vote in the Division meeting. Ballots shall be counted in the regular meeting immediately following the conclusion of the election.

The President shall appoint three tellers, not nominees when possible, who shall open and count the ballots and announce the results by calling the name of each candidate, the office and number of votes received. The nominee receiving the highest number of votes shall be elected. In case of a tie vote for any office, it shall be decided at that meeting by vote of the members present, who shall vote only on the candidates tied. All elective and appointive officers shall be

installed at the first regular meeting in August following elections, or as soon thereafter as possible.

In divisions of twenty-five (25) or less financial membership and in divisions where no permanent Local Division headquarters are regularly maintained, voting in any and all elections shall be conducted by mail as hereinafter provided. In divisions of more than twenty-five (25) financial membership where permanent Local Division headquarters are regularly maintained, voting in any and all elections shall be by personal casting of vote as hereinafter provided.

Elections shall be supervised by two (2) or three (3) tellers, not nominees, if possible, and appointed in accordance with Article VI. Volunteer tellers shall be used.

Tellers shall hand the ballot to each voter and will interpret and apply the rules governing the election, as prescribed.

No member shall leave the election room with his ballot prior to casting it.

The President of a Division shall name the dates and daily hours during which period members may vote.

Ballots shall not be mailed to members except as designated in Paragraph Six of Article VI.

The tellers, at the close of each election

day, shall seal ballot box and write their names across the seal; and this seal to be broken by the teller on the next election day.

The ballot box must be placed in a safe position in the Division headquarters and which has been agreed upon by the Division Executive Board, and in divisions where no permanent local headquarters are regularly maintained in such a place as the Division Executive Board directs.

Elections must be held for a minimum of five (5) days and a maximum of fifteen days. On the last day of election the tellers shall open the ballot box and count the ballots and announce the results by calling the name of each candidate, the office and number of votes received. The nominee receiving the highest number of votes shall be elected. In case of a tie vote for any office, it shall be decided at that meeting by vote of the members present, who shall vote only on the candidates tied, or if there is no meeting at the time the votes are counted, at the next regular business meeting.

When elections are to be conducted by mail, the following procedure shall be followed: Three (3) envelopes shall be prepared, a small one marked "A", one in which this "A" envelope may be placed and

one in which these two envelopes and the ballot may be mailed to members. Instructions as to how the ballot and envelope will be used should appear on back of ballot.

All elective and appointive officers shall be installed at the first regular meeting in August following elections or as soon thereafter as possible.

Failure to follow these rules and regulations will invalidate an election and when an election is adjudged illegal, the time of the next election shall be set by the International President.

ARTICLE VII

DUTIES OF PRESIDENT

He shall preside at all meetings of the Division and see that the laws are strictly complied with. In case of a tie vote on resolutions or motions, the President shall cast the deciding vote.

He shall also be empowered to call special meetings when, in his judgment, it is necessary, or when requested to do so by seven (7) members in good standing. He shall be the chairman of the Local Grievance Committee. The Grievance Committee shall consist of the President and four or more members appointed by the International Vice-

President or Zone Supervisor in charge of the Zone.

ARTICLE VIII

DUTIES OF VICE-PRESIDENT

It is the duty of the Vice-President to assist the President in the discharge of his duties, preside in his absence, and in case of death, removal or resignation of the President, he shall assume that office and discharge all duties for the unexpired term, and the Second Vice-President should succeed the first Vice-President.

ARTICLE IX

DUTIES OF SECRETARY-TREASURER

He shall keep a true and correct record of all proceedings, proper to be written, of each meeting and members present. He shall be custodian of the funds and property of the Local Division. He shall keep a correct account of the Local dues remitted to the International Secretary-Treasurer of the Brotherhood of Sleeping Car Porters. He shall assist in the collection of dues and assessments as directed by the International Secretary-Treasurer. The Local Division shall follow the rules and uniform outline submitted by the International Secretary-Treasurer, concurred in by the International

President and the International Executive Board, in keeping of its books and accounts. He shall keep a permanent file of the minutes of all meetings, in chronological order and shall keep a permanent file of all correspondence with the International Organization. He shall also be bonded.

ARTICLE X

DUTIES OF DELEGATES

The delegates shall be the representatives of the Local Division in all matters to be handled in Convention.

ARTICLE XI

DUTIES OF PORTER

He shall assist the President at meetings, arranging property, holding elections and in any other way as directed by that officer.

ARTICLE XII

DUTIES OF SENTINEL

He shall guard the door during the meetings and admit no one who is not in possession of his membership card or password, except those who are vouched for as being in good standing by a local officer.

ARTICLE XIII

SCOPE AND POWER OF THE DIVISION EXECUTIVE BOARD

The Local Division Executive Board shall consist of the Division President, the Division Secretary ex-officio, and five, seven or nine members. A majority of the members shall represent a quorum.

As soon after election as possible the Board shall meet and elect a chairman and a secretary from among its own members.

The Board shall meet once a month or whenever in the opinion of the President or a majority of its members a meeting is necessary.

If the work of the Board members makes it difficult and sometimes impossible to get a quorum, then a method of voting through the mail should be adopted on any questions that may be pending.

The Local Division Executive Board should act as an advisory council to the President of the Division, devise plans for organizing new members, for keeping old members financial, assist in instituting educational programs, entertainments, the raising of funds or any other matter pertinent to the welfare and best interest of the Local Division.

The Board shall formulate plans in the

interest and welfare of the Division but they must be submitted to the Local Division in its business meeting for acceptance or rejection.

ARTICLE XIV

WITHDRAWALS, RESIGNATIONS AND TRANSFERS

When a member withdraws, it shall be done in writing. The Secretary-Treasurer shall so state on his ledger account and forward a written report of such withdrawal to the International Secretary-Treasurer. All transfers shall be made in conformity with rules provided on official transfer cards, which shall be obtained from the International Secretary-Treasurer.

Delinquent members shall not be permitted to withdraw, resign or transfer until payment of all dues, and assessments up to and inclusive of the date of same are paid; withdrawal to be restricted to members furloughed or leaving the service as porters or maids and limited to one (1) year.

All resignations of officers shall be made in writing, and same shall be submitted to the Division and shall be accepted or rejected by them.

The local Secretary-Treasurer shall forward to the International Secretary-Treasurer

all requests for withdrawals, resignations or transfers.

ARTICLE XV

QUALIFICATIONS FOR VOTING

X No member will be allowed to cast a vote in a Local Division who is not a member thereof, but he may have a voice on questions of order. Porters discharged for union activities are eligible to a voice and vote and have the right to hold any elected office.

ARTICLE XVI

VIOLATION OF OBLIGATION AND PENALTIES THEREOF

Any member in good standing may prefer charges against any other member deemed guilty of violation of the ~~obligation~~ of membership or conduct detrimental to the welfare of the order. The charges shall be preferred in writing to the President of the Division to which the party accused belongs. The President shall thereupon call the party accused who will have thirty (30) days within which to file his reply in writing with the President. Whereupon, copies of the original charges and answers will be immediately forwarded to the International President for review. If, in the opinion of International Pres-

duties of 3 members

ident, further investigation is warranted, notice of trial will be furnished to all interested parties, and same will be conducted either in regular or special meetings of the Division. The selection of counsel and witnesses shall be restricted to members in good standing and written evidence from any source, when relevant and proper, shall be admissible. Each member of the Division shall be served with written notice of the date of trial. The members present shall render the verdict. Both prosecution and defense shall retire from the room until the verdict is reached. A two-thirds ($\frac{2}{3}$'s) vote of the members present shall be necessary for conviction. If convicted, the penalty shall be either a reprimand or expulsion.

A member convicted for any cause shall have the right of appeal to the International President, if made within ten (10) days from date of conviction. The International President shall promptly review the evidence in conjunction with the International Executive Board. A majority vote of the Board shall be required for a decision. If appeal is taken from this decision, it must be filed with the International President within thirty (30) 60 days, and final hearing will be conducted at the next convention.

ARTICLE XVII

QUALIFICATIONS OF APPLICANTS

Sleeping car porters, maids and attendants, bus boys and all employees performing the work on sleeping cars, parlor cars or composite cars on which food and drinks are sold and beds made, and chair car and train porters, are eligible for membership in the Brotherhood of Sleeping Car Porters regardless of race, sex, creed, color or nationality.

All members not engaged in active service shall have a voice but no vote in division meetings, except porters or maids who were discharged from the service on account of his or her activities with the Brotherhood.

A special card of indentification for retired members and members who were discharged from the service on account of their activities for the Brotherhood, who were members in good standing when retired, shall be issued by the International Secretary-Treasurer.

ARTICLE XVIII

COMMITTEES

The creation of committees shall be determined as the conditions and necessities of the Division may justify or as otherwise ordered by the International President.

ARTICLE XIX

COMPENSATION TO OFFICIALS OF DIVISION

Compensation may be voted for officials as the financial condition may warrant with the consent and approval of the International President.

ARTICLE XX

POLITICS AND RELIGION

The influence or sympathy of this Order shall not be used either for or against any political or religious organization. No local division shall be permitted to engage in any political activities except in conjunction with a program or policy which may be adopted by the International Organization in convention assembled or through joint action of the International Organization and delegates perfected through correspondence when the International Organization is not in session.

ARTICLE XXI

AUDITING

The books of the Secretary-Treasurer shall be audited by an Auditing Committee of three (3) appointed by the division President from the members of the division Executive Board and his statement of accounts shall

be certified by their signatures and the division seal.

The books and accounts of the Secretary-Treasurer shall be subject to an audit by certified public accountants at any time, under the direction of the International Executive Board.

ARTICLE XXII

DISPOSITION OF APPLICATIONS

Any member in good standing may solicit memberships, filling out the application and promptly forwarding same to the Secretary-Treasurer of the Division to which application for membership is made. Application shall be voted on at next meeting. If accepted, application will be immediately forwarded to International Secretary-Treasurer, and applicant will be notified of acceptance to membership. The International Secretary-Treasurer will promptly communicate with the applicant, furnishing him with all necessary information, including notice of dues and assessments when payable.

write instalation rath.

INDEX

	Article	Page
Preamble		3
Name, Style, Location.....	I	5
Composition.....	II	5
International Organization..	III	6
Meetings:		
Time and Place Of.....	IV	6-7
Quorum.....	V	7
Jurisdiction.....	VI	7-8
Officers: Election, Term and Installation Of.....	VII	8-9
*Privileges and Qualifica- tions of Officers.....	VIII	9
Duties of President.....	IX	9-11
Duties of the International Executive Board.....	X	12-15
Duties of International Secretary-Treasurer.....	XI	15-17
Duties of the International Vice-Presidents.....	XII	17

INDEX	Article	Page
Application for Membership.....	XIII	18
Dues, Fees, Assessments.....	XIV	18-19
Salaries and Traveling Expenses.....	XV	19
Appeals.....	XVI	19-20
Credentials of Inter- national Officers.....	XVII	20
Credentials of Delegates.....	XVIII	20-21
Donations.....	XIX	21
Grand Register.....	XX	21
Organization of Local Divisions.....	XXI	21
Instructions.....	XXII	22
Bills and Accounts.....	XXIII	22
Souvenirs.....	XXIV	22
Fiscal Year.....	XXV	23
Disposition of Funds.....	XXVI	23
Ladies Auxiliary.....	XXVII	23-24
Magazine.....	XXVIII	24

INDEX	Article	Page
Distribution of Constitutions.....	XXIX	25
Amendments.....	XXX	25
Resolutions and Resolutions Committee....	XXXI	25-26

RULES AND REGULATIONS FOR LOCAL UNIONS

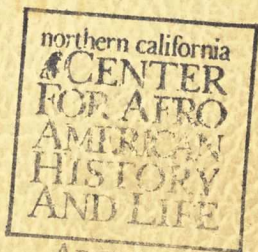
Name and Composition.....	I	26
Time and Place of Meeting.....	II	26
Order of Business.....	III	28
Quorum.....	IV	28
Jurisdiction and Authority.....	V	28
Officers and Elections.....	VI	28-33
Duties of President.....	VII	33-34
Duties of Vice- President.....	VIII	34

INDEX	Article	Page
Duties of Secretary-Treasurer.....	IX	34-35
Duties of Delegates.....	X	35
Duties of Porter.....	XI	35
Duties of Sentinel.....	XII	35
Scope and Power of the Division Executive Board	XIII	36-37
Withdrawals, Resignations and Transfers.....	XIV	37-38
Qualifications For Voting.....	XV	38
Violation of Obligation and Penalties Thereof.....	XVI	38-39
Qualifications of Applicants.....	XVII	40
Committees.....	XVIII	40
Compensation of Officials of Division.....	XIX	41
Politics and Religion.....	XX	41
Auditing.....	XXI	41-42
Disposition of Applications.....	XXII	42

MEMORANDUM

MEMORANDUM

Director of the Agency	12	40
Director of Intelligence	13	40
Director of Plans	14	40
Director of Operations	15	40
Director of Research	16	40
Director of Security	17	40
Director of Training	18	40
Director of Administration	19	40
Director of Finance	20	40
Director of Legal Affairs	21	40
Director of Public Relations	22	40
Director of Information	23	40
Director of Communications	24	40
Director of Logistics	25	40
Director of Medical Services	26	40
Director of Dental Services	27	40
Director of Veterinary Services	28	40
Director of Food Services	29	40
Director of Clothing Services	30	40
Director of Housing Services	31	40
Director of Recreation Services	32	40
Director of Religious Services	33	40
Director of Social Services	34	40
Director of Cultural Services	35	40
Director of Educational Services	36	40
Director of Scientific Services	37	40
Director of Artistic Services	38	40
Director of Literary Services	39	40
Director of Musical Services	40	40
Director of Dramatic Services	41	40
Director of Cinematic Services	42	40
Director of Televisual Services	43	40
Director of Radio Services	44	40
Director of Newspaper Services	45	40
Director of Magazine Services	46	40
Director of Book Services	47	40
Director of Record Services	48	40
Director of Film Services	49	40
Director of Photograph Services	50	40
Director of Map Services	51	40
Director of Chart Services	52	40
Director of Guide Services	53	40
Director of Sign Services	54	40
Director of Symbol Services	55	40
Director of Code Services	56	40
Director of Cipher Services	57	40
Director of Crypt Services	58	40
Director of Decipher Services	59	40
Director of Encipher Services	60	40
Director of Decipher Services	61	40
Director of Encipher Services	62	40
Director of Decipher Services	63	40
Director of Encipher Services	64	40
Director of Decipher Services	65	40
Director of Encipher Services	66	40
Director of Decipher Services	67	40
Director of Encipher Services	68	40
Director of Decipher Services	69	40
Director of Encipher Services	70	40
Director of Decipher Services	71	40
Director of Encipher Services	72	40
Director of Decipher Services	73	40
Director of Encipher Services	74	40
Director of Decipher Services	75	40
Director of Encipher Services	76	40
Director of Decipher Services	77	40
Director of Encipher Services	78	40
Director of Decipher Services	79	40
Director of Encipher Services	80	40
Director of Decipher Services	81	40
Director of Encipher Services	82	40
Director of Decipher Services	83	40
Director of Encipher Services	84	40
Director of Decipher Services	85	40
Director of Encipher Services	86	40
Director of Decipher Services	87	40
Director of Encipher Services	88	40
Director of Decipher Services	89	40
Director of Encipher Services	90	40
Director of Decipher Services	91	40
Director of Encipher Services	92	40
Director of Decipher Services	93	40
Director of Encipher Services	94	40
Director of Decipher Services	95	40
Director of Encipher Services	96	40
Director of Decipher Services	97	40
Director of Encipher Services	98	40
Director of Decipher Services	99	40
Director of Encipher Services	100	40



ARCHIVES
COLLECTION