

# FUNCTIONS & STRUCTURE

of the

Brotherhood of Maintenance of  
Way Employees Division

of the

International

Brotherhood of Teamsters

IBT



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# HOW OUR BROTHERHOOD FUNCTIONS

Our Brotherhood must function in many places and on many levels to represent our members as fully as possible. On any given day, National Division Officers may be meeting with Government officials in Washington, D.C., System Division/Federation Representatives may be negotiating seniority and work rules with their respective carrier officials, or a Lodge Local Chairman may be representing a member at a grievance hearing.

To enable our Brotherhood to function on several levels at the same time, a structure was developed through Bylaws. The principal segments of this structure are National Division, System Divisions or Federations and the Local Lodges.

To complement this structure, five regions were established in the United States with a vice-president assigned to each. Each region is also represented by a member elected to the National Division Executive Board. Within each of these regions, a Regional Association was organized to enable the System Officers to meet, discuss and take action on matters of mutual interest.

In addition to the Regional Associations, a National Association of National Division and System Officers meet at least once per year to develop strategies for collective bargaining and membership representation. The National Association is charged with assisting the collective bargaining interests of the Brotherhood.

## NATIONAL DIVISION

The sovereign body of the Brotherhood is the National Division, as outlined in Articles I and II of the Bylaws. Its Officers are elected every four years during the Convention of the National Division, which is comprised of delegates elected by each Local Lodge in the United States. The National Division has absolute and final jurisdiction over all matters pertaining to the Brotherhood, and the administrative, executive and judicial authority of our Brotherhood is vested in the National Division President, Secretary-Treasurer, five Vice Presidents and the Executive Board in between Conventions.

The BMWED Headquarters is located in Southfield, Michigan and contains the offices of the National Division President, National Division Secretary-Treasurer, and various departments under their jurisdiction.

## **National Division President and President's Departments**

The National Division President exercises supervision over the affairs of the Brotherhood and presides at all sessions of the National Division. Below are the departments that fall under the jurisdiction of the President:

### **Legislative**

The National Legislative Department is located in Washington, D.C. The Department Director and staff monitor and report to the President all governmental and congressional activities affecting the Brotherhood, and lobbies for or against legislation. The Director of the National Legislative Department and the IBT Director of Government Affairs jointly direct the activities of the various BMWED State Legislative Directors.

### **Strategic Coordination and Research**

Duties of the Department include gathering and compiling statistics in the U.S. to be used in wage negotiations, conferences or hearings before arbitration boards, or other constituted bodies when instructed to do so by the President. The Department also coordinates and assists in the negotiation, administration and application of collective bargaining agreements at the national and system levels, as well as providing the National Division President and Vice Presidents with assistance on various matters of importance to our Brotherhood.

### **Safety**

The Department provides safety instruction to Brotherhood members and participates in rule-making and other proceedings related to safety regulations promulgated and administered by state and federal agencies.

### **Education**

The Department is responsible for the development and implementation of educational programs and materials designed to meet the needs of our Brotherhood.

### **Organizing**

The Department is responsible for assisting the National Division, System Divisions/Federations and Local Lodges in organizing employees of non-union employers into the BMWED.

## **Communications**

The Department is responsible for the production of the *BMWED Journal*, the development of press releases and news releases, and the maintenance of the National Division website.

## **Arbitration**

Located in the Chicago Office is the BMWED Member of the National Railroad Adjustment Board (NRAB), an Assistant to the President and other Staff Assistants. The duties of the BMWED Arbitration Department include representing BMWED before the Third Division of the NRAB, Public Law Boards, and Special Boards of Adjustments. These boards act as a conduit for the progression of claims and grievances to their final adjudication.

The duties of the Assistant to the President and the Chicago office staff include reviewing each individual claim, which has been referred to them after proper progression through the required levels of appeal. After considering all the facts, rules of the agreement, and precedent on the issue, a determination is made to either return the claim to the system Federation/Division, or prepare a submission for the progression of the claim to final arbitration. The Chicago office staff represents member's claims and grievances before the NRAB or other tribunals for final adjudication. The Assistant to the President also contributes to the negotiation of collective bargaining agreements both nationally and locally.

## **National Division Secretary-Treasurer and Secretary-Treasurer's Departments**

The National Division Secretary-Treasurer is the chief financial officer of the Brotherhood and is responsible for the receipt and disbursement of the Brotherhood's funds. The National Division Secretary-Treasurer maintains and preserves all financial and membership records and serves as the Superintendent of the Death Benefit Department. Below, are the services provided by the Secretary-Treasurer.

## **Membership Services**

This Department is responsible for accounts receivable, dues and assessment monies, and preparing funds for deposit. In conjunction with the Data Processing Department, it supervises and handles the various check-offs, Lodge and System receipts, Death Benefit claims, standings, Merit Award requests, and all correspondence relating to membership records.

## **Financial Services**

This Department maintains a complete record of all payroll and expense disbursements for the National Division, the System Divisions or Federations, and Local Lodges in compliance with U.S. Treasury, Department of Labor, and Internal Revenue Service requirements.

## **Reporting Services**

This Department is responsible for reviewing all audit reports submitted by the Local Lodges and System Divisions or Federations. This Department also assists in meeting LMRDA reporting requirements. This includes processing Local Lodge and System Division/Federation LM-3s, LM-2s and the IRS Group Return 990s. The Department also assists with seminars for Local Lodge Secretary-Treasurers.

## **Field Auditors**

The Secretary-Treasurer's Department employees field auditors, each assigned to geographical areas within the United States. Their duties are to audit each Lodge as frequently as possible and to assist Local Lodge Secretary-Treasurers in filing all required reports.

## **National Division Vice Presidents**

Each of the five regions of the United States elects a Vice President. The five regions are the Northwest, Northeast, Western, Southwest, and Southeast. The Vice Presidents work under the direction of the President and their duties include visiting and instructing Local Lodges and assisting the General Chairmen in the conduct of their various functions.

## **National Division Executive Board**

The National Division Executive Board supervises the general welfare of the Brotherhood. One of its duties is to audit the accounts of the National Division each quarter. A certified public accountant is employed by the Board for this purpose. Three members of the Board act as Trustees for our Brotherhood and all real estate owned by our Brotherhood is held in the names of these Trustees.

## **System Divisions and Federations**

System Divisions or Federations provide membership representation through coordination with the Local Lodges under their jurisdiction. It is their responsibility to handle the many issues brought to them by those they represent. Day-to-day activities of the System Divisions/Federations are supervised by a General Chairman elected at a Convention or Joint Protective Board meeting.

## **Joint Protective Boards**

Joint Protective Boards exert their authority through the adoption of a Constitution and Bylaws, which specify the number of members on the Board and who those members will be. The

Constitution and Bylaws, which they adopt, establish the procedures for the election of System Division/Federation officers and set the guidelines that these officers must adhere to when conducting the internal affairs and business of the System Division/Federations. Further, this Board decides how the Local Lodges under its jurisdiction are represented within the System Division/Federation.

## **General Chairman**

The responsibilities of the General Chairman include the execution and filing of any reports to Federal or State authorities, the interpretation of the System Division/Federation's Constitution and Bylaws, and the negotiation, application and enforcement of contracts under which the System's constituents work.

## **Local Lodges**

Local Lodges form the direct link between the member and the Brotherhood, and are the grassroots segment of the organization. Regular meetings are held by most Lodges at which information is passed onto the membership and the affairs of the Brotherhood are discussed and acted upon. The members of the Lodges elect their own Officers as well as the delegates who will represent them at National Division and System Division/Federation Conventions to determine policies, adopt laws to govern activities, and elect National Division and System Officers and State Legislative Directors.

## **Lodge President**

The general affairs of the Lodge are overseen by the Lodge President. The Lodge President presides over Lodge meetings, preserves decorum and decides all questions of order subject to an appeal to the Lodge members. The President is also responsible for seeing that a correct audit of the Secretary-Treasurer's books is made by the Auditing Committee. The President appoints all committees, except the Auditing Committee and the Grievance Committee, which are elected. The President also casts the deciding vote on all questions in case of a tie vote. Finally, the President assists in the execution and filing of any required reports and maintenance of Lodge records required by law.

## **Lodge Vice President**

The Vice President assists the President in the performance of various duties and presides over all Lodge meetings in the absence of the President.

## **Lodge Secretary-Treasurer**

The financial and business affairs of the Lodge are handled by the Secretary-Treasurer. The Secretary-Treasurer receives all communications, conducts the correspondence and has charge of the seal and records of the Lodge. Additional responsibilities include keeping a correct account between the Lodge and the System Secretary-Treasurer and/or National Division Secretary-Treasurer. A Lodge is not permitted to contract or incur any obligation of any kind beyond the extent of the Lodge's funds and current income of the Lodge. The money and property of the Lodge may only be used for the benefit of the Lodge and not for the personal gain or profit of an Officer or member.

## **Lodge Recording Secretary**

Typically, this position is combined with the Secretary-Treasurer's position. The Recording Secretary keeps a true and correct record of the proceedings of each meeting of the Lodge and reads the same at the next meeting for action thereon. The Recording Secretary also reads all communications from the National Division, System Division/Federation, or other sources that are of interest to members.

## **Lodge Legislative Representative**

The Lodge Legislative Representative is responsible for communicating matters of legislative importance, both Federal and State, to the members of their Local Lodge, at the direction of the National and State Legislative Directors of the BMWED. Each Local Lodge elects a Legislative Representative and a Vice Legislative Representative for each state their Local has members residing in. The primary duty of the Lodge's Legislative Representative(s) is to attend their State's Legislative Convention, held every four years.

## **Lodge Auditing Committee**

The members of the Auditing Committee have the responsibility of examining the financial affairs of the Lodge. They meet and audit the Lodge books not later than thirty days after the end of each quarter.

## **Lodge Grievance Committee**

The Officers of the Grievance Committee perform such duties as are prescribed in the National Division Bylaws, which includes assisting the Local and/or Division Chairmen in the discharge of their duties. Each System Division/Federation has established procedures for the handling of claims and grievances, which are best suited to the needs of their membership.

## **National Division Convention**

The National Division Convention is held every four years. Each Lodge is entitled to send a delegate or alternate who must be eligible and elected in accordance with National Division Bylaws and the Merger Agreement. The purpose of the National Division Convention is to review the work and accomplishments of the Brotherhood, consider legislation for the benefit and advancement of the membership, amend the Bylaws, elect officers, and act upon such other business as may properly come before it.

## **System Division/Federation Conventions or Joint Protective Board Meetings**

System Conventions or Joint Protective Board meetings are conducted in accordance with their respective Bylaws and, therefore, may vary from System to System. The Bylaws governing each System explain the manner in which the System is required to function and prescribes rules for the election of Joint Protective Board Members and System Officers. It also sets forth the duties and obligations of the members and officers of the System.

## **State Legislative Boards**

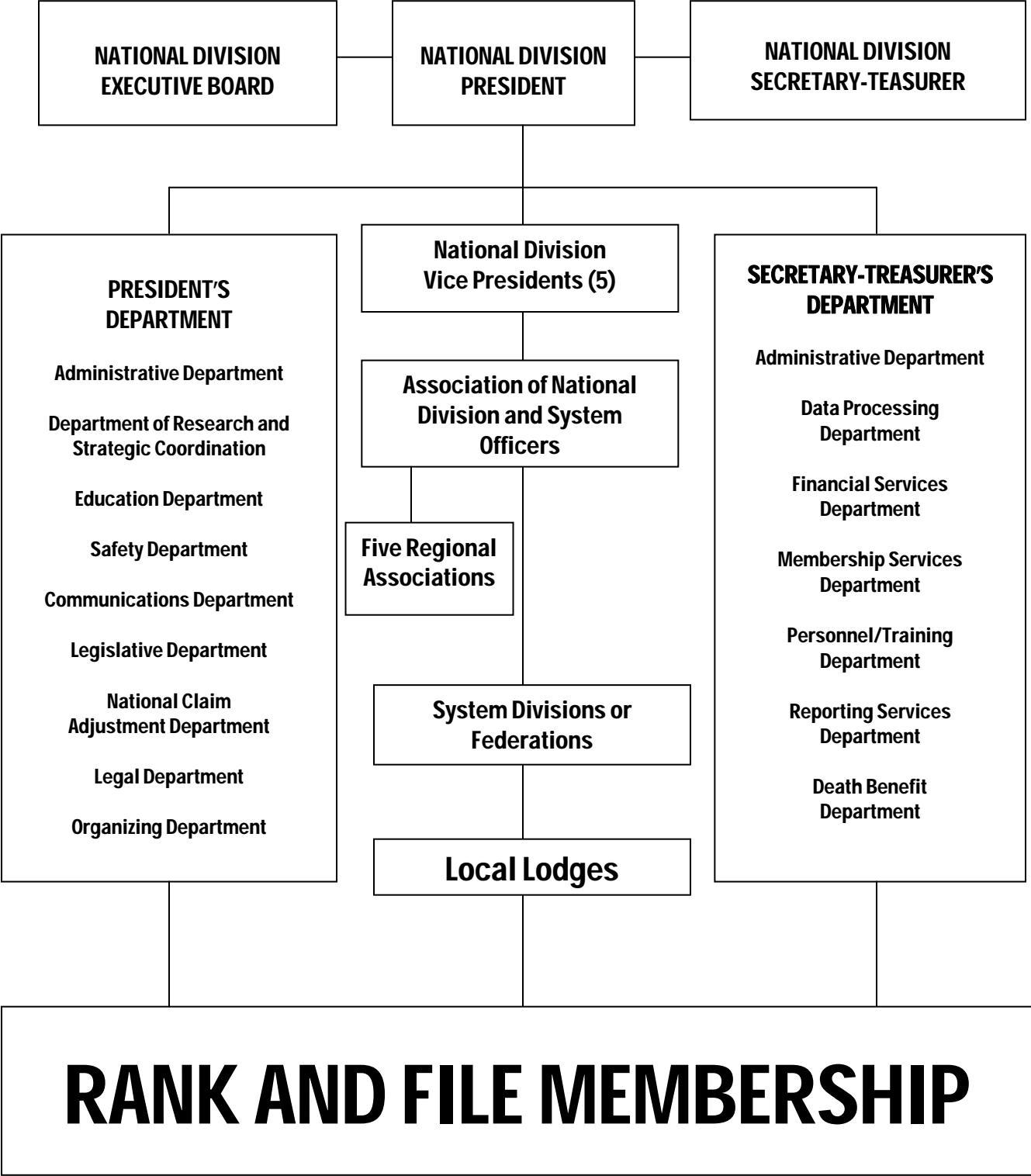
To protect the interest and advance the quality of life of its membership and their families with respect to legislation, the National Division maintains State Legislative Boards which work cooperatively with the BMWED National Legislative Director and IBT Department of Governmental Affairs.

The State Legislative Boards are made up of Local Legislative Representatives who reside within the individual states. They are convened in the year following a regular National Division Convention by the State Directors for the purpose of reviewing its work and achievements and to elect a State Legislative Director and an Assistant State Legislative Director. The duty of the Legislative Directors, when authorized by the National Division President or his designee, is to carry out the program promoting legislation that will advance the wages, hours and working conditions and improve the quality of life for the membership and their families and to oppose legislation deemed detrimental.

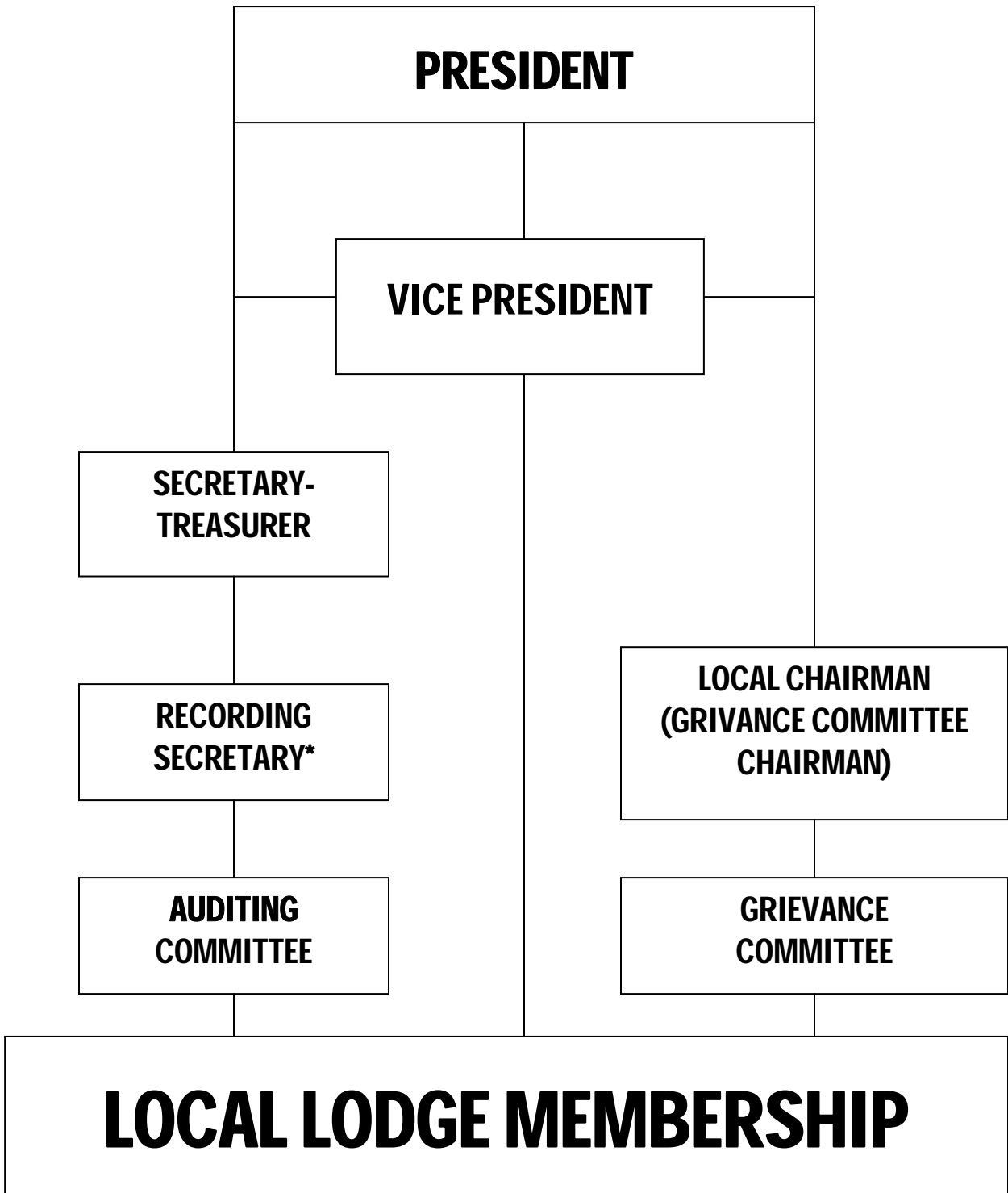
## **National Division Bylaws**

The National Division Bylaws sets forth the duties of Local Lodge Officers, the election process, the duties of all National Division Officers and the manner in which the business of the National Division, System Divisions/Federations and Local Lodges is to be conducted. The Bylaws are also in accordance with the Constitution of the International Brotherhood of Teamsters. Copies of the National Division Bylaws are available to members through the National Division office.

# ORGANIZATIONAL CHART OF THE BMWED



# ORGANIZATIONAL CHART OF A LOCAL LODGE



\* This Position may be combined with Secretary-Treasurer Position

# NOTES PAGE

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