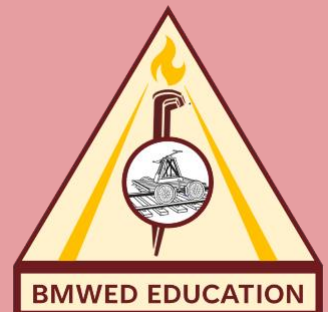


# ***LODGE MEETING CARDS***

***A Guide for  
BMWED Lodge Officers***



A Joint Guide by the  
BMWED Secretary Treasurer's Department  
and BMWED Education Department



# Foreword



Part of the new series of *Guides* for our BMWED Lodge officers, *Handling Lodge Finances & Reports* will give our Lodge Secretary-Treasurers, Presidents, Audit Committees, and all our members a task-focused resource they can use to understand and fulfill their responsibilities in this critical work.

The content of this *Guide* condenses material previously found in the BMWED Secretary-Treasurer's Manual, offering our members a more accessible tool they can use when learning or sharpening their skills handling Lodge business.

When in doubt, our Lodge officers should know they have a team of experts within our union on their side, dedicated to ensuring our Lodge officers are set up for success in what we do, together.

Any inquiries regarding the roles and tasks laid out in this *Guide* should be directed to our BMWED Secretary-Treasurer's Department or our BMWED Field Auditors. Their contact information can be found at <https://www.bmwe.org/directory>.



BMWED Lodge 2621 Family Picnic, 2017

# Notes on Revision

Initial Version	January 1, 2024
January 2, 2024	P 9. clarified advance notice requirements per Bylaws interpretation

## Proponency

BMWED Secretary-Treasurer's Department

Dale Bogart, BMWED Secretary-Treasurer

### Edits or Changes should be addressed to:

BMWED Education Department

[education@bmwe.org](mailto:education@bmwe.org)

**Approved for Unrestricted Release**

# Table of Contents

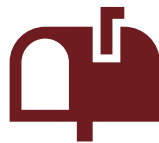
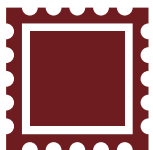
Getting Started	5
Gathering Your Tools	6
So, What's My Job Here?	9
Factoring in the US Postal Service	10
Starting from Blank	11
Gathering Your Addresses	12
Ordering Meeting Cards from National Division	13
Printing Meeting Cards from bmwe.org	14
Final Considerations	18
Other Items	19

## *My bmwe.org Account*

### *Login (personal email address)*



### *Password*



# Getting Started

The most accessible, responsive, and impactful place our union can **ACT** is in your Lodge meeting. While there are many tools you can use to make your meetings more effective, none of it will matter unless you can get a quorum and get your members participating in Lodge business.

Our BMWED Bylaws govern the conduct of Lodge meetings. **Article XVIII, Section 6** of our Bylaws requires that all members “**shall be given due notice by mail which shall also specify the purpose of the meeting.**” This Article is interpreted and reinforced by our BMWED President, confirming that this notice is required for all our Lodge meetings and, while other methods can be used to inform Lodge members, those method supplement the required notice by mail, they do not replace them.

Form F-86

Place Stamp Here

**BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYES DIVISION**  
of the International Brotherhood of Teamsters

Dear Brother/Sister:

Local Lodge No. \_\_\_\_\_ will hold its meeting on \_\_\_\_\_ at \_\_\_\_\_  
Location \_\_\_\_\_

Purpose: (Check appropriate box)

Regular Meeting .....

Special Meeting .....

Nomination and Election of:

Local Lodge Officers .....

Delegate to System Div/Fed Convention or Joint Protective Board Meeting .....

Delegate to National Division Convention .....

State or Local Legislative Representative/Delegate .....

State or Vice Local Legislative Representative/Alternate .....

Vote on Local Lodge Dues Increase .....

Other (State Purpose) \_\_\_\_\_

Secretary-Treasurer \_\_\_\_\_

This *Guide* shows new officers how to comply with our Bylaw requirements using BMWED **Form F-86**, the **Notice of Meeting Card**. Our union has several methods our Lodge officers can use to order these cards or create them on their own, ensuring our members have options available to fulfill their responsibilities within our Brotherhood.

So, let's find out what goes into our Meeting Cards, how to get them out on time, and how to make the work easier!

# Gathering Your Tools



**Register for Member Access to our BMWED Website!**

[bmwe.org/account.aspx](https://bmwe.org/account.aspx)

- Find information
- Order Material
- Submit Reports
- Review Records

As a Lodge officer, you will do a more effective job, and your job will be easier, if you have all the tools for the work at hand.

While our union has its roots in the 19<sup>th</sup> century, we work and act in the 21<sup>st</sup> century! We use online platforms and technology to be more agile and reduce unnecessary costs to our members.

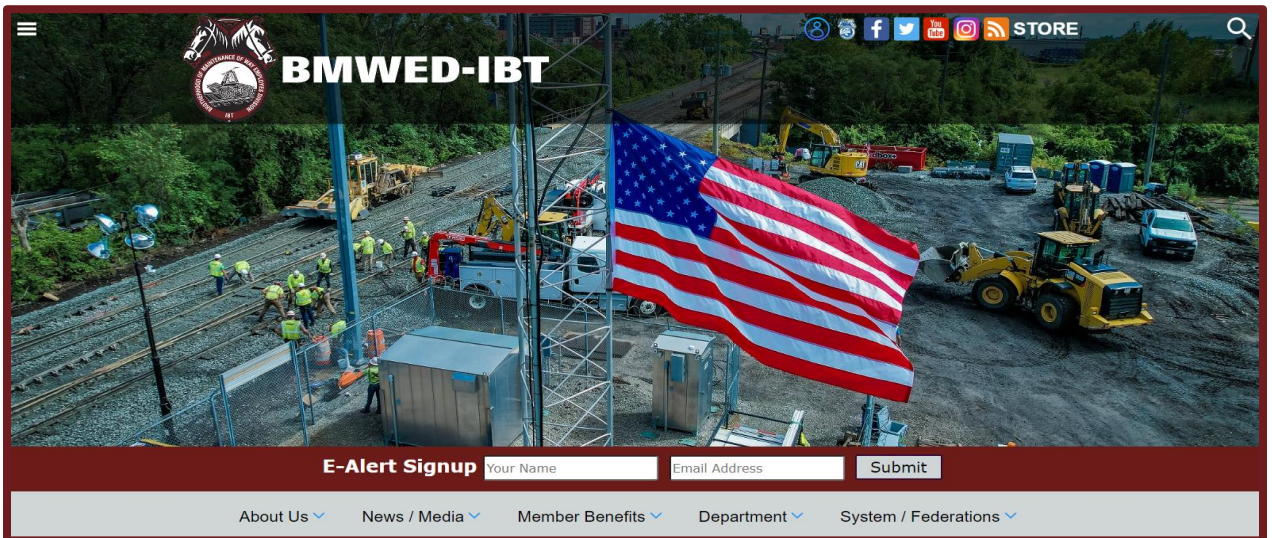
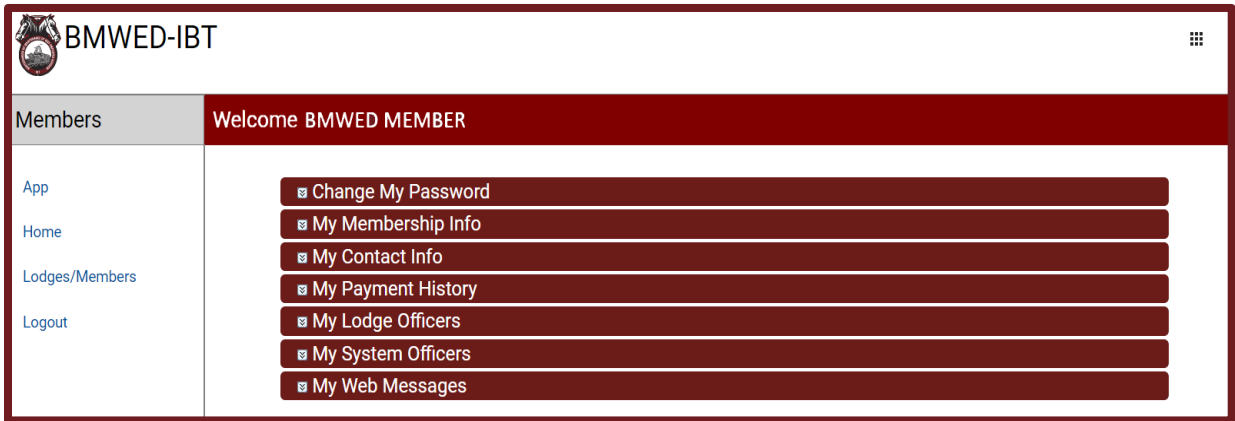


Image capture of <https://www.bmwe.org> from November 17, 2024

All BMWED members have access to special online tools and resources, if they register. Lodge Presidents, Vice Presidents, and Secretary-Treasurers can also access unique and important tools for reviewing or submitting reports, ordering supplies, notifying their Lodges about meetings, and more.

Creating a Member account at [bmwe.org](https://bmwe.org) requires a personal e-mail address (**not a railroad-provided account**). You can create a free e-mail address for yourself with Gmail, Yahoo, Outlook (Hotmail) or other services.

# Gathering Your Tools



With your Member access account set up, you can access the part of our [bmwe.org](http://bmwe.org) website shown above.

Here you can review personal information, update your own contact data with our union (your phone number, mailing address, or email) and find information about your own Lodge officers, your System Division or Federation officers, and other information.

Our Lodges should encourage all our members to sign up for this access. It's quick, easy, and helps our members stay informed.

As a Lodge President, VP, or Secretary-Treasurer, more tools are available to you by clicking the Lodges/Members link in the left-hand column.

[Lodges/Members](#)  ***Tools for Lodge Officers!***

# Gathering Your Tools

***Tools available to our Lodge officers on [bmwe.org](http://bmwe.org)!***

- ☑ Form Downloads
- ☑ Member Search
- ☑ Lodge Officers
- ☑ Order Labels/Cards
- ☑ Order Supplies
- ☑ Picket Locations
- ☑ Print Labels/Cards
- ☑ Quicken
- ☑ Submit Election Results
- ☑ Training

***For additional guidance on using these tools, reach out to your **BMWED Field Auditors** or look for an **Ed. Dept. training event!*****

When it comes to Meeting Cards, there are **THREE** options available for our Lodge Secretaries, Presidents, and Vice Presidents. Local Chairpersons do not currently have access to these tools.

**Order Supplies** includes the option to order Blank Meeting Cards. These may be useful if you need spares to resend a card that got returned for a bad address.

**Order Labels/Cards** allows the user to get Meeting Cards pre-filled with their active members' mailing addresses. These cards are sent to the ordering officer, or to each of your members, from our HQ in Novi, Michigan.

**Print Labels/Cards** allows the user to fill in both their members' mailing addresses AND the meeting information, then generates a .pdf file the user can print locally on their own cardstock.

This *Guide* offers step-by-step guidance to using all 3 options to get your Meeting Cards.



# So, What's My Job Here?

***When it comes to the timely issuance of Meeting Cards, your job is to beat the clock!***

Your responsibility is to give your members timely notice of an upcoming meeting. Per our Bylaws, this includes written notice by mail. For important business like our Lodge elections, there is a fifteen (15) day notice requirement. For adjustments to Lodge dues assessments, a thirty (30) day notice is required. Here's the "chapter and verse:"

## **Article XVIII, Section 9 (in pertinent part) [Nomination/Election Notice]**

*...all members in good standing of the Local Lodge have been given at least fifteen (15) days advance notice in writing at their last known home addresses of the date, time, and place at which nominations shall be made and the date, time and place at which elections shall be held...*

## **Article XVIII, Section 5 (in pertinent part) [Local Lodge Assessments]**

*...provided, however, that all members of the Local Lodge have been notified by mail and email with read receipt of such proposed assessment no less than thirty (30) days previous to the vote of its membership...*

So, depending on which method you use to get your cards made and the nature of how our postal service works, you have to work backward (and think ahead) to ensure you are meeting your time requirements!

# Factoring in the US Postal Service



Your Meeting Cards will be processed as **First-Class Mail**. This means a 1-5 day time period between receipt by you're the Post Office and delivery to your member.

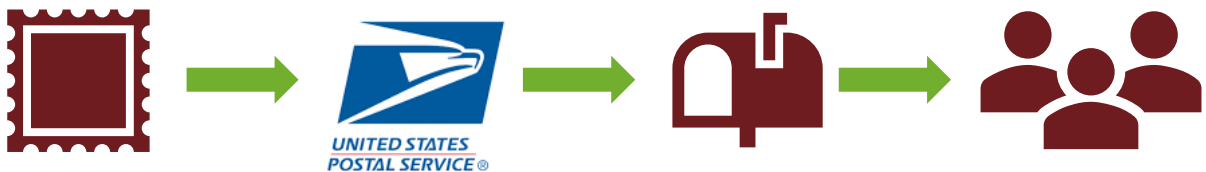
So, knowing this, any fifteen (15) day notice you have to get out to your members will require you to understand how long it will take the USPS to get that postcard delivered. This will ADD to your time requirement.

*Mailed Out*

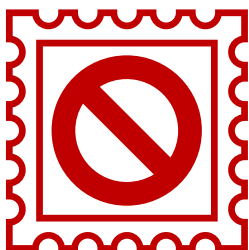
*1-5 days*

*15-Days  
Notice*

*Meeting Day*



Also remember, **POSTCARDS HAVE CHEAPER STAMPS!** As of 2023, a US Postal Service postcard stamp for First-Class Mail costs **\$0.51**. A regular First-Class "Forever" stamp costs **\$0.66**. The Postal Service won't deliver any faster by using the wrong stamp, so save your Lodge money by getting and using the correct postage!

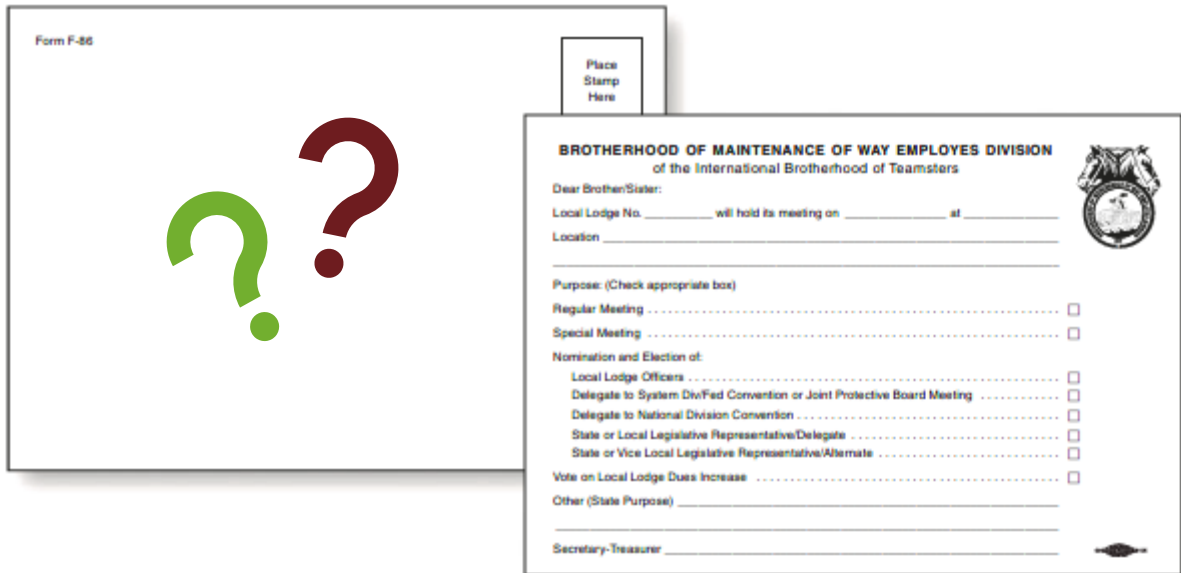


**First-Class  
"Forever"  
Stamps**



**Postcard  
Stamps**

# Starting From Blank

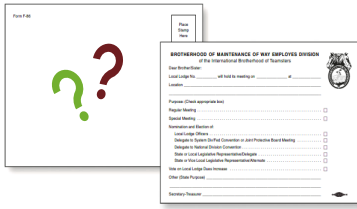


You may have a stock of blank Meeting Cards that you inherited from the last Secretary-Treasurer, or you may have ordered blanks from National Division (order well ahead of time for shipping and handling!)

Either way, now you have to fill them out. Your Lodge may be small, and you might know every member. Or, your Lodge may have over 100 folks in it, some who live far away and some you've never met. How do you ensure you inform every eligible member?

**DON'T JUST LOOK AT YOUR LATEST DUES CHECK-OFF REPORT!** This report, which you receive from National Division, will list the names and addresses of every member who remitted dues through their railroad's dues check-off in the previous month. However, that list may miss some of your members. Members on a leave of absence may be entitled to attend your meeting, but didn't show up on the report. This report may also include railroad officials still on your roster because they pay a seniority retention fee but have no rights to attend the Lodge meeting.

# Gathering Your Addresses



*Luckily, you have some tools to help you find all your members' addresses!*

Back on your Member Access in [bmwe.org](http://bmwe.org), under **Print Labels/Cards**, you have more options available to you. You can use **Address Export** to generate a list of your current **ACTIVE** members, **ALL** your members, or your **RETIRED** members. This address list will come as an Excel spreadsheet you can keep for your records.

You can also use the Print Labels feature to print mailing labels (**Labels Avery 5160** or **Labels Avery 5161**) for your members (again, ACTIVE, ALL, or RETIRED). This can help you ward off writer's or avoid misspelling! The "Avery" refers to the template used, which matches blank labels you can purchase by Avery Products from any office supply store near you.

If you want to check on member addresses, you can also look up **Invalid Addresses** through your access under **Print Labels/Cards**. This will generate another page with any listings that are known to be incorrect. You can reach out to your member to see if they moved.

You can also look up any member's eligibility to run for or hold Lodge office (Continuous Good Standing) by clicking the option for a **24 Month Inquiry**. This will generate a report showing dues payments for all your members for the past 2 years. If there's a dashed line, no dues were received for that month, which will affect your member's Continuous Good Standing under the BMW/IBT Merger Agreement (which requires timely dues payments for each of the 24 months prior to the month of nomination to office). Another handy tool!

When in doubt, reach out to your System Division, Federation, or National Division for help getting an up-to-date Lodge roster!

# Gathering Your Addresses

## Print Labels/Cards

The Print Labels/Cards section lets you print cards and labels yourself. To order cards, click Submit and nothing happens please make sure your pop-up blocker is turned off.

Step 1: Select members.

- Active Members
- All Members
- Retired Members



*Depending on what you're trying to do, you may want to find addresses for just your Active members, just your Retired members, or everyone.*

Step 2: Specify Lodge.



*This should automatically be your Lodge, but double check!*

9997

Step 3: Choose output.

- Labels Avery 5160
- Labels Avery 5161
- Envelope #10
- 24 Month Inquiry
- 60 Month Inquiry
- Cards Avery 5689
- Address Export
- Invalid Addresses



*All of these options can help you get the correct addresses on your blank meeting cards.*

Submit

***If you haven't checked out what you can do on [bmwe.org](http://bmwe.org) yet, sign up today!***

# Ordering Meeting Cards from National Division, Steps 1 & 2

## Order Labels/Cards

The Order Labels/Cards section lets you place an order with National Division to have them prepare your labels/cards. Two hundred and fifty labels/meeting cards are \$12.50 and each additional label/card is \$0.01. Your Lodge will be charged for these requests. An email/text notice will also be sent three days prior to the meeting date for all card requests.

Step 1: Items / Quantity.

Lodge #:	<input type="text" value="9997"/>	Label Qty:	<input type="text" value="0"/>
Label Type:	<input type="text" value="NONE"/>	Card Qty:	<input type="text" value="1"/>
Card Type:	<input type="text" value="ACTIVE MEMBERS"/>		

Step 2: Specify your address.

CARL HUNGUS  
SECRETARY-TREASURER LODGE 9997  
37 BUTTERSWORTH LANE  
LONG BEACH, CA 90221

**Order Labels/Cards** gives you further options. The first two steps are straightforward; Confirm your information, select “Card Type” by the members you want to reach, and select “1” for “Card Qty.” Step 2 confirms your information for the return address on the postcard.

Once you’ve completed these 2 steps, the system unlocks the 3<sup>rd</sup> step, where you can add details about your meeting!

Keep in mind, if you have advanced notice requirements for your meeting you need to allow National Division processing and/or shipping, which can add more time you need in advance.

**NOTE:** You can also generate mailing labels this way, which National Division will create and send to you. For Meeting Cards, make sure “Label Type” is set to “NONE” and “Label Qty” is set to “0.”

# Ordering Meeting Cards from National Division, Step 3

Step 3: Please specify the meeting details.

Date:

12/20/2023

Time:

9:00 AM

Location:

Purpose:

- Regular Meeting
- Special Meeting
- Dues Increase Vote

Nomination and election of:

- Lodge Officers
- State/Local Leg Rep
- State/Vice Local Leg Rep
- System Delegate/JPB
- National Delegate

Other (State Purpose):

Secretary Treasurer:

CARL HUNGUS

Have Meeting cards sent directly to the members and the Lodge pay the postage.

Submit

Clear

Step 3 for **Order Labels/Cards** allows you to add information on the card for:

- ▶ Your Meeting Date (in MM/DD/YYYY format)
- ▶ Your Meeting Time
- ▶ Your Meeting Location
- ▶ You can select “Regular Meeting,” “Special Meeting,” or “Dues Increase Vote.”
- ▶ If your Meeting is to Nominate/Elect officers, you can specify which officer or offices are under consideration.
- ▶ You can also list a unique topic in “Other.” That can be something like a special class or presenter, a Lodge party, or whatever your meeting is about!

A checkbox at the end of Step 3 indicates whether you want these cards sent to you or mailed directly to your members (your Lodge will still be charged for the postage). **Don't wait to the last minute though!**

# Printing Meeting Cards from bmwe.org

**Print Labels/Cards** is the method you can use to print Meeting Cards right from home, allowing you to create Meeting Cards that have the same professional look as those from National Division, but with more options available to you. This option may work best for you if you are under a specific time crunch, too!

**For this option, you will want to have a black and white printer you can use, as well as printable cardstock.** Most stock will come 4 to a sheet, creating a 4-1/4" x 5-1/2" postcard. Avery Products makes different varieties suitable for inkjet printers, laser printers, and so on. Look for Avery 5689 (laser printer), Avery 8387 (inkjet printer), or similar. These are available most places you can find printer paper or office supplies. Costs for buying these should be borne by your Lodge.

## Print Labels/Cards

The Print Labels/Cards section lets you print cards and labels yourself. To order cards or labels please move to the Order Labels/Cards section. If you click Submit and nothing happens please make sure your pop-up blocker is turned off.

Step 1: Select members.

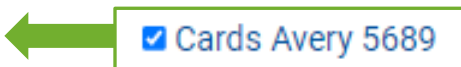
- Active Members
- All Members
- Retired Members

Step 2: Specify Lodge.

9997

Step 3: Choose output.

- Labels Avery 5160
- Labels Avery 5161
- Envelope #10
- 24 Month Inquiry
- 60 Month Inquiry
- Cards Avery 5689
- Address Export
- Invalid Addresses



As soon as you click “Cards Avery 5689” in **Print Labels/Cards** you will unlock further options to fill in the postcard template online.



# Printing Meeting Cards from bmwe.org

Return Address:

Meeting Date:

Meeting Time:

Meeting Location:

Purpose:

Other (State Purpose):

Send Meeting Reminders 3 Days Prior

Submit

The template input fields in **Print Labels/Cards** allow you to:

- Specify a Return Address for the postcard.

- Set Meeting Date, Time, and Location

- Select a Meeting Purpose from the dropdown list, or add your own.

Once you've completed your postcards, hitting "Submit" will create a .pdf file you can download or print directly from your computer. Make sure your printer is set to print single-sided. Also check to make sure the postcards look correct. You may try to print a single sheet of 4 on regular paper, just to confirm that's what you want.

After you've reviewed your postcards, you can check the box labelled "Send Meeting Reminders 3 Days Prior" and hit "Submit" again. If your members are set up for News Alerts through bmwe.org, this will generate an email/text message with your meeting information that goes directly to them! An extra reminder built in, with no extra work on your part. Be careful though! If you check that first, bit "Submit," and then make changes to your card to fix something, hitting "Submit" again will generate more reminders and "spam" your members' inboxes!

Send Meeting Reminders 3 Days Prior

# Final Considerations

As an officer in your Lodge, you have a lot of folks ready to help you succeed. Remember, however, that it is **YOUR** responsibility to inform your members of Lodge meetings. If you delegate the work to your System Division, Federation, or National Division, you still bear final responsibility for any failure to provide the proper advance notice, or if your postcards missed a member in good standing who is entitled to such notice.

The tools provided on [bmwe.org](http://bmwe.org) are there to help with your tasks. Understanding the timelines you must meet will ensure you can get the best use from those tools. **Plan ahead!**

When in doubt, you can always contact your National Division Secretary-Treasurer's Department or your Education Department for further guidance on how to effectively use Lodge Meeting Cards to keep our members informed, engaged, and strong!

## Learn More

**BMWED Education Department**    [education@bmwe.org](mailto:education@bmwe.org)

**BMWED Secretary-Treasurer's Department**

Find contact information for all your National Division officers and staff at <https://www.bmwe.org/directory>

**Access the tools at [bmwe.org](http://bmwe.org)**

Sign up at [bmwe.org/account.aspx](http://bmwe.org/account.aspx)

Recover your Account at [bmwe.org/credentials.aspx](http://bmwe.org/credentials.aspx)

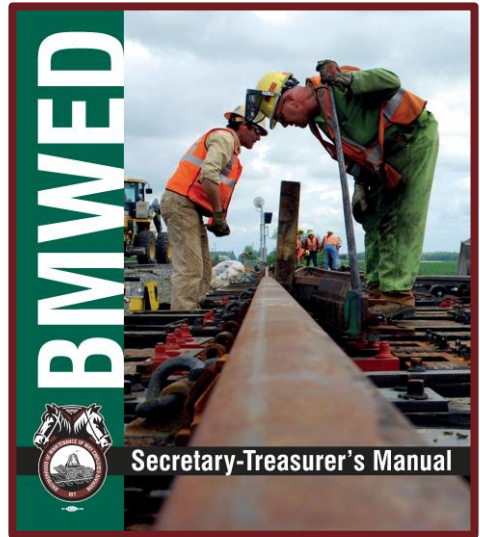
Reset your Account at [bmwe.org/resetaccount.aspx](http://bmwe.org/resetaccount.aspx)

Log in at [bmwe.org/members/default.aspx](http://bmwe.org/members/default.aspx)

# Other Items

***Hey! What about all that other stuff in our old Secretary-Treasurer's Manual?!***

The BMWED Secretary-Treasurer's Manual contained a lot of information and resources for work that, frankly, is no longer done at our Lodge level. Our Lodge officers seldom collect dues from members, send remittances to National Division, complete OLMS reports by themselves, or handle Merit Awards. If you want to learn more about this work, contact your Secretary-Treasurer's Department!



Some of the content in the old Manual can now be found in other, more task-focused tools. The material that was collected into one big binder is now located in several smaller, easier to use *Guides* like this one. You can also find resources online at <https://www.bmwe.org/library>.

Instead of trying to be an encyclopedia for Lodge business, these *Guides* are intended to be handy and accessible tools you can use right away. There will always be more to learn and teach one another, and this *Guide* will be one tool of many. The best way to learn, for many of us, is to ask questions and to get our hands on the work. Don't be afraid to reach out if you need more tools or information for your Lodge!



***...and more!***