



Transportation Division MEMORANDUM

TO: Transportation Division (TD) Treasurers and Secretary-Treasurers
-- Rail Locals

FROM: Jeremy R. Ferguson, President - Transportation Division

DATE: August 13, 2020

RE: Member Moving to BLET - Guidelines and Termination of Membership Form

The following Q&A's have been compiled to provide clarification regarding members who apply for membership in the BLET and the handling of their dues deductions. Be advised this document supersedes all prior guidance issued from this office regarding the following.

Q: If a member of SMART applies for membership in the BLET, what documents are necessary before dues deductions payable to SMART may cease?

A: The Treasurer of the SMART Local must obtain from them a signed, dated, Termination of Membership Form. Because a member is not prohibited from maintaining membership in both organizations, the form is necessary to document their request to cease dues payable to SMART. Dues will cease in the coordinating payroll calendar month in which the form is submitted and is not retroactive, regardless of the date on the document. For example, if a Termination of Membership Form is submitted in July, but payroll deductions are already in place for an August pay date, those dues will be applied for September and the member will be noted "Inactive" thereafter with "Moved to BLET" listed as the reason.

Q: Are there any other instances in which the Termination of Membership Form should be used?

A: No. This form should only be used for members who have both requested to end membership in SMART and have begun membership in the BLET.

Q: Where can I find the Termination of Membership Form?

A: This form can be found on the Transportation Division website at www.smart-union.org/td on the “Local Toolbox” page under the “Membership Forms” tab.

Q: What else is necessary before dues to SMART may cease?

A: The Treasurer of the SMART Local must contact the Treasurer of the BLET Local to verify the individual has applied for membership and authorized the deduction of union dues.

Q: If a member of SMART begins membership in the BLET, but fails to submit a Termination of Membership Form, will they be entitled to a refund from SMART for any months in which they paid dues to both organizations?

A: No. As mentioned above, members are not prohibited from maintaining membership in both organizations. In order to document a request for dues to cease, a Termination of Membership Form must be submitted.

Q: Once a member has submitted a Termination of Membership Form, are they entitled to a refund of any dues already deducted, or in place to be deducted, for the upcoming month(s)?

A: No. It will be the responsibility of the other organization to begin their initial deduction of dues accordingly.

Please note: When a member is no longer remitting dues to the Organization - for any reason - it is important that their membership status be accurately updated in TD Connect.

Further questions regarding these matters should be directed to the office of the SMART Transportation Division President by calling (216) 228-9400, or by emailing President_TD@smart-union.org.