

# TO ALL LOCAL UNIONS

OF THE

## United Brotherhood of Carpenters and Joiners of America

Office of the General Treasurer

101 Constitution Ave., N.W.

Washington 1, D. C.



### INSTRUCTIONS FOR FILING APPLICATION FOR FUNERAL AND DISABILITY DONATIONS

Considerable delay is occasioned in passing on death and disability donations, owing to the fact that the Financial Secretaries fail to forward complete information. In order to avoid these delays, the Financial Secretary will please note the following instructions:

Beneficial members between the ages of 50 and 60 years, when admitted to membership in the Brotherhood, and semi-beneficial members, are not entitled to the "Husband or Wife Funeral Donation" or the "Disability Donation." (See Sections 49-D and 52-A.)

#### FUNERAL DONATIONS

1. In all applications for a member's funeral donation we require the following papers:
  - (a) Application and abstract of ledger account for the present and previous year.
  - (b) Official certificate of death from the proper authorities.
  - (c) Member's due book for at least the present and previous year.
  - (d) **Letters of Administration if there is an estate; otherwise, proof of who has paid the funeral bill.**
2. In an application for husband or wife funeral donation, item (d) above is not required, as the member should always be named as "Applicant" in such claims. Issue the member a duplicate due book, as no books or papers are returned.
3. The application blank **must** be properly filled out in **all blank spaces**, sworn to by the Financial Secretary before a Notary Public, and the seal of the Local Union affixed.
4. All applications **must** be passed by a majority vote of the Local Union and signed by the President, Financial Secretary and Trustees.
5. Officers are especially requested to examine each and every individual application, and before taking a vote, satisfy themselves beyond a reasonable doubt, that everything is absolutely correct and in accordance with the Constitution and Laws of the United Brotherhood.
6. The due book and abstract of ledger account **must** show the **date and amount** of each payment made for dues, fines or assessments for at least the **present and previous year**.
7. All applications for funeral donation **must** be filed with the General Treasurer **within six months from the date of death**; failure to do so shall invalidate the same. (See Section 53-B.) **However, should circumstances necessitate a delay in securing the required papers, a letter to this office to that effect received within the six months period will preserve the application.**
8. If there is an Estate, the Administrator or Executor **must** be named as Applicant, and a copy of Letters of Administration **must** accompany the application for funeral donation. **Otherwise, the person who has paid or assumes responsibility for the payment of the funeral expenses must be named, and proof to that effect, such as the funeral bill or other satisfactory proof, must accompany the application.**



- 9. A member owing a sum equal to three months' dues is not in good standing and is thereby suspended from all donations and will not again be entitled to donations until three months from the date said arrearages are paid in full, including the current months dues. (See Section 45-A.)
- 10. Members owing a Local Union any sum equal to six months' dues shall have their names stricken from the list of membership without a vote of the Local Union. After that, they can be reinitiated only as a new member. (See Section 45-C.)
- 11. A Local Union when three months in arrears to the United Brotherhood shall be suspended from all donations until three months after all arrearages are paid. (See Section 44-G.)
- 12. No application for funeral donation can be acted upon unless the Financial Secretary of the Local filing application has all of the quarterly account and day book sheets up to date and forwarded to the General Secretary.
- 13. Whenever an application is made upon a Local Union for funeral donation, the Financial Secretary should see that the papers are forwarded to this office, regardless of the decedent's financial standing in the Organization, so that an official decision can be rendered.
- 14. Much unnecessary correspondence is the result of many applications being filed for an improper amount; therefore we quote the following paragraphs from the General Constitution: Section 49-C.

Donations for beneficial members admitted between the ages of seventeen and fifty years shall be:

One year's membership.....	\$100.00
Two years' membership.....	200.00
Three years' membership.....	300.00
Four years' membership.....	400.00
Five years' membership or more.....	600.00

Section 49-E.

Donations for members admitted between the ages of fifty and sixty years shall be:

Two years' membership.....	\$ 50.00
Three years' membership.....	100.00
Five years' membership.....	150.00
Ten years' membership or more.....	250.00

Section 50-D.

The husband or wife funeral donation shall be:

One year's membership.....	\$ 50.00
Two years' membership.....	100.00
Three years' membership or more.....	150.00

Section 52-B.

Semi-beneficial members' funeral donations shall be:

Two years' membership.....	\$ 50.00
Three years' membership.....	100.00
Five years' membership or more.....	150.00



## DISABILITY DONATIONS

15. In all applications for disability donation we require the following papers:
- (a) Application and abstract of ledger account for a period of **two years prior to the accident** responsible for the disability.
  - (b) Two disability certificates filled out by two physicians **selected by the Local Union** to examine the applicant, **other than family or attending Physician.**
  - (c) Statements from applicant's employer and at least two fellow-workers, eye-witnesses of the accident, giving a detailed account as to **when and where it happened, and the cause of same.**
  - (d) Applicant's due book covering a period of at least **two years prior to the accident** responsible for disability.
16. A member to be entitled to disability donation must be **totally and permanently** disabled from ever again following the carpenter trade or any of its branches for a livelihood, **as the result of accidental injuries.** No application can be considered where evidence shows the disability is the result of some physical ailment with which the applicant had been previously afflicted.
17. All applications for disability donation **must** be filed with the General Treasurer within two years from the date of the accident, and failure to do so shall invalidate the same. (See Section 51-B.)
- However, should a member meet with **accidental injuries** which at some future date might cause total and permanent disability, an official notice of said accident received at this office **within two years from the date of the accident** will protect the member's application from being outlawed for that reason.
18. (NOTE)—The amount of disability donation is computed from the date of initiation to the date of the accident responsible for the disability.

### Section 51-G.

The disability donation shall be:

One year's membership.....	\$ 50.00
Two years' membership .....	100.00
Three years' membership .....	200.00
Four years' membership .....	300.00
Five years' membership or more.....	400.00

The Financial Secretary should retain these instructions on file for reference in making up applications for death or disability donations; by adhering to them he will assist the General Office in making a speedy disposition of all such applications.



9. In all applications for disability donation we require the following papers to be submitted:

(a) Application and abstract of ledger account for a period of two years prior to the accident responsible for the disability.

(b) Two disability certificates filled out by two physicians selected by the Local Union to examine the applicant, other than family or attending physician of applicant.

(c) Statements from applicant's employer and at least two fellow-workers, eye-witnesses of the accident giving a detailed account as to when and where it happened, and the cause of same.

(d) Applicant's dues book covering a period of at least two years prior to the accident responsible for disability.

A member to be entitled to disability donation must be totally and permanently disabled from ever again following the carpenter trade or any of its branches for a livelihood as the result of accidental injuries. No application can be considered where evidence shows the disability is the result of some physical ailment with which the applicant had been previously afflicted.

All applications for disability donation must be filed with the General Treasurer within two years from the date of the accident, and failure to do so shall invalidate the same. (See Section 51-B.)

However, should a member meet with accidental injuries which at some future date might cause total and permanent disability, an official notice of said accident received at this office within two years from the date of the accident will protect the member's application from being outlawed for that reason.

(NOTE) - The amount of disability donation is computed from the date of initiation to the date of the accident responsible for the disability.

Section 51-C.

The disability donation shall be:

One year's membership	\$ 50.00
Two years' membership	100.00
Three years' membership	200.00
Four years' membership	300.00
Five years' membership or more	400.00

The Financial Secretary should retain these instructions on file for reference in making up applications for death or disability donations, by adhering to them he will assist the General Office in making a speedy disposition of all such applications.

One year's membership	\$ 50.00
Two years' membership	100.00
Three years' membership	200.00
Four years' membership	300.00
Five years' membership or more	400.00



# United Brotherhood of Carpenters and Joiners of America

## APPLICATION for FUNERAL DONATION

All applications for funeral donation must be filed with the General Treasurer within six months from the date of death and must be accompanied by the following papers:

1. *Official Certificate of Death from the proper authorities.*
2. *Member's due book for the present and previous year, i. e., for the year in which death occurred and the previous year.*
3. *Letters of Administration if there is an estate; otherwise, proof of who has paid the funeral bill.*  
(Item 3 not required on death of a member's spouse.)

Funeral donations are divided into the following categories – CHECK THE CATEGORY APPLYING TO THIS APPLICATION:

- 1. *Death of Beneficial member (under age of 50 when initiated)—Sec. 49-C.*
- 2. *Death of Beneficial member (between ages of 50 and 60 when initiated)—Sec. 49-E.*
- 3. *Death of Wife or Husband of Beneficial member—Sec. 50.*
- 4. *Death of Semi-beneficial member—Sec. 52.*

A member past 50 years of age when initiated, or a Semi-beneficial member, is not entitled to category 3 above, the Wife or Husband funeral donation. All books and papers sent in with an application for funeral donation are retained at the General Office. When filing a Wife or Husband claim, issue the member a duplicate due book.

Local Union No. \_\_\_\_\_ Location \_\_\_\_\_  
(City and State)

Name of Member \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Date of Initiation \_\_\_\_\_ Amount of Benefit Claimed \$ \_\_\_\_\_

Name of Deceased Person \_\_\_\_\_ Date of Death \_\_\_\_\_

If there is an Estate, the Administrator or Executor must be named below as "Applicant" and a copy of Letters of Administration must accompany this application. Otherwise, the person who has paid or assumes responsibility for the payment of the funeral expenses must be named, and proof to that effect, such as the funeral bill or any other satisfactory proof, must accompany the application. (Not required on the death of a member's spouse; in such claims the member should always be named as "Applicant.")

Name of Applicant \_\_\_\_\_ Relationship to deceased if any \_\_\_\_\_

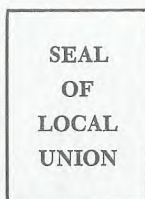
Address of Applicant \_\_\_\_\_  
(No. and Street) (City and State)

Officers are requested to examine this application and attached papers before taking a vote to assure themselves that everything is correct and in accordance with the facts.

Passed by a majority vote of L. U. No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

IN TESTIMONY WHEREOF, Witness our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

Signed,



\_\_\_\_\_, President

\_\_\_\_\_, Fin. Sec.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ } TRUSTEES

(The Financial Secretary will fill out the other side and when application is complete return to General Treasurer)  
(If there are any unusual circumstances in connection with this application, explain on a separate sheet)



The Financial Secretary will give below an EXACT copy of Member's Ledger Account for the present and previous year, i. e., for the year in which death occurred and the year previous.

# Abstract of Ledger Account

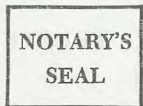
Dr.				Cr.				Dr.				Cr.			
On the first of each month charge on this side the monthly dues in advance, and all assessments or fines when levied.				On this side enter all dues and assessments, when paid, with exact date and full amount of Payment, all on one line.				On the first of each month charge on this side the monthly dues in advance, and all assessments or fines when levied.				On this side enter all dues and assessments, when paid, with exact date and full amount of Payment, all on one line.			
DUES	ASSESSMENTS	FINES	TOTALS	DATE OF PAYMENT	AMOUNT PAID	TOTALS		DUES	ASSESSMENTS	FINES	TOTALS	DATE OF PAYMENT	AMOUNT PAID	TOTALS	
19				19				19				19			
Balance Due, \$				Balance to Credit, \$				Balance Due, \$				Balance to Credit, \$			
Jan.				Jan.			Jan.				Jan.				
Feb.				Feb.			Feb.				Feb.				
Mar.				Mar.			Mar.				Mar.				
Total charges for quarter, \$				Total payments for quarter, \$				Total charges for quarter, \$				Total payments for quarter, \$			
April				April			April				April				
May				May			May				May				
June				June			June				June				
Total charges for quarter, \$				Total payments for quarter, \$				Total charges for quarter, \$				Total payments for quarter, \$			
July				July			July				July				
Aug.				Aug.			Aug.				Aug.				
Sept.				Sept.			Sept.				Sept.				
Total charges for quarter, \$				Total payments for quarter, \$				Total charges for quarter, \$				Total payments for quarter, \$			
Oct.				Oct.			Oct.				Oct.				
Nov.				Nov.			Nov.				Nov.				
Dec.				Dec.			Dec.				Dec.				
Total charges for quarter, \$				Total payments for quarter, \$				Total charges for quarter, \$				Total payments for quarter, \$			
Sum Total, \$				Sum Total, \$				Sum Total, \$				Sum Total, \$			

STATE OF \_\_\_\_\_ }  
 \_\_\_\_\_ } COUNTY } SS:  
 CITY OF \_\_\_\_\_ }  
 Personally appeared before me \_\_\_\_\_,  
 who is Financial Secretary of Union No. \_\_\_\_\_ and upon being duly sworn makes oath that the above Abstract of Ledger  
 Account in reference to the standing of \_\_\_\_\_ is true to his or her knowledge.

Signature of Financial Secretary \_\_\_\_\_

Address of Financial Secretary \_\_\_\_\_ (No. and Street) \_\_\_\_\_ (City and State)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.



\_\_\_\_\_  
 Notary Public.  
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