

# GRAND LODGE OF FLORIDA BYLAWS



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# **THE CONSTITUTION**

## **PREAMBLE**

We, the members of the Grand Lodge of Florida, Order Sons of Italy in America, being of the Conviction that we can best serve God, our country, the United State of America, ourselves, and the posterity, by the continuation of the program of our Order, do ordain, establish and adopt the following revised Constitution and Bylaws.

## **CHAPTER I**

### **THE FOUNDATION OF THE ORDER AND GRAND LODGE OF FLORIDA**

#### **Introduction**

##### **The Institution of the Grand Lodge**

The Grand Lodge of Florida, Order Sons of Italy in America, instituted on the 8th day of February 1953, is a fraternal organization that derives its origin and its existence from the Supreme Lodge of the Order Sons of Italy in America, Which was created by the State of New York on the 22nd day of June, 1905.

## ARTICLE 1 - PURPOSE

The purpose of the Order is:

- (A) To enroll in its membership, all persons of Italian birth or descent and such other persons authorized in the Constitution and Laws of the Supreme Lodge, regardless of religious faith or political affiliation, who believe in the fundamental concept that society is based upon the principles of law and order, and who adhere to a form of government founded upon the belief in God, and based upon the Constitution of the United States of America, and which government rests upon the proposition that all men are created equal and functions through the consent of the governed.
- (B) To promote civic education, as well as, the moral, intellectual, and material well-being of our membership.
- (C) To encourage the dissemination of Italian culture in America, thereby, keeping alive the spiritual attachment and tradition of the land of our ancestors.
- (D) To defend and uphold the prestige of the people of Italian birth or descent in America, as well as, upholding the concept of Americanism.
- (E) To encourage the active participation of our membership in the political, social and civic life of our communities.
- (F) To organize and establish benevolent and social welfare institutions for the protection and assistance of our members, their dependents, and in general, the needy, with such material aid as we are able to give.

- (G) To initiate and organize movements for patriotic and humanitarian purposes, and to join in meritorious movements for such purposes which have been initiated by other organizations or groups.

## **ARTICLE 2 - ORGANIC STRUCTURE**

The organic structure of the Order is based upon a Lodge system. Hence, the basic unit is called a "Local Lodge" and is composed of members. The members have rights and obligations which each local lodge administers and controls, by virtue of the powers conferred to them by the laws of the Order.

## **ARTICLE 3 - THE JURISDICTION AND COMPOSITION OF THE GRAND LODGE**

- (A) The Grand Lodge of Florida, organized with its home office in the city of Tampa, is the intermediate unit between the Supreme Lodge and each local lodge in Florida and Georgia.
- (B) By the authority of the Supreme Lodge, and in conformity with its Constitution and its Bylaws, the Grand Lodge of Florida exercises jurisdiction over all local lodges and members of the Order, within the confines of the State of Florida and the State of Georgia.

(C) The Grand Lodge consists of the state officers, Past State Presidents, State Delegates, Presidents of local lodges, and other officers that may be designated and provided for by the Bylaws. The Grand Lodge of Florida, during the interval between State Conventions, functions through its Grand Council.

## **ARTICLE 4 - GOVERNMENT**

The governing powers of the Order shall be vested in three (3) separate and distinct branches: The Executive Branch, Judicial Branch and Legislative Branch.

## **ARTICLE 5 - EXECUTIVE POWER**

The Executive Power shall be exercised by the Grand Lodge within its respective jurisdiction. Between conventions, the executive power of the Grand Lodge shall be exercised by the Grand Council. Local Lodge Councils shall exercise their executive power when the assembly is not in session.

## **ARTICLE 6 - JUDICIARY POWER**

Judiciary Power is that power used in the application or corrective and disciplinary measures when violations occur. The Judicial Code of the Order is the primary method of enforcing the Constitution and General Laws of the Order and resolving disputes arising within the Order over application of the Laws of the Order. The Judiciary powers of the Order are exercised by:

- (a) The Supreme Court of the Order
- (b) The Supreme Lodge Arbitration Commission
- (c) The Grand Lodge Arbitration Commission
- (d) The Local Lodge Arbitration Commission
- (e) The Trial Commissioners of the Arbitration Commissions of the ranking units of the Order.

## **ARTICLE 7 - LEGISLATIVE POWER**

- (A) The Legislative Power - the power to make and promulgate laws and to adopt thereto, and shall be exercised by:
  - (1) The Grand Lodge while in session, in matters of general character which are within the scope of its jurisdiction, and in all matters affecting discipline, the control of its institutions, and the government of local lodges under its jurisdiction, provided that the laws and amendments thereto are not in conflict with the laws of the Supreme Lodge.
  - (2) The Local Lodges while in session, in matters affecting the rights and obligations of its members, provided that the laws made and promulgated, together with all amendments thereto, are not in conflict with the laws of the Supreme Lodge or the Grand Lodge of Florida.
- (B) The Legislative Power of the Grand Lodge and of each local lodge shall not be delegated to any council, commission, or committee.



## **ARTICLE 8 - LAWS OF THE ORDER**

The laws of the Order include:

- (a) The Constitution, General Laws and Judicial Code of the Order established by the Supreme Lodge,
- (b) Any articles of governance adopted by the Grand Lodge which have been approved by the Supreme Lodge,
- (c) Any articles of governance adopted by a Local Lodge under the jurisdiction of a Grand Lodge and which have been approved by the said Grand Lodge or which have been approved by the Supreme Lodge in the case of Local Lodges under the immediate jurisdiction of the Supreme Lodge.

## **ARTICLE 9 - THE OFFICIAL EMBLEM, COLOR, MOTTO, LANGUAGE & HOLIDAY**

- (A) The official emblem of the Order shall be a Golden Lion in a Field of White.
- (B) The official color of the Order shall be Purple.
- (C) The official motto of the Order shall be, "Liberty, Equality and Fraternity."
- (D) The official languages of the Order shall be Italian and English and both may be used in the course of the meetings.

(E) The official holiday of the Order as proclaimed by the Supreme Lodge, is *the Columbus Day National Holiday*, which commemorates the anniversary of the discovery of America by Christopher Columbus. The discovery of America by the intrepid Italian navigator set a milestone in history and in the progress of mankind, and divined the event which blazed the way for its realization. The Grand Lodge and each local lodge in the Order shall celebrate this anniversary each year, in a solemn and dignified manner, worthy of the outstanding achievement and greatness of Christopher Columbus.

*(Nat'l 2010 .)*

**NOTE 1** - When our laws are silent, the laws of the Supreme Lodge and Roberts' Rules shall prevail.

**NOTE 2** - In this document, the use of words in the singular form includes the plural form and vice-versa. The use of one includes both genders.

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## **CHAPTER II**

### **GENERAL LAWS**

#### **Part 1**

#### **The Grand Lodge**

### **ARTICLE 10 - THE LAWS OF THE GRAND LODGE OF FLORIDA**

- (A) The laws of the Grand Lodge of Florida include:
- (1) The Constitution and Bylaws of the Grand Lodge of Florida as have been approved by the Supreme Lodge,
  - (2) The Ritual of the Order Sons of Italy in America, with all portions mandatory in its use except seating arrangements and the reading of the names of delinquent members, which is optional,
  - (3) The Judicial Code of the Order.
- (B) The laws of the Grand Lodge consist of rules and regulations which they adopt, and subsequently use, to govern, administer, and control the affairs of the institutions under their jurisdiction, while at the same time conforming to the laws of the Supreme Lodge.
- (C) The laws adopted by the Grand Lodge must be submitted for approval to the Supreme Council to be valid.

## **ARTICLE 11 - PROCEDURES TO AMEND THE CONSTITUTION AND GENERAL LAWS OF THE GRAND LODGE**

- (A) Proposals to amend the Constitution and/or the General Laws of the Grand Lodge may be made by regular and/or associate members of a Local Lodge, a Local Lodge Council, the State Law Committee or the Grand Council, providing the following procedures are observed:

*Nat'l 10/15/2021*

- (1) When a proposal is made by a regular or associate member, the proposal must be presented to the Recording Secretary of the member's lodge no less than 90 days prior to the opening date of the State Convention. The Recording Secretary shall, within seven (7) calendar days, forward the proposal to the State Recording Secretary who shall, within seven (7) calendar days from receipt, forward the proposal to the State Law Committee.
- (2) When a proposal is made by a Local Lodge Council, the lodge's Recording Secretary shall forward the proposal to the State Recording Secretary no less than ninety (90) days prior to the opening date of the State Convention. If the proposal is received within the time prescribed, the State Recording Secretary shall forward it within seven (7) calendar days to the State Law Committee.

- (3) When a proposal is made by the Grand Council of the Grand Lodge, the State Recording Secretary shall refer the proposal to the State Law Committee, no less than *sixty (60)* days prior to the opening date of the State Convention. *Nat'l 10/15/2021*
- (4) Correspondence for these procedures may be done by U.S. Mail or by electronic mail. When using electronic communication the regular member may forward the proposal directly to the Grand Lodge Recording Secretary provided the Local Lodge Secretary in CC'd on the proposal. *Nat'l 10/15/2021*
- (B) For a proposal to be considered at the State Convention, all proposals to amend the Constitution and/or General Laws of the Grand Lodge must have been sent to all State Officers and State Delegates, no less than *fifteen (15)* days prior to the opening date of the State Convention. *Nat'l 10/15/2021*
- (C) The State Law Committee shall submit all proposals received to the floor of the State Convention, along with the committee's recommendation, provided the proposals were received in accordance with the above prescribed procedures.
- (D) The Constitution may be amended and when approved by two-thirds (2/3) vote of the delegates in attendance at a Convention session.
- (E) The General Laws may be amended and when approved by a simple majority vote of the delegates in attendance at a Convention Session.

## ARTICLE 12 - LEGAL COUNSEL

The Grand Lodge legal counselor shall:

- (A) Be a member of the Order Sons of Italy in America.
- (B) Be a member in good standing in the Florida Bar, and shall be admitted to the practice of law in the State of Florida.
- (C) Provide legal advice to the Grand Lodge and local lodges in legal matters affecting the welfare of the Order.
- (D) Not preempt the prerogatives, duties or responsibilities of the State Orator.
- (E) Be entitled to a per diem payment *at the prevailing rate as determined by the Grand Council*, for an overnight stay, when called to a Grand Lodge meeting by the State President, provided that he/she does not receive expense reimbursement from any other source.

*Nat'l 10/15/2021*

- (F) Be reimbursed for all expenses associated with legal research or advice, when such research or advice is requested by the Grand Council.

(removed "or a local lodge")

*Nat'l 10/15/2021*

## **ARTICLE 13 - FISCAL YEAR**

The fiscal year of the Grand Lodge of Florida shall be the same as the calendar year.

## **ARTICLE 14 - RANKING IN PARADES**

(A) Upon the occasion of official parades, the officers of the ranking units of the Order must wear the insignia of their respective offices. The mode of organization of parades and marches, shall respect the following order of officials as to precedence.

### **First Section**

- (1) The American Flag, Italian Flag and the Banner of the Order.
- (2) The National Officers.
- (3) The National Delegates.
- (4) The National Deputies.



## **SECOND SECTION**

- (1) The State Officers.
- (2) The State Delegates,
- (3) The State Deputies

## **THIRD SECTION**

The Lodges in the order of their seniority in the Order.

NOTE: Local lodge seniority is determined and based on when each local lodge was officially instituted into the Order. Thus, the earliest established local lodge in the most senior, and so forth.

- (B) Also the Grand Lodge and local lodges may participate in parades that they initiate on their own.

## **ARTICLE 15 - REGIONS**

- (A) The State of Florida and Georgia shall be divided into numerically designated geographical regions. The Grand Council may increase or decrease the number and size of Regions whenever justifiable reason requires such restructuring.
- (B) As the number of local lodges varies, the number of regions may change accordingly. Regions must not be restricted to county lines. County lines may be used by the Grand Lodge as boundaries, but some geographical boundaries will coincide with county lines. The number of regions may change according to the number of Local Lodges in a specific geographical area. *(Nat'l 6/99)*

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## **ARTICLE 16 - GRAND LODGE EXPENSES AND DISBURSEMENTS**

The expenses and disbursements of the Grand Lodge are as follows:

- (A) Payment of the per capita tax to the Supreme Lodge or any other tax imposed by the Supreme Lodge or Supreme Council.
- (B) Ordinary expenses of the administration.
- (C) Expenditures as set forth in the budget for the respective biennium.
- (D) Contingent and unforeseen expenditures approved by the Grand Council.

## **ARTICLES 17 - THE GRAND LODGE WHEN NOT IN SESSION**

The Grand Lodge, when not in session at a convention that is duly assembled, functions through the following:

- (A) The Grand Council.
- (B) The Executive Committee of the Grand Council.
- (C) The Grand Commission of Arbitration.
- (D) Other Commissions and Committees provided herein.

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## **ARTICLE 18 - VACANCIES IN THE GRAND LODGE COMMISSION**

When vacancies occur among the elected Commissions of the Grand Lodge, the Grand Council shall fill them from among the State Delegates of the Grand Lodge.

## **ARTICLE 19 - THE GRAND LODGE ARBITRATION COMMISSION**

- (A) The Grand Commission of Arbitration is the judiciary body of the Grand Lodge. The Commission shall be composed of five (5) members and five (5) alternates. Both members and alternates of the Commission are elected during the session of the Biennial State Convention, and hold office for a full term. The alternates are to be called to replace members of the Commission who are absent or unable to act.
- (B) The duty of the Grand Commission of Arbitration is to hear charges that are duly preferred and brought before the body, and to render decision to those charges. This Commission is the sole judge of the law in determining controversies. The decisions rendered are supported by a majority view of the constituent members of the Commission who heard the case. The decision of the Commission shall be final, except when an appeal is submitted thereto, in accordance with the laws of the Order. *Nat'l 6/99*
- (C) All expenses incurred by the Grand Lodge Arbitration Commission, or an Investigative subcommittee thereof, including but not limited to lodging, meals, transportation, and administration charges, including but not limited to meeting facilities, stenographic services, copying, transcript, postage, telephone, shall be paid by the local lodge, member or officer found or determined by the Grand Lodge Arbitration Commission to have been responsible for the charges for which the Commission or its Investigative subcommittee was convened. *C Added Nat'l 2013*

# GENERAL LAWS

## Part 2

### ARTICLE 20 - THE GRAND COUNCIL

- (A) The Grand Council shall consist of all the State Officers, all Past State Presidents, and current Local Lodge Presidents.
- (B) If the *Local Lodge* President, Vice-President, or Immediate Past President cannot attend a Grand Council meeting, the Lodge may be represented if the Local Lodge President sends a letter, *or an electronic mail message*, to the Grand Council designating a regular member of the Local Lodge as their Representative with the same rights and privileges that are granted to the local Lodge President.

Nat'l 6/99    Nat'l 10/15/21

- (B) The Grand Council is the Executive Body of the Grand Lodge, and it exercises the powers of the Grand Lodge when the Grand Lodge is not assembled in Convention. The Grand Council has the power to issue orders and decrees if necessary, in matters not otherwise provided for under the laws of the Order. However, no decree shall impose new dues or assessments, and it shall not annul any law of the Order imposing such dues or assessments.

(See Article 24 –The Grand Council Executive Committee)

## **ARTICLE 21 - ORDERS & DECREES OF THE GRAND COUNCIL**

The orders and/or decrees of the Grand Council become effective immediately upon their adoption. The failure of the Grand Lodge to ratify or approve orders or decrees, when submitted to it while the State Convention is in session, shall not nullify their effect retroactively. All orders and decrees adopted by the Grand Council shall be submitted to the Grand Lodge for ratification at the next State Convention following the adoption. However, failure to ratify such order and decrees shall only nullify same, at the time of such failure to ratify them.

## **ARTICLE 22 - POWERS & PREROGATIVES OF THE GRAND COUNCIL**

The powers and prerogatives of the Grand Council are as follows:

- (1) To be the sole representatives of the Grand Lodge.
- (2) To enforce the laws of the Order and the deliberations and orders of the Supreme Council.
- (3) To control, ratify or annul the deliberations of the Grand Council and of its other auxiliary and dependent bodies, except the Grand Arbitration Commission.
- (4) To administer the funds of the Grand Lodge in conformity with the laws of the Order.

- (5) To supervise Local Lodges within the territorial jurisdiction of the Grand Lodge in conformity with the laws of the Order.
- (6) To approve or disapprove the laws adopted by each Local Lodge, whenever such approval or disapproval may be required by the laws of the Order.
- (7) To assume the custody and administration of the affairs of the Local Lodge, when required by the laws of the Order.
- (8) To order the suspension of a Local Lodge, when necessary to enforce the laws of the Order.
- (9) To propose to the Supreme Council when a Local Lodge should be dissolved, when proper cause for dissolution exists.
- (10) To order the suspension of the following, when an investigation and report by the State Orator or a State Officer duly appointed for such purpose, warrants:
  - (a) The council of a Local Lodge.  
*Nat'l 6/99*
  - (b) Any officer from their office.
  - (c) Any member from their rights, except sick, disability or mortuary benefits if such members "are involved in" the violation of the laws of the Order.
- (11) To prefer charges against Local Lodge members, Lodge Officers and/or Lodge Council to the Grand Arbitration Commission, if in fact they violate the laws of the Order.
- (12) To determine controversies of administrative nature involving Local Lodges, upon report from the State Orator.



- (13) To appoint State Deputies and District State Deputies, upon the recommendation from the State President, and to rescind such appointments if justification exists.
- (14) To fix salaries for the members of Commissions and/or Boards and all others employees of the Grand Lodge.
- (15) To elect Past State Presidents as Honorary State President for life provided that a two-thirds vote of its members is secured.
- (16) To establish and maintain a publication as its recognized official publication called "The Floridian."
- (17) To order the Grand Council members, Grand Lodge Committee chairperson and any members who have performed a duty pertaining to State matters, shall present all records, books, and/or inventory to the new Officer, or Chairperson at the end of their tenure. The new Officer or Chairperson receiving these items will sign for items received.  
Nat'l 6/99
- (18) To establish, in addition to the State Trustee financial duties, a system for the State Trustees to oversee and supervise the duties of the State Deputy within their respective Lodges from their region. It shall be known as *Deputy Program Committee*. The committee shall be subject to the rules as set forth in *Guidelines for State Committee* in Appendix A.  
Nat'l 6/99

The Grand Council may perform such other duties and exercise such other prerogatives for the betterment and development of the Grand Lodge, for which it may deem necessary and advisable, and provided they are within the scope of the Grand Lodge, and not in contravention to the laws of the State Convention.

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## **ARTICLE 23 - MEETINGS OF THE GRAND COUNCIL**

The Grand Council meets in ordinary session at least three (3) *times a year*. The time and place is determined by the Grand Council at the first meeting after its election. The Grand Council also meets in extraordinary session whenever it is called upon by the State President or at the request of at least five (5) State Officers.

*Nat'l 10/15/2022*

## **ARTICLE 24 - THE GRAND COUNCIL EXECUTIVE COMMITTEE**

(A) The Executive Committee of the Grand Council shall be composed of the State President, First and Second State Vice Presidents, State Orator, State Recording Secretary, State Financial Secretary, Treasurer and two (2) State Trustees.

*(Nat'l 2013)*

(B) In an emergency, this Committee shall act in lieu of the Grand Council, and it may exercise all the Grand Council's prerogatives and power, except the authority to issue decrees. The Committee shall meet at the call of the State President.

## **ARTICLE 25 - STATE OFFICERS**

- (A) State officers shall be elected at the Biennial State Convention of the Grand Lodge. The State Officers are ranked as follows:
- (1) The State President.
  - (2) The State First Vice-President.
  - (3) The State Second Vice-President.
  - (4) The Immediate Past State President.
  - (5) The State Orator.
  - (6) The State Recording Secretary.
  - (7) The State Corresponding Secretary  
(Not an elected office).
  - (8) The State Financial Secretary.
  - (9) The State Treasurer.
  - (10) The State Trustees. (One per Region) (Nat'l 6/99)
- (B) The Grand Lodge may establish the Office of State Chaplain, and enact rules and regulations to govern this office.

- (C) The office of State Corresponding Secretary is removed from the electoral process, and is filled by appointment by the incoming State President. However, the appointee must meet the eligibility requirements to hold state office. The appointee shall have all the rights and privileges of elected state officers, and shall be governed by the laws applicable to elected state officers.

## **ARTICLE 26 - PREROGATIVES OF STATE OFFICERS**

Each state officer is a constituent part of the Grand Lodge, and is not obligated to perform duties imposed upon them by the local lodge they are a member of, except to pay dues and assessments imposed upon them by the laws of the Order. If the local lodge of which the state officer is a member or is ordered suspended or dissolved, it shall not reflect upon the state officer or deprive him/her of their office.

## **ARTICLE 27 - STATE OFFICER'S OBLIGATION TO ATTEND MEETINGS**

- (A) State officers are obligated to attend Grand Council meetings and Grand Lodge sessions. If any elected state officer is absent from three (3) consecutive meetings without a *justifiable* excuse (*as determined by the Grand Council by majority vote*), they shall automatically lose their position as a state officer.

*Nat'l 10/15/2021*

- (B) State Deputies shall be required to attend no fewer than four (4) meetings per year, beginning from the date of appointment. Failure to attend their assigned Local Lodges' meetings for three (3) consecutive months *may* mean termination of the State Deputy's tenure at the discretion of the President of the Grand Lodge.

Nat'l 10/15/2021

- (C) State Deputies are required to attend the first three (3) meetings of a new lodge *being* established.

Nat'l 10/15/2021

## ARTICLE 28 - FORFEITURE OF OFFICE

Elected and appointed officers of the ranking units of the Order shall forfeit their office when, without justifiable cause *as determined by a majority vote of the ranking Council*, fail to do the following:

Nat'l 10/15/2021

- (A) Attend three (3) consecutive general meetings of their Local Lodge, their Lodge's Council or the Grand Council, if *an officer* thereof.

Nat'l 10/15/2021

- (B) Attend three (3) consecutive meetings of the institutions or commissions they are a member.

Nat'l 10/15/2021

- (C) The State Delegates who fail to tender a notice of resignation or fail to submit such a notice within ample time to permit substitution by Alternates, or are absent from participation in the Convention, provided such absence is not due to circumstances beyond their control, shall - in addition to forfeiting their office - be precluded from holding office in the Lodge or Grand Lodge for a period of two (2) years; absence due to occupation shall in no case be a sufficient excuse.

## **ARTICLE 29 - VACANCIES ON THE GRAND COUNCIL**

- (A) When five (5) or less vacancies occur among the constituent members of the Grand Council, the vacancies shall be filled in the following manner:
- (1) The vacancy of the office of State President will be filled by the State First Vice President.
  - (2) The vacancy of the office of State First Vice President will be filled by the State Second Vice President.
  - (3) The vacancy of the office of Immediate Past State President will be filled in the inverse order of tenure of the office of State President.
  - (4) Vacancies in other state offices shall be filled by the designation of temporary State Officers by the Grand Council from its members, or by appointing duly elected State Delegates to fill such vacancies. An appointee to fill a vacant office of State Trustee shall be a Council member or a duly elected State Delegate from the region in which such vacancy occurred.
- (B) When more than five (5) vacancies occur on the Grand Council, the remaining state officers of the Grand Council shall call a Special State Convention to elect the necessary state officers to fill those vacancies, provided however, that the next State Convention is more than one (1) year away.

- (C) When more than five (5) vacancies occur on the Grand Council and the next State Convention is one (1) year or less from its opening date, the remaining state officers of the Grand Council may submit a list of candidates, selected from the duly elected state delegates having the right to vote, to the state delegates for a referendum vote for the purpose of electing state officers to fill such vacancies. However, the list submitted shall not contain less than two (2) candidates for each vacant office. In either case, the majority of the votes cast within the time allocated by the Grand Council shall be sufficient for election.

## **ARTICLE 30 - STATE DELEGATES**

- (A) State Delegates are representatives of the local lodges within the jurisdiction of the Grand Lodge. They hold office from the regular Biennial Convention of the Grand Lodge, up to the day preceding the next regular Biennial Convention of the Grand Lodge.
- (B) All Past State Presidents and current local lodge presidents, by virtue of their past and present office, shall be delegates to the Grand Lodge and shall serve as members of the Grand Council. They shall have the same rights and privileges that are granted to elected delegates.
- (C) In addition thereto, the Presidents shall also serve as Chairpersons of their Lodge Delegation at the Biennial State Convention in addition to those Delegates elected by the Grand Lodge Bylaws.

*Nat'l 6/99*



- (D) During the State Convention, if the President or Vice President is not available to head the delegation, the senior ranking officer, who is a delegate, will take the President's place. An alternate or appointed member will take the place of the delegate filling in for the President.

## **ARTICLE 31 - HONORING OFFICERS OF THE ORDER**

Whenever national or state officers officially attend manifestations, festivities or initiation ceremonies of a local lodge or officially pay visits to them, either individually or collectively, they shall be accorded the honor and respect due to them, as prescribed by the laws of the Order.

## **ARTICLE 32 - ALLOWANCES & TRAVEL EXPENSES**

The Grand Lodge of Florida will reimburse allowance and travel expenses to the following, provided that expense reimbursement is not received from any other source.

- (A) The Grand Lodge of Florida will provide per-diem allowances, in lieu of lodging expenses, and travel expense reimbursement, as determined by the Grand Council during the last meeting of the prior calendar year. Not to exceed as indicated, provided expense reimbursement is not provided by any other source. *Nat'l 10/15/2021*

1. The standard per-diem allowance for a necessary overnight stay, documented through an appropriate bill from a place of public accommodation issued to claimant, shall not exceed one hundred fifty (\$150.00) dollars per night.

*Nat'l 10/15/2021*

2. The standard travel allowance shall not exceed forty two cents (\$0.42) per mile in excess of the first twenty five (25) miles of each leg of a round trip.

(B) The following Grand Lodge Officials shall be entitled to claim the allowances hereafter indicated:

1. Current State Officers who attend a Grand Council meeting or are required to attend an Executive Committee meeting shall be entitled to claim a standard per-diem, when appropriate, and the standard travel allowance as set by the Grand Lodge Council as necessary not to exceed \$.42 per mile less the first 25 miles of each leg of a round trip.
2. Members of the Grand Lodge Arbitration Commission and the State Recording Secretary when acting in the performance of their respective duties under the Judicial Code of the Order shall be entitled to claim reimbursement for the cost of travel, lodging and meals, as prescribed by the Judicial Code, that exceed the standard per-diem allowance and the standard travel allowance, provided by the Grand Lodge.
3. Current State Officers and the Immediate Past State President who attend a State Convention shall be entitled to reimbursement of:
  - a. The cost of the Convention Package Registration fee
  - b. The cost of regular hotel room, not to exceed the negotiated convention rate
  - c. The standard travel allowance as set by the Grand Lodge Council as necessary.

4. State Deputies and State Trustees are entitled to claim:

- a. The standard travel allowance for attending a regular or special meeting of the assigned local lodges' assembly;
- b. The standard travel allowance, and a once per quarter standard per-diem allowance for visits to a local lodge located more than two hundred **(200)** miles from their residence via the most direct route.
- c. Should it become necessary for a State Deputy to attend, during any quarter, more than one regular or special meeting of a lodge described in the above clause (b), then authorization for any additional per-diem allowance must be pre-approved by the State President.

*(Nat'l Feb. 2010)*

5. State Deputies and State Committee chairpersons who attend a Grand Lodge meeting or a session of the State Convention, at the request of the State president shall be entitled to claim a per-diem allowance for a single overnight stay if the meeting or session is located more than seventy-five (75) miles from their residence, and a standard travel allowance as set by the Grand Lodge Council as necessary.

(C) In the implementation of the foregoing laws, the following standards shall be observed:

- (1) Should the hotel bill be issued in the name of the spouse or significant other of the claiming Grand Lodge official, the same shall be deemed as have been issued to the claiming official.

*(Nat'l Feb. 2010)*

- (2) In the event two or more members of the same family unit are Grand Lodge officials, only one of said family member shall be entitled to claim the standard per-diem allowance and the standard travel allowance.

*(Nat'l Feb. 2010)*

- (3) In the event that two or more Grand Lodge officers travel by privately owned vehicle, the standard travel allowance may only be claimed by the vehicle operator who must also qualify as an official eligible to claim said allowance.

*(Nat'l Feb. 2010)*

- (4) State Officers and the Immediate Past Grand Lodge President who attends a Grand Council meeting shall be entitled to the *standard per diem rate, as determined by the Grand Council*, for an overnight stay. Any spouse who is also a State Officer shall not receive a per diem payment while attending the same Council meeting.

*Nat'l 10/15/2021*

- (D) In consideration of the extensive traveling required of the State President in carrying out his/her official duties, when traveling for and representing the Grand Lodge of Florida, the State President shall be entitled to reimbursement for all travel expenses, including but not limited to lodging, meals, function costs/fees, air fare at reasonable standard economy rates and mileage at the current travel allowance not to exceed \$.42 per mile after the first 25 miles of each leg of a round trip.

*Nat'l Conv. 8/2015*

## **ARTICLE 33 - Not used**

## **GENERAL LAWS**

### **Part 3**

### **The Local Lodge**

#### **ARTICLE 34 - THE LAWS OF LOCAL LODGES**

- (A) The laws of each local lodge consist of rules and regulations which they adopt, and subsequently use to govern, administer, and control affairs and institutions under their jurisdiction, while at the same time conforming to the laws of the Supreme Lodge, and of the Grand Lodge.
- (B) Local Lodge Bylaws and/or amendments to the Local Lodge Bylaws can be adopted at any regularly scheduled meeting of the Local Lodge general membership by a majority vote, providing that the Bylaws and/or amendments have been submitted in writing and read at both the current and the previous regular meetings. The membership shall have been given five (5) days previous written notice by mail before any Bylaws or amendments are read or voted upon. The laws adopted by each Local Lodge must be submitted to and approved by the Grand Council to be valid.
- (C) Changes to the General Laws of the Supreme Lodge and to the Bylaws of the Grand Lodge of Florida automatically change the applicable portions of Local Lodge Bylaws without recourse to approval by the membership of the Local Lodge.

## **ARTICLE 35 - LOCAL LODGE DISPUTES**

All disputes or differences that occur in local lodges shall be referred to the lodge's State Deputy, whose duty is to adopt conciliatory and authoritative measures derived from their office, provided however, that the state deputies do not go beyond their established limits of authority to appease those disputes or differences.

## **ARTICLE 36 - THE FUNCTION OF LOCAL LODGES IN FLORIDA**

- (A) Each local lodge functions and operates within the limits of their locality. Each local lodge is chartered by the Supreme Council, and is given a name chosen by its members with the approval of the Supreme Council.
- (B) A number is assigned to each local lodge by the Supreme Council in numerical order. Each local lodge is a constituent part of the Grand Lodge of the State of Florida and is subordinate to the same Grand Lodge. The local lodges participate in the administration of the affairs of the Grand Lodge through its State Delegates. Unless restricted by the laws of the Grand Lodge of Florida, each local lodge is autonomous and may administer affairs under such rules and regulations as adopted by it, provided that they do not conflict with the laws of the Supreme Lodge or the laws of the Grand Lodge of Florida,
- (C) In order for local lodges to maintain good standing in the Order and as a unit of the Grand Lodge of Florida, they shall be required to maintain on its rolls no less than 25 regular members, in addition to all other prerequisites of good standing required by the General Laws of the Order and the laws of the Grand Lodge.

- (D) All rights and privileges pertaining to each Local Lodge member not in good standing shall be governed by the General Laws of the Order. No member of any Local Lodge in the State of Florida may be a member of any other Local Lodge in the Grand Lodge of Florida unless that member is the organizer (Founder) of a new Local Lodge in the State of Florida, or was and is a member of a fraternal society in the State of Florida which becomes a Local Lodge in the Grand Lodge of Florida.
- (E) Founders who elect to retain membership in multiple Lodges they recruit and organize will have the same rights and privileges or regular membership, including voting rights of internal affairs. Founders who have been duly elected as a State Officer, Lodge President, Lodge Delegate, or any other qualified voting eligible position will not be entitled to represent more than one Lodge and may not vote more than once at State and/or National Elections. National and/or State Electoral Validating Committees will continue to ascertain that all eligible voters, including Founders, cast only one vote for each Electoral position on the ballot. Despite the voting limitation in State or National Elections, Per Capita assessments will continue to be required from all lodges that list Founders on their active membership rosters.

*(E) added Nat'l 2013*

### **ARTICLE 37 - NON-PAYMENT OF PER CAPITA TAX**

Any Local Lodge which does not pay its per capita tax for the quarterly period ending March 31<sup>st</sup>, which immediately precedes the Convention, or any other fee or sum due to the Grand Lodge, shall not be entitled to have its delegates seated at the State Convention.

### **ARTICLE 38 - Not used.**

## **ARTICLE 39 - LOCAL LODGE DELEGATE REPRESENTATION & THE NUMBER OF DELEGATES ALLOWED**

- (A) The number of delegates representing each Local Lodge in the Grand Lodge is determined and based upon the number of members in each lodge, for the quarterly period ending on December 31<sup>st</sup>, which immediately precedes the Convention. This is further substantiated by the per capita tax paid by or due from each Local Lodge of the Grand Lodge.
- (B) Each Local Lodge is entitled to one delegate for every multiple of twenty-five (25) members in good standing and an additional delegate for the balance of its membership above twelve (12) (refer to Appendix E). Each Local Lodge is entitled to elect no less than two (2) Alternate Delegates. *(GL Conv. 2009, Nat'l 2/2010)*
- (C) The number of State Delegates and alternates of each local lodge does not change during a two year period, regardless of changes in the local lodge membership.
- (D) Newly instituted Local Lodges that are instituted during the Quarterly Period ending March 31<sup>st</sup> immediately preceding the Biennium State Convention shall be entitled to representation at that State Convention based on the number of members initiated at the institution ceremony of that Local Lodge, providing that all other provisions of the Laws pertaining to Convention delegate participation are met.



(E) For Delegate authorization and determination purposes only, Founders of multiple Lodges may be counted as a member in only one Lodge of their choice which must be identified with written notification to all Lodges in which they hold membership. Notification must be made prior to the quarterly period ending on December 31<sup>st</sup>, which immediately precedes the State Convention, despite the limitation as being counted in only one Lodge, Per Capita assessments will continue to be required from all Lodges that list Founders on their active membership roster.

*(E) added Nat'l 2013*

## **ARTICLE 40 - DISBURSEMENT OF LOCAL LODGE FUNDS**

When two or more immediate family members are elected to offices that have the responsibility of disbursing local lodge funds, the local lodge President shall appoint another local lodge officer to serve as cosigner for checks or withdrawal slips so as to insure that local lodge checks and withdrawal slips never bear the signatures of two immediate family members.

## **ARTICLE 40A - DISSOLUTION OF A LOCAL LODGE**

In the event the dissolved local lodge is not reorganized within six (6) months from the date of order of dissolution, but at the expiration of such period a substantial group of its members, in good standing at the time the cause of dissolution arose, become members of another local lodge, the Supreme Council or the Grand Council shall turn over to such other local lodge all the property and funds, less expenses of administration. In all other cases, the property and funds in question will be turned over to the Sons of Italy Grand Council.

## ARTICLE 41 - THE LOCAL LODGE ARBITRATION COMMISSION

- (A) The Local Lodge Arbitration Commission is the Judicial Tribunal of each Local Lodge. The rules and regulations which prescribe the mode of procedure, the jurisdiction, the powers and the revenue incident to the functioning of the Local Lodge Arbitration Commission are set forth in the Judicial Code of Order.
- (B) The Commission shall be composed of five (5) regular members known as commissioners, and five (5) alternate *regular* members known as alternate commissioners.  
Both the commissioners and alternate commissioners are elected at the annual meeting for electing officers of the local lodge, and hold office for a period of two (2) years. They shall serve until their successors are elected and installed. Whenever a vacancy occurs among the commissioners, it shall be filled by the alternate commissioner who received the highest number of votes during their election. *Nat'l Conv. 8/2019*
- (C) Once the local lodge Arbitration Commission receives a complaint, all correspondence regarding that complaint, from either party, shall be forwarded to the State Orator for the sole purpose of ensuring that the procedures and/or guidelines set forth in the Judicial Code of the Supreme Lodge, are being applied correctly.

# GENERAL LAWS

## Part 4

### The Membership

#### ARTICLE 42 - MEMBERSHIP ELIGIBILITY

Admission to membership into the Order shall be restricted to the following:

- (A) All those of Italian birth or descent.
- (B) The spouses of those of Italian lineage.
- (C) Those who have been adopted by persons of Italian lineage and the spouses of such adopted persons.
- (D) Widows, widowers and divorced spouses of current or former members.
- (E) The minimum age for applicants to be admitted as members within the Grand Lodge of Florida shall be eighteen (18) years. If provided for in their Local Lodge Bylaws, Local Lodges may establish a higher minimum age.
- (F) Local Lodges may allow admission of Social Members, but it is not mandatory. Applicants who would not be accepted as Regular members, those who do not meet the requirements listed in Article 42 (A through D), may join as Social members. *(Nat'l Conv. 2019)*
- (G) If a Local Lodge allows Social Members, at no time shall Social Members exceed 25% of the total local lodge membership. *(Nat'l Conv. 2019 20%) (Nat'l Conv. 10/15/2021 25%)*

### **ARTICLE 43 - APPLICATION FOR MEMBERSHIP**

Any person who applies for membership shall have the privilege of making application to any Local Lodge of their choice.

### **ARTICLE 44 - OFFICIAL DATE OF MEMBERSHIP**

- (A) The official date of membership shall be the date of initiation into any Local Lodge within the jurisdiction of the Grand Lodge of Florida.
- (B) The administering of the Oath of Membership to an approved candidate will be sufficient to establish the official date of membership.
- (C) The ceremony of initiation into a Local Lodge shall be in conformity with the Ritual as adopted by the Supreme Lodge.

### **ARTICLE 45 - APPLICATION FOR TRANSFER**

- (A) The transfer application is the document by which permission is granted to a member to transfer from their present Local Lodge to another Local Lodge.
- (B) In order to file an application for transfer, the member must be in good financial standing with regard to payment of dues and assessments to his/her Local Lodge, up to and including the month in which the application is presented. Also, the applicant must not be under any charges or a definite sentence of an arbitration commission.

- (C) The request for transfer must be submitted to a vote by the local lodge receiving the member, and a relative majority vote in favor or against shall constitute acceptance or rejection. As soon as possible after the meeting in which a transfer was accepted, the Recording Secretary of the receiving local lodge must inform the Recording Secretary of the local lodge in which the member transferred from, of the acceptance.
- (D) The names of members who have transferred shall be cancelled from the rolls of the local lodge from which the member transferred from, and must be inscribed on the rolls of the receiving local lodge.
- (E) The transfer is officially effective on the first day of the month immediately succeeding the month in which the transfer application was accepted, and all financial obligations and tributes up to that date, are to be paid to the local lodge of which the member transferred from. The funds paid by the transferring member to his/her former local lodge shall be allocated pro rata, based on the annual dues paid to the former lodge, unless waived by the transferring member. Any difference in dues between the two local lodges for the balance of the annual dues to the new local lodge will be rebated to or paid by the transferring member to the new local lodge.

## GENERAL LAWS

### Part 5

#### Biennial Conventions

#### ARTICLE 46 - BIENNIAL CONVENTIONS

- (A) The Grand Lodge meets biennially in regular convention during the month of *April, May or June* in the odd numbered years. The Grand Council will determine the dates of the convention.

Nat'l 10/15/2021

- (B) The Biennial State Convention shall be hosted by the Grand Council. The State President shall appoint a chairperson.
- (C) All expenses and profits shall inure to the Grand Lodge.

#### ARTICLE 47 - CONVENTION LOCATION

The State Convention shall be held at the place designated by the State Delegates at the previous State Convention, or chosen by the Grand Council whenever found impracticable to hold it at such place.

## **ARTICLE 48 - BUSINESS PROCEDURES FOR THE STATE CONVENTION**

The business of the State Convention continues as prescribed hereon, except on decision by the Grand Council to change it or upon a motion by a State Delegate and approved by the assembly. The business for ordinary conventions ("Order of the Day") and its Order shall be as follows:

- (A) Opening of the Convention in accordance with the ritualistic form.
- (B) Announcement of committee members who were previously appointed by the State President for the Convention.
- (C) Reports by the Credentials Committee.
- (D) Minutes of the previous convention.
- (E) Assignment of proposals and resolutions to the proper committee for investigation and study.
- (F) Nomination or candidates for all offices of the Grand Lodge.
- (G) Reports by the officers of the Grand Lodge.
- (H) Reports by the Judiciary or Law Committee.

- (I) Elections of state officers, national delegates, and members of any other elective commission of the Grand Lodge.
- (J) Reports by special committees.
- (K) Unfinished business.
- (L) New business.
- (M) Selecting the place for the next convention.
- (N) Installation of state officers.
- (O) Closing of the meeting in accordance with the Ritual.

## **ARTICLE 49 - SESSION GUIDELINES**

The session of the State Convention shall be opened, conducted and closed in conformity with the provisions of the Ritual. The business of the convention shall be transacted in conformity with the laws of the Order and under the norms of parliamentary procedures, as prescribed in Roberts' Rules of Order. In cases when laws may conflict, the laws of the Order shall prevail.



## **ARTICLE 50 - NOTICE OF CONVOCATION**

Each State Delegate must be sent, by regular mail, and/or by confirmed receipt electronic mail delivery, a notice of convocation of the Grand Lodge at least 15 days before the fixed date. The notice shall consist of the business to be transacted and the time of the first and second sessions.

*(Nat'l 2013)*

## **ARTICLE 51 - LEGALLY OPENING THE STATE CONVENTION**

If a majority of the state officers and State Delegates, who have a right to vote, are present at the first convocation of the State Convention, the session may be legally opened. When the second convent is made, for all intents and purposes, the session shall be legal, regardless of the number of state officers and/or State Delegates present.

## **ARTICLE 52 - PRESIDING OVER THE SESSION**

- (B) The State President shall preside at all meetings of the Grand Lodge. In the absence of the State President, the State First Vice-Presidents shall preside.
- (C) When items are under discussion that affect the presiding officer personally, or when a vote of confidence will be taken, the state officer of the next highest rank shall preside.

## **ARTICLE 53 - APPOINTMENTS BY THE STATE PRESIDENT**

Upon the opening of the State Convention, the State President shall appoint the following:

- (A) Two (2) Masters/Mistresses, of Ceremonies to assist in maintaining order and to carry out those orders as requested by the State President.
- (B) A Sergeant-At-Arms to prevent those not eligible from entering the hall.

## **ARTICLE 54 - CREDENTIALS COMMITTEE AND OTHER COMMITTEES OF THE CONVENTION**

The State President shall appoint the Credentials Committee and all other committees of the State Convention. The Convention Credentials Committee shall consist of the State Recording Secretary and Financial Secretaries; they shall be assisted by State Delegates appointed by the State President.

*Nat'l 6/99 (4 to 3), Nat'l 2013 (3 to 4), (Nat'l 10/15/2021 delete 4)*

## **ARTICLE 55 - CERTIFICATION OF DELEGATES**

Within ten (10) days after the election, the Recording Secretary of the local lodge certifies to the State Recording Secretary, the name and address of each State Delegate and Alternate elected.

## **ARTICLE 56 - OBTAINING CREDENTIALS**

All State Delegates whose election has been certified by the State Recording Secretary, and whose local lodge is not in arrears and/or suspended, shall receive their credentials at the time of registration at the convention.

- (A) Local Lodges of the Grand Lodge of Florida who were currently under suspension for being in arrears or membership below the required 25 members as of the 4<sup>th</sup> Quarter preceding a State Convention, shall be able to attend a State Convention should their suspension be lifted prior to March 31<sup>st</sup> preceding the Convention. *(Nat'l 2013)*

## **ARTICLE 57 - VALIDITY OF CREDENTIALS**

- (A) The name of each State Delegate and Alternate with valid credentials is reported to the State President by the Credentials Committee, who will recognize the right of each to participate in the Convention. Then, one at a time, the Committee must present to the assembly so constituted, the names of those State Delegates or alternates whose credentials are subject to contest, and the recommendations of the Committee for each case.
- (B) Each have the right to give their reasons to the assembly; the contestant first, and the contestee second. After which, the State President, without further discussion submits to the assembly for a vote to the following question: "Shall the recommendation of the Credentials Committee be accepted?" The decision of the State Delegates who are lawfully assembled as to the right of representation, admission, or exclusion of such delegates/alternates is final.

## **ARTICLE 58 - STATE DELEGATES WHO ARE UNABLE TO ATTEND**

- (A) When State Delegates cannot attend a State Convention; they must notify the president of their local lodge at least five (5) days prior thereto, so that an alternate can be selected. Failing to do so and in the absence of just cause, those State Delegates forfeit their office, and are prohibited from holding any office in the Local Lodge or Grand Lodge for a period of two (2) years.
- (B) Alternate delegates have the right to attend and participate in every session of the Convention when duly elected delegates cannot attend.
- (C) When both the delegate and alternate delegate cannot attend the State Convention, the local lodge president may designate a member of his/her lodge to represent them.

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# GENERAL LAWS

## Part 6

### The Rights/Eligibility Requirements for Elections

#### ARTICLE 59 - RIGHT TO ELECTION

(A) Any active *Regular* member may vote in an electoral vote or hold elective office subject to the following sections:

*(Nat'l Conv. 8/15 Nat'l Conv. 8/19)*

(B) To be elected as a member of an Arbitration Commission, it is mandatory that membership be held for at least two (2) years in the Order. In addition, the member must be able to read and write, and must not have been subjected to disciplinary measures.

(C)

Section (C) *Deleted (Nat'l Conv. 8/15)*

(D) To be elected President or Vice President, it is mandatory that the candidate has served at least one (1) full term as a member of that Local lodge Council, however, transferring members retain their eligibility and will be eligible to be elected President or Vice President, provided that they have served one (1) full term as a member of any OSIA Local Lodge Council.

- (E) To be elected as a State Delegate or an alternate, it is mandatory that the candidate have served at least one (1) full year as a member of that Local Lodge Council, however transferring members retain their eligibility to be elected as a State Delegate provided they served one (1) full year as a member of any OSIA Local Lodge Council. If for any reason, the Local Lodge cannot secure State Delegates for election, the Lodge may have elections of regular members of the Local Lodge to represent them at the convention.  
(Nat'l 6/1999)
- (F) The limitations imposed by *Article 59*, paragraphs (A, B, C, D & E) shall not apply to charter members of the newly chartered Local Lodge, and which has been in existence for less than *three (3) full years*. For the purpose of this Article, charter members are those members who were initiated at the first installation of the new Local Lodge or at any of the three (3) successive meetings of the assembly.  
(Nat'l Conv. 2011)
- (G) To be elected a state officer (except State President, State First Vice President or Second Vice President), it is mandatory that the candidates have served one (1) full term as an officer of their Local Lodge.
- (H) To be elected State President, State First Vice president, or State Second Vice President, it is mandatory that the candidates have served at least one (1) full term as a state or national officer.
- (I) Any State Officer, Past State President, or duly certified State Delegate present in session at the State Convention shall be eligible to be elected a National Delegate or Alternate National Delegate.

- (J) Only delegates to a current State Convention or current state officers shall be eligible to be elected or re-elected to a state office, provided however, that they meet other criteria for state office as prescribed in the laws of the Grand Lodge of Florida.
- (K) Whenever a vacancy occurs in the office of a Local Lodge President, it shall be filled by the lodge Vice President for the remainder of the term. Any other vacancies on the Council shall be filled by holding a Special Election at the next regular or special meeting of the assembly, with due notice to the membership.  
*Ref: Art 29 (1), (Nat'l 6/1996)*
- (L) Each Local Lodge shall have the option of electing five (5) to seven (7) trustees to their lodge council.  
*(Nat'l 10/15/2021)*
- (M) When Local Lodge Bylaws allow for the admittance of social members, they shall be governed by the following rules:
- 1) Social members shall be allowed to attend regular and special meetings of the assembly,
  - 2) Social members shall have the right to vote.  
*(Nat'l by-law '15)*
  - 3) Social members may not hold an elected office, but may serve as members of a committee or as its chairperson, *except for Nomination, Electoral, By-Laws, Arbitration, Finance committees and disbanding.*  
*(Nat'l Conv. 8/2019)*



- 4) Social members shall be counted when computing the number of State Delegates. *(Nat'l by-law '15)*
- 5) Local Lodges are required to include Social members when computing Per Capita tax. *(Nat'l by-law '15)*
- 6) Local Lodges shall pay standard application fees and per capita tax for social members. *(Nat'l by-law '15)*
- (N) Absentee ballots, proxy ballots and/or write-in names will not be allowed.
- (O) When any officer requests to be nominated for another position in a Local Lodge Special Election, they do not have to resign from the office they hold. After the election, and if elected, they shall resign from the office they held prior to the election. If he/she loses the election, he/she shall retain the office held.
- (P) When announcing the results of the balloting in an election for Local Lodge Officers or State Delegates, the Teller (Election Committee Chairperson) shall report the following to the assembly: (1) The number of votes cast; (2) The number of illegal votes rejected and the reason therefore; (3) The number of votes necessary for election, which may be omitted if the election is by Plurality vote; and (4) The number of votes received by each candidate. Once the Teller makes his/her report, the Local Lodge President shall again announce the results, and then declare the winner(s).

## **ARTICLE 60 - LIMITATIONS TO THE TERMS OF OFFICE**

The exercise of the right of regular and associate members shall be subjected to the following limitations when holding an elected office:

- (A) A term of office for Local Lodge Officers shall be for a two (2) year period.
- (B) All Local Lodge Officers may serve no more than two (2) consecutive terms in the same office, unless otherwise provided by the by-laws of that local lodge.
- (C) A term of office for officers of the Grand Lodge shall be for a two (2) year period, of which no more than two (2) consecutive terms may be served in the same office. The following offices shall not be subjected to this limitation: The offices of the State Recording Secretary, State Financial Secretary and State Treasurer.

## **ARTICLE 61 - NOMINATIONS & ELECTIONS OF STATE DELEGATES**

- (A) Election of State Delegates and alternates will be held in each local lodge in the same year as the State Convention (odd numbered years).
- (B) Nominations will be held during the month of January.
- (C) Elections will be held during the month of February.
- (D) Local lodges may, by unanimous consent, hold both nominations and elections during the February meeting.

## ARTICLE 62 - NOMINATIONS & ELECTIONS OF LOCAL LODGE OFFICERS

- (A) Nominations and elections will be held in the even numbered years.
- (B) Nominations of officers shall be held during the month of January.
- (C) Elections of officers shall be held during the month of February.
- (D) Local lodge may, by unanimous consent, hold both nominations and elections during the February meeting.
- (E) In order for a member to be eligible to run for election, the member must be present at the meeting to accept the nomination or send a letter to the Lodge Recording Secretary stating that he or she will accept the nomination, if nominated.
- (F) Newly instituted Lodges may have a Special Election in their sixth, (6th), month for the office of President and all Officer Positions, by a vote of the Local Lodge members; providing this special election is not within three (3) months of their scheduled biennial Local Lodge election. (Nat'l 6/99)
- (G) If any office is not filled by the February election, a Special election shall be scheduled within three (3) months and each three (3) month period there after until all offices are filled.
- (H) The offices of President. Recording Secretary, Financial Secretary and Treasurer are mandatory.
- (I) Nomination can only be reopened per Article 63.
- (J) Unless the provisions of the Local Lodge Bylaw provide otherwise, no *regular* member of a Local Lodge, otherwise qualified, shall be precluded from being a candidate for any office for which elections are being held, other then the members of the Electoral Board responsible for the conduct of such election. (Nat'l Conv. 2009)

## **ARTICLE 62-A - REINSTATEMENT**

An applicant, who left the Order, may be reinstated with all rights and privileges of a new member, provided that the reinstatement is approved by the Local Lodge membership. The payment of the admission fee, and all back dues, fines and assessments which may have caused the cancellation of membership, may be waived by the Local Lodge membership.

## **ARTICLE 63 - REOPENING OF NOMINATIONS**

In the event that an unopposed nominee withdraws his or her *candidacy* after nominations are closed and prior to the scheduled election of officers, nominations for that office only will be opened to the floor during the election meeting. (Nat'l 2/10)

## **ARTICLE 64 -SELECTING BALLOT POSITIONS**

When there is more than one candidate running for the same office, the names shall be selected at random to determine their position on the ballot.

## **ARTICLE 65 -VOTING FOR STATE DELEGATES**

- (A) State Delegates from local lodges are elected by a majority vote "of its eligible members present and entitled to vote." However, elections can be held by a plurality, provided it is deliberated and passed at the time of the election.
- (B) When the election is by plurality, the candidate(s) (depending upon how many will be elected) who receive(s) the highest number of votes will be designated as the delegate(s).

- (C) The Alternate Delegates have the right to attend and participate in every session of the state Convention when duly elected Delegates cannot attend.

The Alternates shall be chosen in the order of their election, i.e., the alternate Delegate receiving the highest number of votes shall be eligible to fill the first vacancy that exists.

## **ARTICLE 66 - VOTING FOR STATE TRUSTEES**

- (A) Nominees from each region for the office of State Trustee must be a member of a local lodge in the region from which they are nominated from, and must meet the eligibility requirements to hold a State Office.
- (B) Voting shall be by region by those State Delegates in attendance at the State Convention and who are duly qualified to vote.
- (C) For each existing region, there will be one (1) State Trustee.

(Nat'l 6/1999)

## **ARTICLE 67 - RESIGNING FROM OFFICE**

- (A) When an officer resigns from an elected position, either orally or in writing, the resignation becomes effective on the 7th calendar day after the notice is received by the presiding officer.
- (B) The resignee has the option to withdraw the resignation prior to the 7th calendar day; however, the request must be in writing.
- (C) Once a resignation has become effective; the resignee is no longer eligible to run for the unexpired term of that particular office.
- (D) In the event one member replaces another member in office, and if that member serves a minimum of twelve (12) months in fulfilling the term of office, it will be considered as serving a full term.

## **ARTICLE 68 - NATIONAL DELEGATES**

- (A) National Delegates are the representatives of the Grand Lodge in the Supreme Lodge.
- (B) The election of National Delegates and their Alternates shall take place at the same State Convention, at which the Grand Council and the Grand Committee of Arbitration are elected.

- (C) The number of National Delegates allowed to be elected is set at the ratio of one (1) for each 1000 members, or fraction thereof above 500. This is based upon the members of the Grand Lodge in good standing at the end of the quarter, preceding the election; provided however, that the number of members corresponds to the number that the Grand Lodge has paid for by the per capita tax to the Supreme Lodge, at the end of such quarter. Additionally, each Grand Lodge shall elect two (2) National Delegates for each National Trustee, which each Grand Lodge is entitled.
- (D) National Delegates are elected for a full term. If any National Delegate is unable to act, the Alternates will be their substitute, as determined by the number of votes in their election.

# **CHAPTER III**

## **THE FUNCTION AND ROLE OF STATE OFFICERS**

### ***ARTICLE 69 - STATE PRESIDENT***

The State President is the highest ranking officer of the Grand Lodge, upon whom the State Officers depend for leadership and direction. The State President is the presiding officer of the Grand Council and the representative of the Grand Lodge. Moreover, the State President presides while the State Convention is in session and is the moderator thereof. The State President is vested with the power;

- (A) To appoint committees and commissions of the Grand Lodge, not otherwise provided for by the laws of the Order, of which Committees and Commissions the State President is an ex-officio member.
- (B) To sign orders of payment, checks, correspondence, minutes, and documents which invest the responsibility of the Grand Lodge.
- (C) To give rulings and interpretations of the laws of the Order after hearing the opinion of the State Orator; provided the member affected may appeal to the Supreme Council within ten days of the rendition of such ruling or interpretation.



- (D) To appoint Masters of Ceremony and Sergeant-At-Arms upon the opening of the State Convention.
- (E) To appoint the Herald to conduct the ceremony of induction and installation of the state officers following their election by the State Convention.
- (F) To give a report to the State Convention emphasizing the moral aspect of the activities of the Grand Lodge during the preceding biennium, giving the State President's views and recommendations for the future betterment and development of the Order within the jurisdiction of the Grand Lodge.
- (G) To be an ex-officio member of the Supreme Council.
- (H) To appoint a State Chaplain with the approval of the Grand Council, whose primary duty shall be to conduct, whenever practicable, all religious exercises of the Grand Lodge. The State Chaplain shall also perform such other duties relating to the office, as shall be assigned to the office from time to time by the State President. The State Chaplain shall be selected from among the members but the State Chaplain shall not be considered an officer of the Grand Council.
- (I) The State President is, as a matter of right, a National Delegate, thus he/she shall act as Chairman of the Delegation, and shall schedule necessary meetings and preside over those meetings.

## **ARTICLE 70 - STATE FIRST VICE PRESIDENT**

The State First Vice President is the second ranking officer of the Grand Council. In case the State President is absent or unable to act during the sessions of the Grand Council or of the State Convention the State First Vice President assumes the office of State President and acts in the State President's stead, with like powers and prerogatives.

## **ARTICLE 71 - STATE SECOND VICE PRESIDENT**

The State Second Vice President is the third ranking officer of the Grand Council. In case the State President and the State First Vice President are absent or unable to act during the sessions of the Grand Council or of the State Convention, the State Second Vice President assumes the office of State President and acts in the State President's stead with like powers and prerogatives.

## **ARTICLE 72 - STATE IMMEDIATE PAST PRESIDENT**

The State Immediate Past President is the fourth ranking officer of the Grand Council. In the absence of the State President and State First and Second Vice Presidents, the State Immediate Past President assumes the office of State President and acts in the State President's stead with like powers and prerogatives. The office of State Immediate Past President shall be given to the member who has served one complete term as State President of the Grand Lodge immediately preceding the incumbent. If due to death, disqualification, resignation or removal from office, the office of State Immediate Past President becomes vacant, the office shall be filled from the preceding former State Presidents in the Inverted order of their tenure of office.

## **ARTICLE 73 - STATE ORATOR**

The State Orator is the fifth ranking officer of the Grand Council. Whenever requested by the State President, the State Orator gives opinions on the interpretation of the laws of the Order. The State Orator is also charged with the duty of enforcing the judiciary laws of the Order. The State Orator's special duties are:

- (A) To prefer charges against members or officers who violate the laws of the Order. In preferring charges, the State Orator acts under the direction of the State President, of the Grand Council, or on the State Orator's own initiative.
- (B) To prosecute members or officers before the Grand Lodge Arbitration Commission.
- (C) To accept, prosecute or reject complaints forwarded to the State Orator for appropriate action or to transmit such complaints to the proper authorities in the ranking units of the Order; provided there is reasonable cause for the State Orator to accept, prosecute or reject such complaints and the State Orator's act, relating thereto, conforms to the laws of the Order.
- (D) To give an opinion on the legality of all controversies or complaints of an administrative nature submitted to the Grand Council for determination. In respect to these things, the State Orator acts as relator.

- (E) To give a report to the State Convention of the State Orator's acts and doings relative to the judiciary activities of the Grand Lodge during the term of office served.
- (F) To provide copies of any submitted proposed Local Lodge Bylaw amendments, along with their recommendations, to all members of the Grand Lodge Council for their review at least five (5) days prior to the Quarterly Meeting at which such amendments are to be introduced for approval.

## **ARTICLE 74 - STATE RECORDING SECRETARY**

The State Recording Secretary is the custodian of the archives of the Grand Lodge and is the keeper of its seal. The State Recording Secretary's duties are:

- (A) To take the minutes of the meetings of the Grand Council and of the Grand Lodge meetings and to extend such minutes into the record following their approval.
- (B) To publish and send to all Local Lodges, chairpersons of State Committees, State Delegates, and State Deputies during August, a record of the business transacted in every convention.
- (C) To carry out orders and directions given to the State Recording Secretary by the State President in all matters relating to the office.

- (D) To transmit to the National Recording Secretary within ten days following receipt, complaints involving administrative defects. In forwarding such complaints to the National Recording Secretary, the State Recording Secretary shall accompany them with comments made regarding them by the Grand Council. In addition, the written decision of the Grand Council is to be included with such complaints when sent to the Supreme Council for review.
- (E) To act as the sole intermediary through whom the Local Lodges, their officers, and their members may correspond with the Supreme Council or with the Executive Committee of the Supreme Council or any member thereof; provided however, that such Local Lodges, Officers, and members shall not be precluded from corresponding with the Supreme Council or with the Executive Committee of the Supreme Council, or any member thereof, through the State President.
- (F) To maintain and keep up to date the roll of the members of the Local Lodges under the jurisdiction of the Grand Lodge. In addition, the State Recording Secretary shall maintain and keep up to date the roll of the Local Lodges within the jurisdiction of the Grand Lodge.
- (G) To act as the Clerk of the Grand Lodge Arbitration Commission when such commission is in session, except in case the State Recording Secretary is an interested party.

- (H) To maintain efficiency and dispatch in the handling of the affairs of the office, including the adoption of methods and systems conducive to such efficiency and dispatch.
- (I) To perform such other duties as the Grand Council or the State President may impose upon the office concerning matters pertaining to the office, particularly to initiate movements and activities conducive to the greater progress and expansion of the Order.
- (J) To give a report to the State Convention in the nature of a statistical account of the activities of the Grand Lodge, with particular emphasis upon membership drives and the numerical strength of the Local Lodges under the jurisdiction of the Grand Lodge.
- (K) To perform such other duties as may be imposed upon the office by the laws of the Order.
- (L) To certify in writing, under oath to the National Recording Secretary, the number of members in each class, as it appears on the records of the Grand Lodge within 15 days after the close of each quarter. This duty is to be incumbent upon the Recording Secretary of Local Lodges under the direct jurisdiction of the Supreme Lodge.
- (M) To publish and send to all members of the Grand Lodge and to the newly elected State Delegates, the proposals and resolutions received from The Bylaws and Resolutions Committee at least thirty (30) days before the opening date of the State Convention.

## **ARTICLE 75 - STATE CORRESPONDING SECRETARY**

The State Corresponding Secretary cares for the official correspondence of the Grand Lodge, relating to matters of ordinary administration. The duties of the State Corresponding Secretary are:

- (A) To submit all correspondence involving special matters and requiring special attention to the Grand Council.
- (B) To carry out the orders of the State President in all matters relating to the office of State Corresponding Secretary.

## **ARTICLE 76 - STATE FINANCIAL SECRETARY**

The State Financial Secretary is the custodian of the records of account for the Grand Lodge. The State Financial Secretary's duties are:

- (A) To collect dues and assessments payable to the Grand Lodge and to turn over all money collected by the State Financial Secretary to the State Treasurer at such intervals as the Grand Council may determine.
- (B) To collect assessments or premiums payable on account of Mortuary Benefits afforded by the Grand Lodge; provided the Grand Council, if the administration of the Mortuary Fund is placed under the management and control of an autonomous commission, shall have the power to prescribe the manner in which such assessments or premiums shall be paid and the manner in which they are to be collected and kept.



- (C) To collect and receive the per capita tax for and on behalf of the Supreme Lodge within the jurisdiction of the Grand Lodge and to keep the money derived there from separate and apart from other money which comes into the State Financial Secretary's hands. Moreover, the State Financial Secretary shall be required to vouch that the money collected for the Supreme Lodge will not be used for any other purpose, but it will be kept by the State Financial Secretary until the end of each quarter, at which time it is to be remitted to the National Financial Secretary in the manner prescribed by the laws of the Order.
- (D) To draw vouchers for the ordinary administrative disbursements to be made by the Grand Lodge and for all other expenses approved by the Grand Council whenever proper bills or statements have been presented to the State Financial Secretary. After the voucher has been drawn, it must be signed by the State Financial Secretary and by at least one State Trustee before it is detached from the voucher book and transmitted to the State Treasurer.
- (E) To consign to proper persons checks delivered to the State Financial Secretary by the State Treasurer issued pursuant to proper vouchers therefore.

- (F) To keep and maintain proper records of account, showing all income and disbursements made by the Grand Lodge. Such records shall be kept and maintained in the manner prescribed by the Grand Council. The State Financial Secretary shall keep all records up to date. In addition, the State Financial Secretary shall give a statement of the income and disbursement at each regular meeting of the Grand Council and at such other times that the Grand Council may direct.
- (G) To prepare a list of the local lodges in arrears or in default with their payments of dues and assessments and present such list at the regular meeting of the Grand Council. Moreover, whenever any local lodge is either in arrears or in default with its payments to the Grand Lodge, the State Financial Secretary shall notify the local lodge in arrears or in default by registered mail, calling its attention to such fact.  
If the local lodge fails to make payment following such notice, then the State Financial Secretary shall announce such local lodge to the Grand Council for such action as is prescribed by the laws of the Order.
- (H) To give a financial report to the State Convention, showing a detailed summary of all the income and disbursements made during the State Financial Secretary's term of office.

- (I) To make a financial statement at the end of each fiscal year showing the receipts and disbursements made during such year, a copy of which statement is to be sent to the Supreme Council and to each local lodge under the jurisdiction of the Grand Lodge.
- (J) To make such other and additional financial reports as may be required by public law or by the supervisory public authorities concerned within the territorial jurisdiction of the Grand Lodge.
- (K) To perform such other and additional duties, in matters concerning the office, which the Grand Council or the State President may from time to time impose upon the office.
- (L) To post such bond as may be required by the Grand Council.
- (M) To prepare a budget for the forthcoming biennium, State Convention which sets forth in detail, the estimated income and expenses, and after approved by the Grand Council, to submit to all State Delegates at each convention.

## **ARTICLE 77 - STATE TREASURER**

The State Treasurer is the depository of all the funds of the Grand Lodge and the custodian of all instruments evidencing title or claim to real and personal property owned by the Grand Lodge and of all securities, including other incidental instruments, which constitute the investments or reserves of the Grand Lodge or of its institutions; provided the laws of the Grand Lodge do not provide otherwise.

The State Treasurer shall deposit all funds, except that portion which the State Treasurer may be directed to retain in his possession, in a bank or banks previously designated by the Grand Council, which deposit shall be made in checking or savings accounts opened in the name of the Grand Lodge. The duties of the state treasurer are:

- (A) To keep and maintain up to date a cash book, showing the receipts and disbursements of the Grand Lodge.
- (B) To issue, sign, and deliver checks to the State Financial Secretary when proper vouchers therefore are presented to the State Treasurer; provided the checks bear the necessary signatures prescribed by the Grand Council.
- (C) To withdraw or transfer funds from one account to another whenever requested by the Grand Council; provided such transfer is permissible by the public law or by the supervisory public authorities concerned.

- (D) To give a report of the financial standing of the Grand Lodge at the State Convention, giving a detailed statement of the assets and the liabilities which reflect the condition of the Grand Lodge during the State Treasurer's term of office.
- (E) To perform such other and additional duties, in matters concerning the office which the Grand Council or the State President may from time to time impose upon the office.
- (F) To post such bond as requested by the Grand Council.

## **ARTICLE 78 - STATE TRUSTEES**

- (A) The State Trustees audit the books of the State Financial Secretary and of the State Treasurer. In addition, they may inspect and audit all books and documents of the Grand Lodge which relate to financial matters.
- (B) To perform such other additional duties that the Grand Council or the State President may impose upon them, *including assuming all the authority, and duties of the State Deputy when there is no Deputy assigned to a specific lodge in their region.*  
(Nat'l 6/99) (Nat'l 10/15/2021)
- (C) State Trustees are required to visit the newly affiliated Local Lodge in their region, the first three (3) months following its official installation to assist in guiding the progress of the new lodge to become established. The State Trustee along with the State Deputy must also guide all Local Lodges in their Region. (Nat'l 6/99)

## **ARTICLE 79 - STATE DEPUTIES**

- (A) Each State Deputy is assigned to a local lodge, in which he/she serves as a representative for the State President and Grand Council. State Deputies cannot be assigned to the local lodge of which they are members.
- (B) On behalf of the State President and Grand Council, State Deputies exercise moral and administrative control over the local lodges in their district. State Deputies have the following authority/power and duties:
  - (1) To frequently visit the local lodges in their district, for the purpose of ensuring that officers of the lodge are observing the statutory requirements, regulations, and Ritual of the Order.
  - (2) To oversee that the account books are being kept properly, and to inspect with just cause, the books of account, minutes and any other pertinent material that is subject to the control of the Grand Lodge.
  - (3) To denounce to the State Orator for appropriate action, any officer who has altered, removed, or destroyed documents books of account, records or minutes of any meeting.
  - (4) To denounce to the State Orator for appropriate action, any officer who is guilty of fraud or misappropriation of funds, transgression of duties, or other acts of serious misconduct while in office.

- (5) To assume the position of presiding officer, whenever they deem it necessary, due to the incompetence of the presiding officer or when ill-tempered and abusive language is being used which causes disorder in the lodge, and which offends the dignity of the presiding officer and the decorum of the assembly.
- (6) To order local lodges to pay their per capita tax or personal tax, if they fail to do so, as well as, ordering the immediate payment of any other tax which is not paid in the time prescribed by the by-laws of the Order. If the local lodges fail to comply, the State Deputy will immediately notify the Grand Council.
- (7) To preside at installation ceremonies of officers, provided they have assured themselves that the books of account are in proper order: the property and funds of the local lodge have been properly consigned to the new officers: and the new bonds for the incoming financial officers have been made.
- (8) To send to the Grand Council at least once every three (3) months, a detailed report of every installation ceremony and initiation in their assigned lodge, and to report on anything of importance or actions taken during their visits.
- (9) To remain in office until their successor is appointed.

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# **CHAPTER IV**

## **THE FUNCTION AND ROLE OF LOCAL LODGE OFFICERS**

### **ARTICLE 80 - LODGE PRESIDENT**

The President is the highest ranking officer and the leader of the local lodge and as such:

- (A) Calls and presides over all the meetings of the Council and of the assembly.
- (B) Sees that the laws of the local lodge are observed and the deliberations of the Council and of the assembly are carried out.
- (C) Sees that the laws of the Order are respected and observed, and the orders of the Supreme Lodge and of the Grand Lodge are obeyed.
- (D) Controls the affairs of the local lodge and supervises the performance of duties by the other officers of the Council.
- (E) Signs the minutes of the meeting of the assembly and all orders of payment, checks, correspondence and all documents which invest the responsibility of the local lodge.

- (F) Unless the laws of the local lodge provide otherwise, the President appoints all committees of the local lodge, of which the President is an ex-officio member.
- (G) Refrains from making proposals at the meetings of the assembly; participates in discussions only to clarify the issues presented, and votes only in case of a tie.
- (H) After hearing the opinion of the Orator, the President rules upon controversies involving the application of the laws. The member who disagrees with the ruling and the interpretation of the President shall appeal within 10 days to the State President, in case the local lodge is under the jurisdiction of the Grand Lodge, and to the National President, in case the local lodge is under the direct jurisdiction of the Supreme Lodge.
- (I) When disorder arises in the meeting of the assembly or of the Council, the President may silence or censure the member or members causing such disorder, if such member or members persist in causing disorder, the President may fine, silence or expel the member or members from the hall or suspend the meeting.
- (J) May appoint a Chaplain whose primary duties shall be to conduct, whenever practicable, all religious exercises of the local lodge. The Chaplain shall also perform such other duties relating to the office, as shall be assigned to the office from time to time by the Local Lodge President. The Local Lodge Chaplain shall be appointed from among the members, but the Chaplain shall not be considered an officer of the council.

## **ARTICLE 81 - LODGE VICE PRESIDENT**

The Vice President is the second ranking officer of the local lodge. As such, the Vice President assists the President and takes the President's place when the President is absent or unable to act. In the absence of the President, the Vice President performs the duties and exercises the prerogatives of the President to the same extent and with like power which the President would have, if present.

## **ARTICLE 82 - IMMEDIATE PAST LODGE PRESIDENT**

The office of Immediate Past President shall be given to the member who has served one complete term as President of the local lodge immediately preceding the incumbent. If, on account of death, disqualification, resignation or removal, the office of Immediate Past President becomes vacant, the office shall be filled from the preceding former Presidents in the inverted order of their tenure of office. In case there are no preceding former Presidents, the office of the Immediate Past President shall be filled by electing such officer from among the members of the local lodge who have served a full term as officers of such local lodge. The Immediate Past President assumes the office of President whenever the President and the Vice President are unable to act or are absent from the meeting of the Council or of the assembly, and performs the duties and exercises the prerogatives of the President to the same extent and with like powers as the President, if present.

## **ARTICLE 83 - LODGE ORATOR**

The Orator gives opinions concerning the application and interpretation of the laws of the Order and sees that the laws of the Order are observed and properly applied. In matters which relate to the administration of the affairs of the local lodge, the Orator is subordinate to the President. In matters relating to the exercise of Judicial Power, the Orator is subordinate to the State or National Orator.

The Orator, either on the Orator's own initiative or upon complaint being made to the Orator, shall have power to prefer written charges against a member who has violated the Laws of the Order.

## **ARTICLE 84 - LODGE RECORDING SECRETARY**

The Recording Secretary is the custodian of the archives and the keeper of the seal of the local lodge. The Recording Secretary's duties are:

- (A) To take and record the minutes of the meetings of the Council and of the assembly, which minutes are to be read at the successive meeting. (Ref: Supreme Art.26 (a) which minutes are to be at the discretion of the Local Lodge distributed to all members prior to the successive meeting or read at the successive meeting).
- (B) To make up and keep up to date the membership roll of the local lodge.
- (C) To care for correspondence and write letters which the Recording Secretary is directed to write by the President or other higher officer in the ranking units of the Order.

- (D) To be the sole officer through whom a member may communicate with the Grand Council.
- (E) To write and send notices for meetings.
- (F) To act as the clerk of the local lodge Arbitration Commission when such Commission is in session, except in case the Recording Secretary is an interested party.
- (G) Within ten days after receipt, to forward to the State Recording Secretary all appeals referred or presented to the Recording Secretary by members because of administrative irregularities. The appeals, when forwarded, shall be accompanied by a report of the views expressed by the Council.
- (H) To carry out all orders which the Recording Secretary may receive, in matters pertaining to the office, from the President or from the higher ranking officers of the Order.

## **ARTICLE 85-LODGE FINANCIAL SECRETARY**

The Financial Secretary is the collector and accountant of the local lodge. The Financial Secretary's duties are:

- (A) To collect dues and assessments, giving proper receipt therefore.
- (B) To write orders of payment, affixing the Financial Secretary's signature thereon, together with that of the President.
- (C) To present orders of payment to the Treasurer, who issues checks thereon, which checks the Financial Secretary presents to the parties to whom they are payable, exacting at the same time money due from such parties to the local lodge.
- (D) To make up and keep up to date financial records, particularly those entrusted to the Financial Secretary by the Grand Lodge or Supreme Lodge. Those financial records are: The ledger, the journal book, the financial statements, and the orders of payments.
- (E) To notify by mail those members who are in default with the payment of dues and assessments.
- (F) At the discretion of the membership, the reading of the names of delinquent members to the assembly may be omitted.

- (G) To communicate, at the end of each meeting of the assembly, the total collections and disbursements made on the day of the meeting.
- (H) To make a quarterly financial report, which report is to be audited and signed by no less than three trustees, a copy of which is to be sent to the State Financial Secretary.
- (I) To make payment of the Capita Tax, computed on the basis of the number of members listed on the membership roll at the end of each quarter, which payment shall be made, without the necessity of deliberation on the part of the assembly of the Local Lodge, no later than January 15th, April 15th, July 15th, and October 15th of each year.
- (J) To carry out all orders which the Financial Secretary may receive, in matters affecting the office, from the President and from higher ranking officers of the Order.

## **ARTICLE 86 - LODGE TREASURER**

The Treasurer is the custodian of the funds of the Local Lodge. The Treasurer's duties are:

- (A) To receive at the end of each meeting all money collected by the Financial Secretary and to issue proper receipt therefore.
- (B) To record in and keep up to date the Cash Book of the Local Lodge, in which record the Treasurer shall register monthly income and disbursements of the Local Lodge.
- (C) Not later than three days after each meeting, to deposit in previously designated banks the funds received by the Treasurer in accounts opened in the name of the Local Lodge.
- (D) To issue and sign checks upon the receipt of proper order of payment and consign them to the Financial Secretary for delivery to the payee thereof.
- (E) To withdraw funds from savings accounts opened in the name of the Local Lodge; provided the withdrawal slip bears the signature of the President, of the Financial Secretary, and of at least one Trustee, in addition to the Treasurer's; and provided further that the assembly of the Local Lodge may dispense with the signature of the Trustee when deemed advisable.



- (F) To carry out such orders which the Treasurer may receive, in matters pertaining to the office, from the President or from the higher ranking officers of the Order.

## **ARTICLE 87 - LODGE TRUSTEES**

The Trustees supervise the affairs of the local lodge and are members of the Council. Their duties are:

- (A) To examine and audit the books kept by the Financial Secretary and the Treasurer of the local lodge.
- (B) To examine and audit the quarterly report of the Financial Secretary, certifying as to its correctness by affixing their signatures thereon; provided, however, that such report shall not be valid unless it bears the signature of no less than three trustees in addition to that of the Financial Secretary.
- (C) To perform such additional duties, in matters pertaining to their office, imposed upon them by the laws of the Order or by the deliberations of the assembly of the local lodge.

## **ARTICLE 88 – LODGE MASTERS / MISTRESSES OF CEREMONIES**

The Masters and/or mistresses of Ceremonies are officers of the local lodge who participate in ceremonial activities prescribed by the laws of the Order during the course of the meetings of the assembly of the local lodge.

## **ARTICLE 89 - LODGE GUARD**

The Guard is the doorkeeper of the local lodge. The Guard's duty is to exclude strangers from the meetings of the assembly and to admit those members who have identified themselves by announcing their presence to the President, who in turn, orders the Guard to either admit or exclude such members.

## **ARTICLE 90 - LODGE HERALD**

The Herald is a ceremonial officer of the local lodge appointed for the occasion by the presiding officer during the meetings of the assembly of the local lodge. The duties of the Herald are to assist the presiding officer, in conformity to the laws of the Order and in due ritualistic form, on the occasion of the institution of the local lodge, the installation of officers and the initiation of new members in the local lodge.

# APPENDIX A

## GUIDELINES FOR STATE COMMITTEES

All State Committees specified herein must report on their activities at the request of the Grand Council and at the end of each Biennial year, so that such reports may be published together with all other convention reports, and sent to all State Delegates and Local Lodges.

Each State Committee must regard itself as a part of the Grand Lodge, but auxiliary and independent of it.

The members of each State Committee will remain in office until their successors are appointed. However, any member may be removed or substituted if the Grand Council deems necessary.

*(Nat'l 6/1999)*

## **BYLAWS AND RESOLUTION COMMITTEE**

The Bylaws and Resolution Committee provides the general supervision for the publication, distribution, revision, addition and modification of the state bylaws and resolutions. The proposals submitted to change, add, or repeal the laws of the Order must be referred to this Committee for its study and consideration, provided the proposals are submitted within the prescribed time limits. The State Bylaws and Resolution Committee's duties are:

*(Nat'l 6/1999)*

- (A) To make certain that any proposals submitted, either by the Grand Council, Local lodges, or their members, are presented within the prescribed time limits.
- (B) To submit all proposals to amend the Constitution or General laws of the Grand Lodge to the State Recording Secretary so they may be published and sent to all members of the Grand lodge and to the newly elected State Delegates at least thirty (30) days before the opening date of the State Convention.
- (C) To report its recommendations for each proposal submitted to the State Delegates in session at the Biennium State Convention.

## **CHARITY COMMITTEE**

- (A) The Charity Committee is the charitable agency of the Grand Lodge, and which is authorized to raise funds annually through its local lodges, specifically for the Cooley's anemia and Alzheimer Programs.
- (B) The Charity Committee shall be composed of a member from each local lodge and appointed by the President of each lodge. The chairperson of this Committee shall be appointed by the State President. All members shall serve a two (2) year term and/or until their successors are duly appointed.
- (C) It is the duty of this Committee to collect funds by private or public subscription from each local lodge of the Order. However, other means commonly used by similar charitable organizations may be adopted.
- (D) The Charity Committee is obliged to submit a report on its activities for the preceding fiscal year, to the Grand Council at every ordinary session.

## **ITALIAN CULTURE COMMITTEE**

The Italian Culture Committee shall encourage the dissemination of Italian Heritage and Culture in the communities within the jurisdiction of the Grand Lodge. It shall develop program to promote an awareness and knowledge of Italian Culture, both within the Order and the general public.

## **MEMBERSHIP COMMITTEE**

The Membership Committee is a vital catalyst of the continual growth and strength of the Order. The goal of this Committee is to bring in new members and to retain the current ones. To do this, the Membership Committee must promote the Order by establishing methods that will attract the interest of the general public. The duties of the Membership Committee are:

- (A) To search for new communities that may be viable or possible to create a new lodge and bring in new members.
- (B) To develop programs to retain members, and to encourage local lodges to implement them.
- (C) To conduct and coordinate State Membership Drives.
- (D) To keep the Grand Lodge and each local lodge informed on the status of membership programs.
- (E) To honor local lodges that sponsors new members.

## **ORGANIZATION AND EDUCATION COMMITTEE**

The Organization and Education Committee must supervise the diffusion of the ideals and purposes of the Order in their jurisdiction, by means of written publication, lectures, visitations, and ceremonies. The Committee must do whatever is necessary, to arrange for the organization of a new local lodge. This Committee's duties are:

- (A) To oversee that each local lodge is fully observing the rules and regulations of the Ritual, so as to add dignity and solemnity to the ritualistic ceremonies.
- (B) To supervise the newly established local lodge's installation ceremony of its officers, and to supervise the initiation ceremony of its members.
- (C) To instruct the officers and members of a newly established local lodge, as to the laws of the Grand Lodge of Florida and the Supreme Lodge, and to make them fully understand them.

## **PUBLIC RELATIONS COMMITTEE**

The Public Relation Committee shall be established by the State President, and shall concern itself with the expansion, affirmation, and propagation of the Order. This Committee must foster and promote public relations which enhance the prestige and create good-will for the Order. The specific goals of this Committee are:

- (A) To stimulate the members interest towards the ideals and purposes of the Order.
- (B) To publicize the activities of the Order by means of publications, messages, articles, circulars, speeches, and radio broadcasts, so that in the end, the objects of the Order are promoted and prestige and good-will towards the Order are enhanced.
- (C) To foster and promote friendly rapport between the Order and public agencies and their public officials.



## **COMMITTEE OF OFFICIAL PUBLICATION**

- (A) This Committee is entrusted with the direction and administration of the Grand Lodge of Florida's official publication, "The Floridian".
- (B) This Committee shall be composed of not less than three (3) members, one of whom shall be appointed Chairperson by the State President; another to act as Director; and one other to act as Secretary. The Committee's activities are regulated by the rules of the Grand Council, just as the powers and duties of its members are.
- (C) The Committee of Official Publication's duty is to publish and send, by electronic mail, or US mail, if they do not have electronic mail, one (1) issue of "The Floridian" to every member's household every three (3) months. In addition, this publication shall also be posted to the Grand Lodge of Florida's web-site.

## **SCHOLARSHIP COMMITTEE**

The Scholarship Committee promotes, fosters and encourages the ideals of scholastic achievement. This Committee shall:

- (A) Develop and coordinate a scholarship program which will recognize and honor academically outstanding high school seniors, who are planning to further their education, either directly at an accredited four (4) year institutions of higher education, or through accredited community colleges.

1. All other factors being equal, in ranking applicants for scholarship awards that may be granted at the State or Local level, preference shall be accorded to high school seniors of Italian Birth or descent, as well as those whose planned higher education course of studies include courses in Italian Language or culture.
  - a. Assist local lodges in initiating and/or continuing their scholarship programs.
  - b. Advise each local lodge of the "National Leadership Grants" offered by the Supreme Lodge

## **SOCIAL JUSTICE COMMITTEE (CSJ)**

The purpose of the Social Justice Committee is to ensure equal concern, respect, treatment, and opportunity for all Italians, Italian-Americans, and those of other ethnic origins by appropriate and lawful processes; and to advance proper understanding among all people through education; and to preserve and translate into greater effectiveness the principles of liberty, equality and justice. This Committee's duties and specific aims are:

- (A) To defend the Order against inimical attacks.
- (B) To aid, assist, foster, promote and advance goodwill and proper understanding between Americans.

- (C) To preserve and translate into greater effectiveness the ideals of American democracy.
- (D) To eliminate bias, bigotry and prejudice, and to counteract un-American and anti-democratic activities through broad educational programs.
- (E) To collect articles and publications which discuss the Order and refute unfavorable insinuations and hostile attacks made against the Order and its membership.
- (F) To answer and refute radio broadcasts which are unfavorable towards Americans of Italian birth or descent.
- (G) To answer and refute articles appearing in the public press, which aim at soiling the good name of Americans of Italian birth or descent, and whenever such articles are brought to the attention of the Social Justice Committee.
- (H) To promote the mission of the committee by encouraging and assisting in the formation and maintenance of a Committee for Social Justice (CSJ) at the Local Lodge level, and to act as liaison with the National Commission for Social Justice and any local CSJ.

(Nat'l Feb 2010)

## **DEPUTY PROGRAM COMMITTEE**

The Deputy Program Committee is entrusted to provide an arrangement to pass along information to the Grand Council. It shall develop and establish a system by which the Region Trustee can communicate and exchange information between lodges of within the region

This committee's guidelines and duties are:

- (A) This committee shall be composed of all State Trustees who shall be appointed by the State President as Special State Deputies. A Chairperson shall be appointed by the State President from among the current State Trustees.
- (B) The State Trustees and State Deputies shall be guided by the Chairperson who shall develop and provide a standard report form for State Deputies to use. These forms will be designed reports and are to be used by the State Deputies when attending local lodge meetings.
- (C) The State Deputy shall be required to submit a report of their assigned local lodge to their respective State Trustee, which may be of interest to other local lodges in the same region.
- (D) The State Trustee shall be the liaison to the State President and other members of the Grand Council. Upon information received, the State Trustee provides reports on their region at the Grand Council Meetings.

*(Nat'l 6/1999)*

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**APPENDIX B**  
**SONS OF ITALY FOUNDATION GRAND**  
**LODGE OF FLORIDA**  
**ORDER SONS OF ITALY IN AMERICA, INC.**  
**TRUST AGREEMENT**

Trust Agreement made this 9th day of January, 1988, between the GRAND LODGE OF FLORIDA, ORDER SONS OF ITALY IN AMERICA, INC. A fraternal organization hereinafter referred to as the Donor, and the State President, State First Vice President, State Second Vice President, Immediate Past State President, all past State Presidents, State Orator, State Recording Secretary, State Financial Secretary, State Treasurer, and Grand Lodge Financial Advisor, hereinafter referred to as the Trustees.

**(1) Purpose of Trust:**

This trust is created and shall be operate exclusively and solely within the provisions of Section 501 (c) (3) of the Internal Revenue Code or any similar Federal Statute hereinafter in effect, for charitable, cultural, literary, educational, scientific or medical research purposes. No part of the Trust fund shall inure to the benefit of any private shareholder or individual, and no part of the activities of this Trust shall consist of carrying on propaganda, or otherwise attempting, to influence legislation, or of participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office; but the Trust Fund may inure to the benefit of any local lodge or its designated charitable organization.

**2. Name of Trust:**

The name of this Trust shall be the Sons of Italy Florida Foundation, and, so far as practicable, the Trustees shall conduct the activities of the Trust in that name.

**3. Trust Fund:**

The Trustees may receive donations from the Donor or from any other source in cash or in other property acceptable to them. All, donations so received, together with the income there from, herein referred to as the Trust Fund, shall be held, managed, administered and paid out by the Trustees pursuant to the terms of this Agreement. The Trustees may accept donations which restrict their uses and purposes, provided such restrictions are within the uses and purposes set forth in paragraph one (1) and which limit the time, manner, amount or other terms of distribution; but, unless otherwise specifically required, the Trustees may mingle such restricted donations with other assets of the Trust Fund.

**4. Use of Trust Fund:**

The Trustees shall apply the Trust Fund, at such time or times, in such manner, and in such amounts as they may determine or as may be required by restricted donations, to the uses and purposes set forth in paragraph one (1) or they may make contributions to other charitable organizations. For this purpose, the term "charitable organizations" shall mean a corporation, institution, Trust, Fund or Foundation, organized and operated exclusively for charitable, cultural, literary, educational, scientific or medical research purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual and no substantial part of the activities of which is carrying propaganda, or otherwise attempting, to influence legislation. The Trustees shall not unreasonably accumulate income within the prohibition and limitation of Section 504 of the Internal Revenue Code or any similar Federal Statute hereinafter in effect.

**5. Action of Trustees:**

The Trustees shall act by a vote of a majority of their number at any given time. Any instrument required to be executed by this Trust shall be valid if executed in the name of this Trust by such a majority of the Trustees. All actions of the Trustees shall be taken either by resolution at a meeting or by written record without a meeting. A copy of any resolution or action taken by the Trustees, certified by anyone of the Trustees, may be relied upon by any person dealing with this Trust.



No person shall be required to see to the application of any money, securities or other property paid or delivered to the Trustees or to inquire into any action, decision or authority of the Trustees. All meetings of the members of the Trust shall be conducted in accordance with Roberts Rules of Order and quorum requirements designated therein unless altered, modified or changed by any other terms of this Agreement.

**6. Trustees' Powers:**

In the administration of the Trust and of the Trust Fund, the Trustees shall have all powers and authority necessary or available to carry out the purposes of this Trust and, without limiting the generality of the foregoing, shall have the following powers and authority:

- (A) To receive the income, profits, rents and proceeds of the Trust Fund and to collect and receipt the same.
- (B) To purchase, subscribe for, retain, invest and reinvest in securities or other property wherever situated and whether or not productive or of a wasting nature and without any requirement for diversifications as to kind or amount. The words "securities or other property" as used in this Agreement shall be deemed to include real or personal property, stocks, common or preferred, or any other interest in any corporation, association, investment trust or investment company, bonds, notes, debentures or other evidences of indebtedness or ownership, secured or unsecured, even though the same may not be legal investments for a trustee under the laws applicable hereto.

- (C) To sell for cash or on credit, convert, redeem, exchange for other securities or other property, or otherwise dispose of any securities or other property at any time held by them.
- (D) To alter, repair, improve, erect buildings upon, demolish, manage, partition, mortgage, lease (even for a term exceeding five (5) years), exchange, grant options to lease or to buy and sell or dispose of, at public or private sale, and upon such conditions and such terms as to cash and credit as they may deem advisable, real property.
- (E) To pay all administration expenses of this Trust and any taxes imposed upon it and to settle compromise or submit to arbitration any claims, mortgages, debts or damages due or owing to or from this Trust, to commence or defend suits or legal proceedings and to represent this Trust in all suits or legal proceedings.

- (F) To exercise any conversion privilege or subscription right available in connection with any securities or other property at any time held by them; to consent to the reorganization, consolidation, merger or readjustment of the finances of any corporation, company or association or to the sale, mortgage, pledge or lease of the property of any corporation, company or association, any of the securities of which may at any time be held by them and to do any act with reference thereto, including the exercise of options, making of agreements or subscriptions and the payment of expenses, assessments or subscriptions which may be deemed necessary or advisable in connection therewith, and to hold and retain any securities or other property which they may so acquire.
- (G) To vote personally, or by general or limited proxy, any shares of stock which may be held by them at any time and similarly to exercise personally, or be general or by limited power of attorney, any right appurtenant to any securities or other property held by them at any time.
- (H) To borrow money in such amount and upon such terms and conditions as shall be deemed advisable or proper to carry out the purpose of this Trust and to pledge any securities or other property for the repayment of any such loan.

- (I) To make, execute and deliver all instruments necessary or proper for the accomplishment of the purpose of this Trust or of any of the foregoing powers, including deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, release and settlements.
- (J) Notwithstanding the foregoing, it is expressly provided that the powers herein conferred shall not be exercised unless they are consistent with the requirements of Section 501(c)(3) of the Internal Revenue Code or any similar Federal Statute hereinafter in effect.

**7. Foundation Trustees:**

There shall be a minimum of 14 members of the board of the trust. The maximum number of members shall vary from time to time and shall be selected and/or elected with qualification, eligibility, terms and duties as follows:

- (A) Eight (8) members from the ranks of the Grand Council of the Grand Lodge of Florida, Order Sons of Italy in America, Inc., by virtue of their incumbency as follows: (first) State President; (second) State First Vice President; (third) State Second Vice President; (fourth) Immediate Past State President; (fifth) State Orator; (sixth) State Recording Secretary; (seventh) State Financial Secretary; (eighth) State Treasurer. These trustees shall serve upon election to such office and continue to serve until their successors qualify.

- (B) All of the State Past Presidents of the Grand Lodge of Florida, Order Sons of Italy in America, Inc., by virtue of their past office, shall be members of the Board of the Trust. They shall be eligible to serve for life.
- (C) Project Manager(s), as appointed by the Board of Trustees, shall become members of the Board of Trustees and shall serve at the pleasure of the Board of Trustees.
- (D) Five (5) additional trustees shall be elected by the Grand Council members at the first meeting held subsequent to each Biennial Grand Convention. The nominees shall be limited to the incumbent Presidents of the Local Lodges under the jurisdiction of the Grand Lodge of Florida, Order Sons of Italy in America, Inc. The election shall be by a majority vote of the Grand Council.

(E) The State President shall be the Chairman of the Board of Trustees with all the powers and prerogatives of a presiding officer pursuant to and consistent with the terms of the Trust. The State Recording Secretary, the State Financial Secretary, and the State Treasurer shall serve respectively as the Secretary, Financial Secretary and Treasurer of the Foundation with all the necessary and regular duties of those officers.

(F) The Trustees shall serve at the pleasure of the Grand Council of the Donor. Any Trustees may resign his office at any time without leave of court. Vacancies existing in the office of Trustee, for whatever cause, shall be filled by such Grand Council, but the Trustees may act notwithstanding the existence of any vacancy so long as there shall continue to be at least five (5) Trustees in office. The resignation or removal of a Trustee and the appointment of a successor Trustee shall have the same powers and duties as those conferred upon the Trustees named in this Agreement.

**8. Bond and Compensation:**

No Trustee shall be required to furnish any bond or surety. Each Trustee shall serve without compensation for his services hereunder, but all expenses of this Trust or of any Trustee acting hereunder shall be paid by the Trustees from the Trust Fund.

9. **Accounting by Trustees:**

The Trustees shall render accounts of their transactions to the Donor at least annually, and the Donor may approve such accounts by an instrument in writing delivered to the Trustees. In the absence of the filing in writing with Trustees by the Donor of exceptions or objections to any such account within sixty (60) days, the Donor shall be deemed to have approved such account; and in such case or upon the written approval of the Donor of any such account, the Trustees shall be released, relieved and discharged with respect to all matters and things set forth in such account as though such account had been settled by the decree of a court of competent jurisdiction. No person other than the Donor may require an accounting or bring any action against the Trustees with respect to this Trust. The Trustees may at any time initiate legal action or proceedings for the settlement of their accounts and, except as otherwise required by law, the only necessary party defendant to any such action or proceedings shall be the Donor.

10. **Liability of Trustees:**

Each Trustee shall be liable only for his own willful misconduct or omissions in bad faith. No Trustees shall be liable for the acts or omissions of any other Trustee, or of any accountant, agent, counsel or custodian selected with reasonable care. Each Trustee shall be fully protected in acting upon any instrument, certificate or paper, believed by him to be genuine and to be signed or presented by the proper person or persons, and no Trustee shall be under any duty to make any investigation or inquiry as to any statement contained in any such writing but may accept the same as conclusive evidence of the truth and accuracy of the statements therein contained.

The members of the Board of Trust, by vote of majority, may elect to secure a policy of insurance for errors and omissions, the payment for which shall be determined by the members of the Board of Trust.

**11. Amendment:**

This Agreement may be amended or modified from time to time by the Grand Council of the Donor whenever necessary or advisable for the more convenient or efficient administration of this Trust or to enable the Trustees to carry out the purpose of this Trust more effectively, but no such amendment or modification shall alter the intention of the Donor that this Trust be operated exclusively for charitable, cultural, literary, educational, scientific or medical research purposes, and in a manner which shall make this Trust tax exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code or any similar Federal Statute hereinafter in effect and the donations to it deductible from taxable income to the extent allowed by the provisions of the Internal Revenue Code and other applicable legislation and regulations.



Every amendment or modification of this Agreement shall be made in writing, shall be signed by two (2) officers of the Donor pursuant to authority of its Grand Council and shall be delivered to each of the Trustees then in office.

**12. Irrevocability and Termination:**

This Trust shall be irrevocable, but may be terminated at any time by action of Grand Council of the Donor. Upon any such termination, the Trustees shall promptly distribute the entire Trust Fund to qualified recipients exempt under Section 501(C) (3) of the Internal Revenue Code or similar Federal Statute hereinafter in effect under the terms of this Trust.

**13. Situs:**

This Agreement is executed and delivered in the State of Florida, the situs shall be in that State and it shall be governed by, and construed and administered in accordance with the laws of that State, and consistent with the provisions of Section 501(c) (3) of the Internal Revenue Code or any similar Federal Statute hereinafter in effect under the terms of this Trust.

**14. Acceptance of Trust:**

The Trustees do hereby accept this Trust and undertake to hold, manage and administer the Trust Fund in accordance with the terms of this Agreement.

IN WITNESS WHEREOF this Agreement has been  
executed in Tampa, Florida, by the Donor  
and by each of the Trustees names herein,  
on the date first above written.

CHARLES R. V ARALLA,  
State President

SALVATORE S. D'ALESSANDRO,  
State 1st Vice President

FRANK S. SETTECASI,  
State 2nd Vice President

JOHN R. COPUZELO,  
Immediate State Past President

JENNIE L. ALBANO,  
Past State President

FRANK P. SETTECASI,  
Past State President

GRACE S. CAMPISI,  
Past State President

FRANK DELL'ORFANO,  
State Orator

PATRICIA M. HOLLARN,  
State Recording

OLGA A. CLEMENTI,  
State Financial Secretary

CHARLES CAGNO,  
State Treasurer

JOHN E. MITCHELL,  
Grand Lodge Financial Advisor

# **SONS OF ITALY FLORIDA FOUNDATION, INC. GRAND LODGE OF FLORIDA**

## **TRUST AGREEMENT AMENDMENT #1 HERITAGE COOKBOOK PERPETUAL SCHOLARSHIP FUND**

**BOARD OF TRUSTEES, FLORIDA FOUNDATION**  
**April 17, 2020**

This amendment seeks to memorialize the history of this perpetual scholarship fund, hereafter referred to as the Heritage Cookbook Scholarship Fund I and to recognize those individuals who through superior leadership and hard work provided the original funding for this endeavor. It also will serve to update the precepts in order to leverage the current financial environment while preserving the principle goal of providing scholarships to worthy students of Italian American heritage.

This Fund was originally started with an initial investment of \$200,000.00, which was generated by the sales of the Preserving Our Italian Heritage cookbook, beginning in **1995**, under the guidance and oversight of Past President Rosemarie Boniello.

This Fund is the combination of the Trust Agreement Amendment #1 Heritage Cookbook Perpetual Scholarship Fund I and the Trust Agreement Amendment #4 Heritage Cookbook Perpetual Scholarship Fund II which were both approved in 2010.

The Donor recognizes that even using conservative investment principles will result in fluctuations in the value of the fund over time, but that the time horizon is long term in nature. The goal of the fund is to invest the principal to ultimately generate approximately \$7,000 per annum in accumulated value to be used for scholarships, while maintaining the corpus more or less intact. If the corpus is intact, any amount in excess of \$7,000 accumulated value for a given year would be available to use for other charitable purposes and to provide for administrative costs of the Sons of Italy Florida Foundation. If the principal falls below the original \$200,000 amount, the corpus can only be used to fund scholarships and provide for administrative costs of the Foundation until such time as the corpus increases in value to greater than \$200,000. These decisions are at the sole discretion of a simple majority vote of the Officers and Trustees of the Sons of Italy Florida Foundation. Scholarship awards shall be named in memoriam of **Ann Parra** and deceased Past State Presidents of the Donor.

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Anthony Cianciotta  
Foundation Chairman  
State President

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Joseph Dente  
Foundation President  
State 1<sup>st</sup> Vice President

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Dr. Mark DeNunzio  
State Orator  
By-Law Commission

**SONS OF ITALY FLORIDA FOUNDATION, INC.**  
**TRUST AGREEMENT AMENDMENT #2**  
**NICEVILLE LA FAMIGLIA PERPETUAL**  
**SCHOLARSHIP FUND**

**BOARD OF TRUSTEES, FLORIDA FOUNDATION**  
**April 17, 2020**

This amendment is to memorialize the history and conditions of a perpetual scholarship fund, hereafter referred to as the Niceville La Famiglia Scholarship Fund. In 1999 the Niceville La Famiglia Lodge #2508 was dissolved and the proceeds of the sale of the building were used to start a perpetual scholarship fund with an initial corpus of \$100,000.00. As of the date of this agreement the assets of the fund are \$90,000.

The Donor recognizes that even using conservative investment principles will result in fluctuations in the value of the fund over time, but that the time horizon is long term in nature. The goal of the fund is to invest the principal to ultimately generate approximately \$3,000 per annum in accumulated value to fund scholarships, while maintaining the corpus more or less intact. If the original corpus is intact, any amount in excess of \$3,000 accumulated value for a given year would be available to use for other charitable purposes and to provide for administrative expenses of the Sons of Italy Florida Foundation. If the principal falls below the original \$90,000 amount, the corpus can only be used to fund scholarships and provide for administrative expenses of the Foundation until such time as the corpus increases in value to greater than \$90,000. These decisions are at the sole discretion of a simple majority vote of the Officers and Trustees of the Sons of Italy Florida Foundation.

Funds accumulated in excess of \$90,000 shall be distributed as a \$2,000.00 Scholarship award, within the guidelines established by the Scholarship Committee of the Donor, to a Niceville High School student in the name of Charles Fabrozzi. If no qualified candidates from Niceville apply, the Charles Fabrozzi Memorial Scholarship may be awarded to a student at large at the discretion of the Scholarship Committee of the Donor.

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Anthony Cianciotta  
Foundation Chairman  
State President

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Dr. Mark DeNunzio  
State Orator  
By-Law Commission

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Joseph Dente  
Foundation President  
State 1<sup>st</sup> Vice President

# SONS OF ITALY FOUNDATION

## APPENDIX C

### GUILDLINES TO MOTIONS

This summary is based on Robert's Rules; see Robert's for complete information.

<b>Motion (Alphabetical order)</b>	<b>Second</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>
Adjourn	Yes	No	No	Majority
Amend Motion	Yes	Yes	Yes	Majority
Amend an Amendment to Motion	Yes	Yes	No	Majority
Appeal Decision of Chair	Yes	Yes	No	Majority
Close Debate (Previous Question)	Yes	No	No	Two-Thirds
Limit or Extend Debate on Pending Motion	Yes	No	Yes	Two-Thirds
Limit or Extend Debate on Duration of Mtg.	Yes	Yes	Yes	Two-Thirds
Main Motion	Yes	Yes	Yes	Majority
Nominations, to Make	No	Yes	No	No Vote
Nominations, to Close	Yes	No	Yes	Two-Thirds
Nominations, to Re-Open	Yes	No	Yes	Majority
Parliamentary Inquiry	No	No	No	Chair Responds
Point of Information	No	No	No	Info Supplied
Point of Order	No	No	No	Chair Rules
Postpone Motion to Definite Time	Yes	Yes	Yes	Majority
Postpone Motion Indefinitely	Yes	Yes	No	Majority
Recess, Business Pending	Yes	No	Yes	Majority
Recess, No Business Pending	Yes	Yes	Yes	Majority
Reconsider Motion	Yes	Yes	No	Majority
Refer To Committee	Yes	Yes	Yes	Majority
Rescind or Repeal Motion	Yes	Yes	Yes	Two-Thirds
Table Motion or Take Motion from Table	Yes	No	No	Majority
Withdraw or Change Motion by Maker, Before Motion Stated	No	No	No	Always Permitted
Withdraw or Change Motion by Maker, After Motion Stated	Yes	No	No	Majority

**APPENDIX D**

**CHART FOR DETERMINING WHEN  
SUBSIDIARY OR PRIVILEGED MOTIONS  
ARE IN ORDER**

Motions in Order of Precedence (by Priority)	Privileged	Debatable	Requires a Second	In Order When Another is Speaking	Can Reconsider	Vote Required
Fix the Time at Which to Adjourn	Yes	No	Yes	No	Yes	Majority
Adjourn	Yes	No	Yes	No	No	Majority
Recess (while a question is pending)	Yes	No	Yes	No	No	Majority
Raise a question or Privilege	Yes	No	Yes	Yes	No	Chair Decides
Call for the Orders of the Day	Yes	No	No	Yes	No	Enforce on Demand
Lay on the Table	No	No	Yes	No	No	Majority
Previous Question (immediately close debate and making of subsidiary motions except Lay on the Table)	No	No	Yes	No	Yes	Two-Thirds
Limit or Extend Limits of Debate	No	No	Yes	No	Yes	Two-Thirds
Postpone to a Certain Time (or Postpone Definitely)	No	Yes	Yes	No	Yes	Majority
Commit ( or Refer)	No	Yes	Yes	No	Yes	Majority
Amend	No	Yes	Yes	No	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Yes	Majority
Main Motion	No	Yes	Yes	No	Yes	Majority

**CONVERSION TABLE TO DETERMIN HOW  
MANY ELECTED DELEGATES EACH LOCAL  
LODGE IS ENTITLED TO**

<b>LODGE MEMBERSHIP</b>	<b># OF ELECTED DELEGATES</b>	<b>LODGE MEMBERSHIP</b>	<b># OF ELECTED DELEGATES</b>
25 -37	1	513 – 537	21
38 -62	2	538 – 562	22
63 -87	3	563 – 587	23
88 – 112	4	588 – 612	24
113 – 137	5	613 -637	25
138 – 162	6	638 – 662	26
163 – 187	7	663 – 687	27
188 – 212	8	688 – 712	28
213 – 237	9	713 – 737	29
238 – 262	10	738 – 762	30
263 – 287	11	763 – 787	31
288 – 312	12	788 – 812	32
313 – 337	13	813 – 837	33
338 – 362	14	838 – 862	34
363 – 387	15	863 – 887	35
388 – 412	16	888 – 912	36
413 – 437	17	913 – 937	37
438 – 462	18	938 – 962	38
463 - 487	19	963 - 987	39
488 – 512	20	988 - 1012	40



## **RANKING OF OSIA OFFICIALS**

National President

Regional National Deputy (*only when representing the Nat'l Pres or Supreme council*).

Regional Deputy to a Grand Lodge (*only when representing the Nat'l Pres or Supreme council*).

National First Vice President, National Second Vice President, National Third Vice President, National Fourth Vice President, National Fifth Vice President, National Immediate Past President and National Orator.

National Recording Secretary

National Financial Secretary

National Financial Secretary

National Treasurer

National Historian

National Trustee

State President

National Past State President

National Commissioner (Elected)

National Committee Chairperson (Elected)

Supreme Foundation Trustee

National Commissioner (appointed)

National Committee Person (appointed)

State Deputy (*Only when representing the State President or the Grand Council.*)

State Vice President(s) (*Ranked in Accordance with the Grand Lodge By-Laws*)

State Immediate Past President

State Orator

State Recording Secretary

State Financial Secretary

State Treasurer

State Trustees

State Past Presidents

State Commissioner (Elected)

State Committee Person (Elected)

State Commissioner (Appointed)

State Committee Person (Appointed)

Local President

Local Vice President

Local Immediate Past President

Local Orator

Local Recording Secretary

Local Financial Secretary

Local Treasurer

Local Trustees

Local Master/Mistress of Ceremonies

Local Guard

**Reference the 2011 Grand Lodge of Florida Convention Business Book pages 26-28. These changes were approved during the Grand Lodge of Florida 2009 State Convention and approved during the Supreme Council Plenary session February 2010:**

Appendix A. Social Justice Committee. (H) New Paragraph.

Appendix A. Scholarship Committee: (A) Expanded the acceptable post high school Institutions and defined the ranking of applications.

Art. 9 (E) Wording changed from October 12<sup>th</sup> to “the Columbus Day national holiday”.

Art. 32(C) (1, 2&3) updated the reimbursement rates.

Art 39 (B) Wording changed “13” to “12”.

Art 62 (J) New Paragraph.

Art 63 Added words “to the floor”

**Reference the 2011 Grand Lodge of Florida Convention Business Book page 35, which was approved at the 2011 National Convention Orlando, FL.**

Art. 59 (F) Changed the exemption period from one to three years.

**Reference the 2015 National Convention Business Book pages 47-48, which were approved at the 2015 National Convention in Bonita Springs, FL.**

Art 32 (D) Added paragraph which provided for mileage reimbursement for the Grand Lodge President.

Art 59(A) Removed wording that restricted regular members from voting or holding office until 6 months after joining the Order.

**Reference the 2019 National Convention Business Book pages 42-44, which were approved at the 2019 National Convention in San Antonio, TX**

Art 41(B) “Regular” Wording added before members.

Art 42 (F) & (G) Added regarding Social Members and restricting Social members to no more than 20% of total local lodge membership.

Art 59 (A) “Regular” Wording added before members.

Art 59 (M) Wording added restricting committees on which Social members can serve.

## APPENDIX “F” (119)

### Appendix of Amendments

page 2 of 2

**Reference the 2021 National Convention Business Book pages 58-66, which were approved at the October 2021 National Virtual Convention on Zoom**

Procedures to amend the constitution and general laws of the Grand Lodge

Art 11. (A) Added “the State Law Committee”

(A)(3) Proposal submission change 45 days to “60” days before opening of Conv.

(A)(4) New Added – Correspondence for these procedures may be done by U.S. Mail or by electronic mail. When using electronic communication the regular member may forward the proposal directly to the Grand lodge Recording Secretary provided the Local Lodge Recording Secretary is cc’d on the proposal.

(B) Changed thirty 30 days to “fifteen 15” days for proposals to be considered.

(E) changes General Laws may be amended “and changed to When”

Art 12- (E) Per Diem changed to “at prevailing rate as determined by the Grand Council”

(F) Remove “or a local lodge”

Art 20- (B) added If the “Local Lodge” President, Vice president.....

Art. 23- Grand Council meetings changed from every three months to “three times a year”.

Art 27 – (A) changed to read “justifiable excuse (as determined by the Grand Council by majority vote)”, they shall.....

(B)- Changed shall to “may”

(C)- Change to become to “being” established.

Art 28 – Elected Officers and appointed officers shall forfeit office when, without Added - “justifiable excuse (as determined by the Grand Council by majority vote)” .

(A) - Replace- a member to-”an officer”.

(B)” add “of which they are a member” Delete “of”.

Art. 32 –allowance and travel for next year Add: “at the prevailing rate and to those officers and members as determined by the Grand Lodge during the last meeting of the prior calendar year, not to exceed \$150.00 per night per diem and .42 cent per mile in excess of the first 25 miles of each leg of a round trip” .

Art. 42 – (G). Changed: social members, at no time shall exceed “25%” of the total lodge membership.

Art 46 – (A) biennially in regular convention (Changed to) “April, May or June”.

Art 54 – Credentials committee - “assisted by State delegates” as appointed by Pres.

Art 59 – each lodge shall have option to have 5 “to” 7 trustees.

Art 78 (B) add “including assuming all the authority and duties of the State Deputy when there is no deputy assigned to a specific lodge in tier region”.

## **APPENDIX “F” 120**