

Sons of Italy

Tewksbury Lodge #2872

Local Lodge By-Laws



Adopted by Council: September 9, 2013

Adopted by Local Lodge: September 23, 2013

Approved by Grand lodge: January 22, 2014

**Preamble:** These By-laws outline the general rules and regulations that shall govern the actions of its members. Said By-laws shall always be in conformity with the laws of the Grand Lodge of Massachusetts, the Supreme Lodge or any other lodge under whose jurisdiction this lodge shall abide. As such, the Council of this Lodge, as defined herein, shall update and amend these By-laws so that they are always in conformity with the General Laws or Grand Lodge of Massachusetts By-laws. These By-laws will never supersede the General Laws or Grand Lodge of Massachusetts By-laws. The above sources will be referenced for situations not specifically addressed by these Local Lodge By-laws.

### **Purposes**

**Article 1.** The purposes of Tewksbury Lodge 2872 shall be:

- a.) To enroll in its membership all persons of Italian descent and all others included in Article 1 of the General Laws.
- b.) To encourage the dissemination of Italian culture in the United States and uphold the dignity and prestige of the people of Italian Heritage in America.
- c.) To instill in our members the patriotic and humanitarian qualities established in our motto of “Liberty, Equality and Fraternity.”
- d.) To interact in the social and civic life of our community by becoming a committed and dedicated participant.
- e.) To uphold all other purposes consistent with Article 1 of the Grand Lodge Constitution.

### **Initiation Fees and Dues**

**Article 2.** Application requirements and fees are as follows:

- a.) All applications must be approved by absolute majority vote at a membership meeting of the Local Lodge.
- b.) The membership dues for Regular and Social Members is due annually.
- c.) In addition to an application fee, applications received between January 1 and June 30 will be assessed 100% of the applicable dues. In addition to an application fee, applications received between July 1 and December 31 will be assessed 50% of the applicable dues.
- d.) All applications and membership requests shall comply with the requirements for admission as set forth in the General Laws of the Grand Lodge of Massachusetts, including but not limited to, Articles 117-127.

## **Meetings**

### **Article 3:** Meetings

All meetings shall be held in compliance with Supreme Lodge Article 35, including but not limited to the following:

- a.) Unless otherwise indicated, all meetings of the Council shall take place the second Monday of each month.
- b.) Unless otherwise indicated, all membership meetings shall take place the fourth Monday of each month.
- c.) Special meetings may be held when called by the President or by written request of no less than one-third of the members in good standing of the Local Lodge.
- d.) Roberts Rules of Parliamentary Procedure prescribed in Grand Lodge By-laws shall apply for all meetings of the Local Lodge. Parliamentary Procedure is included in Appendix I of the Grand Lodge of Massachusetts.
- e.) An absolute majority vote is necessary for the approval of every proposal.
- f.) At their discretion, by majority vote of the Council, any meetings may be cancelled. In case of an emergency, such as inclement weather which could cause an unsafe travel situation, the President, by telephone, may contact Council members and cancel a Council meeting.
- g.) Members are allowed to attend Council meetings. Non-members may attend by invitation only. The presiding officer has the authority to exclude non-voting members for any reason.
- h.) Guest of members are allowed to attend up to 2 (two) membership meetings annually (January 1 to December 31). Guests must become members in order to attend more than 2 meetings annually.

## **The Council**

**Article 4:** The council is composed of:

- a.) The President
- b.) The Vice-President
- c.) The Immediate Past President
- d.) The Orator
- e.) The Recording Secretary
- f.) The Financial Secretary
- g.) The Treasurer
- h.) Five Trustees, one of whom will be elected Chairman within thirty days following installation, at the next scheduled Council meeting. The Immediate Past Chairman of the Trustees will serve as Chairman until the election is complete
- i.) Two Masters/Mistress' of Ceremonies

j.) The Guard

k.) In addition to the Council, a Chaplin may be appointed by the President whose duties shall be to conduct, whenever practicable, religious exercises of the Local Lodge. The Chaplin shall perform all duties relating to the office, as assigned by the President.

l.) Founder Emeritus. By a majority vote of the Council and membership of Local Lodge 2872 OSIA, the title of Founder Emeritus has been conferred on principal founders George Iannuzzo, Mary Iannuzzo, Joseph Mazzola and Anthony Boschetti,. This is a position of honor, which conveys the privileges of the Council members at Council meetings, with the exception of voting, and membership meetings.

### **Duties of Officers**

**Article 5:** The duties of the officers are to exercise the responsibilities included in General Laws Articles 22 through 32.

- a.) The President calls and presides over all meetings, assures that all Local Lodge By-laws are observed and respected, controls the affairs of the lodge, appoints all committees, after hearing the opinion of the Orator, rules on controversies, and may fine, silence or expel members, with cause, from a meeting in compliance with Grand Lodge Articles 6 and 7..
- b.) The Vice-President assists the President and takes his place when the President is absent or unable to act.
- c.) The Immediate Past President assumes the duties of the President whenever the President and the Vice President are absent or unable to act. The Immediate Past President title shall be given to the member who completes one complete term as President immediately preceding the President.
- d.) The Orator gives opinions concerning the application and interpretation of the laws of the Order and sees that the laws are observed and properly applied.
- e.) The Recording Secretary is the custodian of the archives and the keeper of the seal of the Local Lodge. The Recording Secretary records minutes of meetings, maintains the membership rolls, corresponds and write letters as directed, sole communicator to Grand Lodge, communicates meeting notices, and carries out orders pertaining to the position.
- f.) The Financial Secretary is the collector and accountant of the Local Lodge. The Financial Secretary collects dues and assessments, writes orders of payment to present to the Treasurer, maintains current financial records, communicates collections and disbursements at meetings, develops quarterly financial reports to be presented to Trustees, and carries out all orders pertaining to the position.
- g.) The Treasurer is the custodian of funds of the Local Lodge. The Treasurer receives all monies collected at each meeting, records a current cash book, deposits funds received, issues and signs checks, withdraws funds (with approval), and carries out all orders pertaining to the position.

- h.) The Trustees supervise the affairs of the Local Lodge and members of the council. The Trustees examine and audit books kept by the Treasurer and Financial Secretary, examines and audits quarterly reports from the Financial Secretary and performs additional duties pertaining to their office.
- i.) The Master and/or Mistresses of Ceremonies participate in ceremonial activities prescribed by the laws of the Order during the course of meetings.
- j.) The Guard is the doorkeeper of the Local Lodge. The Guards duty is to exclude strangers from the meetings, admit members who have been identified, and carries out orders pertaining to the position.

### **Rights and Duties of Members**

**Article 6:** Every member in good financial standing has the following rights:

- a.) The right to participate at meetings
- b.) The right to attend any and all meetings in any other Lodge in the United States and Canada
- c.) The right to vote in biennial elections and special elections
- d.) The right to be elected to the Council assuming certain conditions in Massachusetts Grand Lodge Articles 90 and 91 are met
- e.) The right to propose persons for membership
- f.) Every right not specified herein, which they receive from the General Laws and these By-laws

Every member in good financial standing has the following duties:

- g.) To obey and respect authorities of the order
- h.) To pay dues and assessments
- i.) To obey all Laws of the Order
- j.) To assist in the work of the Order
- k.) To settle all grievances that may arise by submitting these grievances to the proper authorities of the Order, or at a membership meeting of the Lodge while in session

### **Elections**

**Article 7:** The members of the Council, with the exception of the Immediate Past President must be elected, for a period of two years, by the Lodge at its meeting during the month of March, and must be installed on or before May 15 of the election year, in compliance with Massachusetts Grand Lodge By-laws Articles 162-176.

- a.) In order to be eligible to be elected President or Vice-President of the Lodge, a member must have served a one (1) year term in a lesser position of the council. In order to be eligible for any other council office a member must have been a member of the Order for at least six (6) months prior to his/her nomination for office.
- b.) Nominations of council members will be conducted at the February meeting of the Tewksbury Sons of Italy Lodge # 2872 or at the next membership meeting in the event the February meeting is cancelled. The procedure will be for the Chairman of the Nominating Committee to read the list of nominees. The list will be presented to the President who will ask if there are further nominations. Other nominations may be made from the floor. The Committee's nominations are the same as if made by members from the floor. No vote is necessary to accept nominations. When the nominations are completed, the Lodge will proceed to an election as provided in our By-Laws.
- c.) Elections will be conducted by secret ballot at the March meeting of the Tewksbury Sons of Italy Lodge # 2872. The Electoral Committee (appointed by the President) will conduct the election. In all contested elections the rule of absolute majority shall apply. However, in the election of Trustees or Master/Mistress of Ceremonies, the rule of relative majority may be adopted. The rule of absolute majority requires one-half plus one of the votes cast. The rule of relative majority requires the highest number of votes even though it is less than one-half. In the case of uncontested elections, candidates shall be declared elected by acclamation. The Lodge may, upon a motion approved by absolute majority, elect a candidate by acclamation, by allowing the Recording Secretary to cast one vote.

## **Committees**

**Article 8:** The following are permanent committees established by the President according to the regulations of the Lodge and shall have attributes and powers conferred upon them at the time of their formation, and shall remain for a period of time necessary to complete their duties and their existence remains relevant. They shall report to the Lodge as requested. Unless otherwise determined, the President shall serve as ex-officio member on all committees.

- a.) Food and Events Committee is responsible for providing food at monthly meetings, helping with special events when required, maintaining an inventory of disposable dishes, utensils and related supplies, and perform other duties as assigned.
- b.) Charitable Giving Committee will make recommendations to the Council, during a Council meeting, for expenditures for the purpose of charitable giving

from the Lodge 2872 treasury. If approved by the Council, the request must be approved by an absolute majority vote of the membership.

c.) Scholarship Committee distributes applications for scholarships. The Committee shall promote, foster, and encourage the ideal of scholastic achievement. It shall develop and coordinate a scholastic program that will recognize and honor academically outstanding students. The committee will collect completed applications and in a predetermined screening process, present a list of deserving candidates to the Council. Scholarships will be awarded with approval, by absolute majority, of both the Council and the general membership at a membership meeting.

d.) By-Laws Committee will manage and publish revisions and amendments to the Local Lodge By-laws. Revisions to the by-laws shall be implemented as determined in Article 9 of the Local Lodge By-laws.

Ad Hoc Committees are temporary committees established by the President according to the regulations of the Lodge and shall have attributes and powers conferred upon them at the time of their formation, and shall remain for a period of time necessary to complete their duties and their existence remains relevant. They shall report to the Lodge as requested. Unless otherwise determined, the President shall serve as ex-officio member on all committees.

a.) Special Events Committees shall be established at the request of any member with the approval of the President and Council. Members who wish to propose a special event will prepare a presentation to the Council which should include a description of the proposed. The proposal should include a financial projection, and reasonable expectation of potential liability and financial loss or gain from the event. If approved by the Council, a recommendation to the membership will be sent to the membership for a vote at the next scheduled membership meeting. A Special Events Committee shall consist of a minimum of two people. The committee shall be discharged by the Council only upon a final financial statement of income and expenses of the event.

### **Revisions, Amendments to Local Lodge By-laws**

**Article 9:** These By-laws shall be reviewed by the duly appointed By-Laws Committee, annually or as requested by the President.

- a.) Any requested amendment, addition or modification must be submitted to the President, in writing.
- b.) Amendments, additions or modifications cannot be in conflict with the General Laws or Grand Lodge of Massachusetts By-laws.

- c.) Before adoption, any changes must be approved by the Council before approval by the membership at a subsequent meeting.
- d.) Approval by the Council and members at a membership meeting and must be by an absolute majority vote.
- e.) Proposed amendments, additions or modifications must comply with Massachusetts Grand Lodge By-laws Article 21 (g) before adoption.

### **Financial obligations of the officers and membership**

**Article 10:** Any and all funds earned, raised, given, accepted or otherwise received by any member or Council member shall be promptly given to the Financial Secretary or Treasurer for deposit to the Tewksbury Lodge 2872 OSIA bank accounts. Any and all expenditures of Tewksbury Lodge 2872 OSIA shall be made by check from a Lodge 2872 OSIA bank account, with the approval and signatures of the President and Treasurer. The Financial Secretary may sign checks if either the President or Treasurer is unable. Any member may request reimbursement, which has been approved by the Council and membership, for any expense incurred related to the Lodge by providing a written receipt or invoice for said goods or services along with an explanation of the expenditure if necessary. In case of emergency, the Council, by a majority vote thereof, may appropriate a sum of money, not to exceed \$500.00 with which to meet expenses incidental to such emergency; and the appropriation so made shall be reported to the assembly at its next meeting. Approval, by absolute majority vote, of the Council and members at a membership meeting, shall be required for any disbursement.

### **Dissolution**

**Article 11:** In compliance with Grand Lodge Article 44, all property of a dissolved Local Lodge namely: the Charter, paraphernalia, and funds in its possession, including real and personal property, except for funds due the Supreme Lodge or Grand Lodge, shall be taken into custody and administered by the Supreme Council or the Grand Council, as the case may be.

In case the dissolved Lodge is reorganized within six months, then the Charter, paraphernalia, funds and property taken into custody, less expenses of administration, shall be returned to the reorganized Local Lodge.

In the event the Local Lodge is not reorganized, within six months of date of the order of dissolution and a substantial group of its members, in good standing at the time of dissolution, become members of another Local Lodge, the Supreme Council or Grand Council shall turnover to such Local Lodge all the property and funds, less expenses of administration.

In all other cases, after six months, the Grand or Supreme Lodge will dispose of the property and funds in question for the best interest of the Order.

**By-Laws Committee**

Joel Deputat, Chairman

Deborah Deputat

Maria DiCiaccio

Crescenzo Parrella

Paula Coppola

Charles Coppola

President, Ex Officio

Amended: October 29, 2013

Amended: January 22, 2014