

Past Appointive Grand Officers' Association (PAGO) Bylaws

Article I Name

The name of the Association shall be "Past Appointive Grand Officers" or "PAGO", Order of the Eastern Star, State of Maine.

Article II Purpose

The purpose of the Association is to foster friendship among the members and to assist in charitable giving.

Article III Membership

Section 1: The membership shall be comprised of those who have served as an Appointive Grand Officer in the Grand Chapter, State of Maine.

Section 2: Honorary membership may be granted to any Eastern Star Member who has displayed support of PAGO's and/or has served as an Appointive Grand Officer in another grand jurisdiction. Such membership will only be conferred by an unanimous vote of the membership present at the annual meeting of the Association. Honorary members are non-voting members. Honorary membership shall be granted to any Past Grand Matron or Past Grand Patron who has never served as an Appointive Grand Officer in this grand jurisdiction.

Section 3: Life membership shall be granted to members who have paid dues for an accumulation of twenty-five years. Perpetual Members shall become Life Members 25 years after serving as an Appointive Grand Officer. Life membership shall be granted to any Past Grand Matron or Past Grand Patron who was an Appointive Grand Officer in this grand jurisdiction. (May 2022)

Article IV Officers

Section 1: The officers of the Association shall consist of a President, Vice-President, and a Secretary/Treasurer. The officers shall be elected by acclamation if there is only one candidate for an office. Otherwise they shall be elected by a majority vote of the membership present at the annual meeting. They shall assume their duties upon adjournment of the annual meeting at which they were elected. (May 2022)

Section 2: A Nominating Committee of three member shall be appointed by the President. It shall be their duty to nominate candidates for the offices to be filled at the annual meeting. Additional nominations from the floor shall be permitted.

Section 3: A vacancy in the office of the President shall be filled by the Vice-President. The vacancy thus created shall be the office of the Vice-President. In the event of death, disability, or resignation in the office of Vice-President and/or the Secretary/ Treasurer, the President shall appoint a member of the PAGO Association to serve until the next annual meeting. (May 2022)

Article V Meetings

Section 1: The Association shall hold one stated meeting annually in conjunction with the Grand Chapter Session.

Section 2: Special meetings may be called by the President, when necessary or upon the written request of at least five members. The purpose of the meeting shall be stated in the call, which is to be sent to all members at least ten days before the meeting.

Section 3: Ten members of the Association shall constitute a quorum.

Section 4: When the entire Grand Chapter Session is not being held, the PAGO Association may hold a virtual annual meeting. (May 2022)

Article VI Duties

The duties of all officers are implied in their titles and as further described in the PAGO Officer Duties (Attachment 1).

Article VII Dues

Section 1: The dues shall be \$5.00 annually. The dues are payable commencing the year after a member serves as an Appointive Grand Officer. The dues may only be adjusted by a 2/3 vote of the membership present at the annual meeting after a written notice has been given at the previous annual meeting. (May 2016)

Section 2: Suspended members may become active members by paying the dues for the current year. (May 2022)

Section3: Perpetual membership may be obtained by paying a one time fee of \$30.
(May 2022)

Article VIII Bills

The Secretary/Treasurer may be reimbursed for necessary expenses up to \$150 as needed during the course of the year. Receipts will be required to support the expenses. Any other bills will be presented at the annual meeting and shall be paid by a majority vote of the membership present. Bills without receipts may not be paid and/or reimbursed. (May 2021)

Article IX Committees

All committees shall be appointed by the President, which will include as a minimum a Nominating Committee and a Sunshine Committee.

Article X Membership Addresses

It is the duty of each member to notify the Secretary/Treasurer of any change to their mailing address, home phone number, and/or email address.

Article XI Bank Account

The bank account for the Association shall be established and maintained at one bank. A minimum of two signers will be required on the account, one to be the newly-elected Secretary/Treasurer. New signature cards will be completed following the bank policy. All three officers will be on the bank account as signers with only one signature needed to issue a check. (May 2022)

Article XII Dissolution

In the event of dissolution of this Association, after all bills have been paid, the assets shall be allocated to the Grand Chapter of Maine Permanent Charity Fund in accordance with the Internal Revenue Code, Section 501(c)(3). None of the funds shall go to the benefit of individual members.

Article XIII Parliamentary Authority

The rules contained in the Eleventh edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and

in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article XIV Amendments

The By-Laws may be amended at any annual meeting of the PAGO Association by a two-thirds vote provided that the proposed amendments have been sent with the notice of the annual meeting. (May 2022)

PAGO Officer's Duties

President: As President you are expected to do the following:

- Meet with the Vice-President and Secretary/Treasurer to make plans for the annual meeting and banquet.
- Make arrangements for PAGO's Banquet
Meet with the caterer
Provide centerpieces for tables and podium
Provide favors
Prepare programs
Arrange for a Chaplain for the Invocation and Benediction
Arrange for a member to perform the Memorial Program
Arrange for hostesses/hosts to give out programs and direct members to their tables
- Prepare letter to be sent to PAGO members by the Secretary/Treasurer regarding annual meeting/ banquet:
See that the Grand Secretary has a copy of the letter for the packets she/he mails regarding Grand Chapter to the Chapter Secretaries
Mail a letter within ten days after the call is mailed for the Worthy Grand Matron and Worthy Grand Patron, as well as the present Appointive Grand Officers (adding a note inviting them to join)
The letter shall indicate that the banquet money must be sent to the convener
The letter shall include the price of dinner and sum to cover banquet expenses, which are the figures given to the convener
Make a copy of the convener sheet and include it in the mailing to members.
- Announce new Life Members
- Insure that whoever is to be the new Secretary/Treasurer that you give her/him a copy of this form so she/he will know their duties.

Vice-President: as Vice-President, you are expected to do the following:

- Arrange for a "PAGO's Vase" containing a red rose to be placed on our podium during our annual meeting and banquet in memory of Ruth Crowley who started the Association.

- Purchase with PAGO funds not to exceed \$25.00, a gift for the outgoing President.
- Appoint members before the annual meeting for your committees which will be announced after your election: Nominating Committee and the Sunshine Committee (Sickness and Distress).
- Select who will conduct the ceremony of Installation.

Secretary/Treasurer: as Secretary/Treasurer, you are expected to do the following:

- Send out letters provided to you by the PAGO's President to all current members
- Send with the letter from the PAGO's President any proposed amendment(s) to be voted upon at the annual meeting.
- Notify members of dues owed (This should be the return form on the bottom of the Presidents' letter. **Be sure that the convener's sheet is included.**
- Past Grand Matrons and Past Grand Patrons are not required to pay dues, but pay for banquet tickets, if they attend.
- Make out life Member cards (members who have paid accumulation of twenty-five years), these are to be presented at the banquet or if not present to be mailed later.
- Banquet tickets are given to the Worthy Grand Matron and Worthy Grand Patron and a couple of special ones whom the President wishes to honor.
- Money received is posted on the membership sheets (dues only) and a journal sheet which is kept for 7 years as a reference.
- Make out a membership sheet for each present Appointive Grand Officer.
- Purchase stamps and envelopes as needed.
- Pay all bills for the annual meeting and charities.
- See that the 990-N is filed with the IRS in a timely manner.
- Report to the President:
 - Names of new Life Members
 - Members who owe dues of three years or more, and
 - Any member deaths that have occurred since the last meeting.
- You will probably be asked to help set up the banquet tables
- Take minutes at the meeting and, if voted to include in the Proceedings, mail a copy to the Grand Secretary within 10 days.

- Prepare a Treasurer's report for the annual meeting.
- Turn over to the new Secretary/Treasurer any unused supplies (stamps, envelopes, etc.)
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Revised: 2009, 2015, 2021, 2022