



Leonardo DaVinci Lodge 2992

ORDER
Sons and Daughters of Italy
IN AMERICA®

LEONARDO DAVINCI LODGE 2992 ADMINISTRATIVE GUIDELINES

Why do we have administrative guidelines?

The success of any organization in meeting its specific goals is dependent on many factors, one of which is communication. Our intent in creating the DaVinci Lodge Guidelines is to provide the Board and our members with a brief overview of OSDIA bylaws.

The DaVinci Lodge operates under the rules and bylaws of the national organization, specifically OSDIA' Supreme Lodge. DaVinci Lodge adheres to the rules of the Order.

The bylaws are the organization's operating manual and covers such topics as the size of the board and how it will function, the roles and duties of directors and officers, the rules, and procedures for holding meetings, electing directors, and appointing officers, and other essential corporate governance matters. An Addendum (a copy of Chapters 1 and 2 of the OSDIA Bylaws) is available on request.

The Guidelines herein were adapted from National's by-laws and prepared primarily to assist newly-elected council members and offer an overview of administrative provisions but also contain provisions applicable only to DaVinci Lodge.

We trust these guidelines will prove helpful in the administration and operation of DaVinci Lodge. As always, for questions that may arise and are not covered within this document, the national bylaws are the ultimate source of reference.

Background and Membership Information:

The Leonard DaVinci Lodge 2992 (DaVinci Lodge) is a Subordinate) lodge of the Order Sons and Daughters of Italy in America (OSDIA); the Lodge is guided by the Supreme Lodge of the Order. The DaVinci Lodge derives its support from dues paid by its members.

DaVinci Lodge is a registered fraternal, non-profit organization, under the OSDIA umbrella. The founding members of the Lodge are Santo Chiaramonte, Joseph Quagliata, and Antoinette Trifiro. The Leonardo DaVinci Lodge 2992 Charter was granted on May 16, 2016, and the Lodge became operational on June 25, 2016.

The organic structure of the DaVinci Lodge is composed of the Council, Chairs of appointed Committees, and Members.

ADMINISTRATIVE GUIDELINES

Membership:

1. DaVinci Lodge is composed of its elected officers and members, both regular and social members.
2. Membership is open to (a) Anyone of Italian descent or married to an Italian, or an adopted child of Italian lineage (Regular Member). (b) Non-Italian who believes in OSDIA goals and may wish to participate in its programs (Social Member). Social Members have the same rights and prerogatives as Regular Members but may not hold the office of president or vice president.
3. An applicant must be 18 years of age to join the Lodge. Requirements for Junior membership (ages thirteen to under 18) exist should DaVinci Lodge wish to sponsor a Junior Lodge.
4. Membership Dues are paid annually. DaVinci Lodge Dues are collected on a fiscal year basis. From January 1st to March 1st. Dues must be paid by March 1st at the latest.
5. Any member in good standing may transfer from one local lodge to another within the State of Arizona and the balance of the dues will be transferred to the Lodge of his/her choice. If moving out of state, membership cannot be refunded. A member in good standing may attend another Lodge's general meeting, whether in or out of state, however the guest member has no voting privileges.
6. When a new member joins DaVinci Lodge, any time in the calendar year, the membership rate payable shall be pro-rated, on a monthly basis, plus the administrative fee.
7. Membership Application. Every applicant shall complete a membership application form, together with payment of the membership dues and a one-time administrative fee and submit the completed form to DaVinci Lodge for approval.
 - a. Dual/Plural Membership: Members may belong to more than one lodge as long as dues are kept up to date for each, but they must designate which Lodge is their primary Lodge for voting rights.
 - b. Procedure: The Recording Secretaries of both your current home lodge and the lodge you wish to join in your winter location should be in contact to set this up.

Signature of the certification (on the back of the application form) constitutes initiation into the DaVinci Lodge *provided* the *membership application* is *approved* by the *Council and General membership*. A formal initiation will be conducted at the discretion of the presiding president.

At the discretion of the president, non-members may be invited to attend Lodge events as

guests to explore their interest in becoming DaVinci Lodge members. This invitation allows potential members to participate in Lodge activities before deciding whether to apply for membership. While the public is always welcome to attend any event that is officially open to the public, most Lodge activities are generally restricted to members and invited guests only. Examples of such activities include general meetings, ladies' luncheons, spring or veterans' picnics, and other member-focused gatherings.

It is expected that by the third visit to our Lodge, an interested guest will decide whether or not to apply for membership. As stated above, this provision does not apply to Lodge events that are open to the public at large.

TRANSFERS

Art. 12 Unless otherwise provided in the laws of the Supreme Lodge, any member in good standing may transfer from one Local Lodge to another Local Lodge under the jurisdiction of the Supreme Lodge Members who change their residence outside the jurisdiction of the Supreme Lodge of which their Local Lodge is an affiliate unit may, but in no event shall they be required to, apply for transfer to a Local Lodge under the jurisdiction of the Supreme Lodge in the locality of their new residence.

MEETINGS

A. Council Meetings

1. The Executive Council consists of the Presiding President, Vice President, Orator, Recording Secretary, and Financial Secretary. The president or presiding officer may schedule an Executive Officer Meeting if there is an urgent matter for discussion and consideration that needs to be resolved before the regular Council meeting. A meeting may also be scheduled at the request of five Council members. A meeting shall be considered valid only if there is a quorum, which at minimum is two of the Executive Officers, and the presiding officer.
2. Unless special meetings are called by the president, the Council meets once a month. A meeting is considered valid only if there is a quorum, that is, eight (8) officers and the presiding Presiding Officer will constitute a quorum
3. Oral or written motions are to be made and seconded by members in good standing having the right to vote. In case of a tie, the presiding president will cast the deciding vote.
4. Any expenditure, except what is allowed to the President(\$300.00) on behalf of DaVinci Lodge, is to be presented to the Council and approved thereof. Such expenditures may also be presented to the General Membership without council approval. All expenditures must be voted on or approved by the general membership.

5. Attendance by non-CouncilMembers

a. Except as stated in provision 5.d below, generally if a member in good standing wishes to attend closed Council meetings, a written notice must be sent to the Executive Committee and President/Council with the request, indicating the meeting date, and providing a valid and pertinent reason for the request.

**Written notice may be made by email message to the president.*

b. The Executive Committee/Council will review, discuss the issue/request, and decide on the merits of the request. The Member will be advised in writing (in the same manner the request was made) of the Council's decision by the president or vice-president.

c. A member in good standing or guest *may be invited* by the president to attend a council meeting to make a presentation. At the conclusion of the presentation, the member and/or guest will be asked to leave the meeting.

d. Council and non-Council members attending a council meeting, whether by invitation or guest, are required to maintain confidentiality. Confidentiality implies that matters discussed at the council meeting are not at any time discussed with other members or non-members.

e. At the discretion of the Council President, there may be an "open" Council meeting periodically whereby a member in good standing wishing to attend a meeting, may request to do so at the time of the Open Council meeting.

B. General Meeting

1. General Membership meetings will take place monthly. A timely notice at minimum five (5) days prior to the meeting date will be sent out to the membership with the specific date, time, and location of the meeting. A copy of the previous month's Minutes will accompany the meeting notice.

2. A general meeting is considered valid only if there is a quorum, that is, eight (8) officers and the presiding president will constitute a quorum. Further, a general or special meeting shall be declared open only if there is a quorum present and there are at least ten members in good standing present.

3. Meetings may also be held virtually whenever necessary.

4. There may be occasions when the general assembly meeting will be conducted at a minor Lodge event. The membership will be notified in advance and be provided with all relevant information.

5. Whenever there is a proposal *requiring new assessments or expenditure of sums of money other than for ordinary purposes*, the proposal for such assessment and/or expenditure is to be inserted in the timely notice for the meeting and noted on the agenda. An agenda will be provided to the membership prior to or at the meeting.

6. Lodge officers are required to attend both monthly council and general meetings. If an officer is not able to attend the monthly Council or General meeting, s/he needs to notify the Recording Secretary and/or the President. The Recording Secretary is to be furnished with a written report if the absentee officer is expected to give a report at the meeting.

Elections of Officers

1. Eligibility.

Who qualifies to be elected to office?

Except for Social Members, who are not allowed to hold office, all Members in good standing* (*Good standing meaning dues are paid for the entire year, and if holding an officer position, attend scheduled council and general meeting) who have been DaVinci Lodge members for at least 6 months may be eligible to run for some of the Council's offices as well as be appointed for committee chair positions.

2. Eligibility Requirement specific to the office:

President:

- Member in good standing.
- Lodge member for a minimum of one year.
- Ability to communicate with lodge members and the public at large, effectively promote Lodge priorities, to encourage cooperation and members participation, and increase Lodge membership.
- Specific Job duties for all officers are defined in the national Membership Manual and By-laws

Vice-President, Orator, Recording Secretary, Financial Secretary, Treasurer

- Members in good standing.
- Must be a member of the Lodge for at least 6 months. -Familiarity with Membership Manual and by-laws.
- Willingness to fulfill the duties as described in the by-laws.
- Some budget/financial abilities.
- If the Financial Secretary and Treasurer positions require to be bonded, it will be at Lodge expense.

Trustees, Master and/or Mistress of Ceremony, Guard

-Members in good standing.

-Must be a member of the Lodge for at least 6 months.

-Willingness to actively **participate** and **contribute** to the overall function of the lodge.

3. Elections:

a. Pursuant to the National office guidelines instituted in 2023, Council officers will be elected for a two-year term as written by OSDIA.

A council member who has held a board position for more than two years may not be eligible to hold the same or any other council position for the ensuing twelve months but may run for any council position after the one-year break (Except as provided in b.)

b. An officer may be elected for an *additional term in the same position* only if *there are no other members who have been nominated and/or who are qualified to serve in that office.*

c. **Filling Officer's Position.** The President/Executive Committee typically has the authority to initiate the process for filling officer vacancies, often by appointing interim officers or calling for a special election, subject to the lodge's specific bylaws. The Executive Council or the President fills vacancies for the unexpired term.

4. Term of Office:

Candidates for open Council positions shall be nominated at the monthly January general meeting and nomination will be accepted through the day of election. Election of officers shall take place at the February general meeting. At the presiding president's discretion, the newly-elected council members will be installed either at the end of the February meeting or the beginning of the March general meeting, whichever is convenient.

5. The term of each elected or appointed office is for two years, unless as otherwise indicated in the preceding provision above. At the conclusion of an elected or appointed term, an officer has the option of being nominated for another term or position after one year break.

6. Fiscal Year for Elected or Appointed Office commences:

The term begins in April of the year the election is held and ends on March 31 of the subsequent two years. However, at the discretion of the presiding President and Board, and at the conclusion of the installation ceremony at the March General Meeting, the Incoming President and Board will commence its term of office for the designated term.

7. Per Capita Tax:

The quarterly Per Capita tax is to be made to the Supreme Lodge by the last day of January, April, July and October.

8. Forfeiture of Office:

An elected or appointed officer shall forfeit his/her office when, without justifiable cause, *he/she fails to attend three (3) consecutive Council and/or general assembly meetings.*

Monetary Donation and Tribute

1. The Lodge shall donate to the national charities each year and when possible, sponsor a community outreach project. The amount of the donation will be determined according to the budget for each fiscal year.

2. Memorial Tribute/Donation. DaVinci Lodge shall honor the death of a member by making the donation of \$100 to a charitable organization or funeral flowers in accordance with the Member's family wishes.

For the death of an immediate family member (spouse, parent, child), the Lodge shall donate \$50. For the loss of other family members, a sympathy card will be sent.

3. Birthday / Get Well Cards. The appointed Social Secretary will give out a birthday card at the monthly general meeting to those members celebrating a birthday. A get-well card will be sent out to a hospitalized member.

Annual Events

Whenever possible, the Lodge shall hold whenever possible the following annual events: Carnevale, Italian Association Street Festival, Veterans Picnic, Columbus Celebration/Italian Heritage Month, a Lodge-sponsored fundraiser, and a Lodge hosted Christmas party for our members in good standing

GENERAL MEMBERSHIP

General membership is responsible for the conduct of the Lodge projects. They serve as committee members/chairpersons, learn basic principles of leadership, and move forward to seek management responsibilities in the Lodge

OSDIA BY-LAWS RELATING TO "MEMBER IN GOOD STANDING"

DUTIES OF REGULAR MEMBERS

ART. 3. Regular members are required to perform the following duties:

(a) to obey and respect the authorities of the Order. (b) to pay dues and assessments. (c) to obey all the laws of the Order. (d) to assist in the work of the Order, (e) To settle any grievances that may arise by submitting this grievance to the proper authorities of the Order, or to the assembly of the Local Lodge while in session.

ART. 6. A member may be deprived of the right to speak by the presiding officer at a meeting whenever such member is: (a) Not in good standing with the payment of dues and assessments.(b) Suspended by order of a Trial Commissioner or Arbitration Commission; (c) Requested to be orderly by the presiding officer and fails to comply with such request; (d) Persistent in taking the floor without first obtaining permission from the presiding officer.

DEFAULTS, CANCELLATIONS, AND RESIGNATIONS

ART. 10. Except as otherwise provided in the laws of the Local Lodge under the direct jurisdiction of the Supreme Lodge, a member is in arrears when such member has not paid the current dues, fines, and assessments to the Local Lodge, and a member is in default when in arrears with the payment of dues, fines, and assessments to the Local Lodge for a period of three consecutive months, and will be required to pay guest rates to attend luncheons and events.

The consequences of being in arrears are.... loss of the privilege of the floor and of the right to vote, and loss of the right to run for office or to hold office if an officer.

Art. 11 Any application for reinstatement accompanied by prepayment of one year's dues, may be approved, without payment of an admission fee. The member, when reinstated, need not be initiated and will acquire all rights and privileges extended to other members after readmission, provided said member meets all of the requirements governing reinstatement as set forth by the DaVinci Lodge.

ANY OTHER QUESTIONS RELATING TO THE OPERATION OF THE LODGE NOT COVERED HEREIN MUST BE ADDRESSED UNDER THE BYLAWS OF OSDIA, AND CONSTITUTES AS AN ADDENDUM TO DAVINCI GUIDELINES