

# ILLINOIS ASSOCIATION OF MASONIC HIGH TWELVE CLUBS

## BY-LAWS

### ARTICLE I – NOMINATION AND ELECTION

- SECTION 1. The President shall appoint a Nominating Committee not later than January 15<sup>th</sup> and such Committee shall prepare a list of nominees of officers for the next year to the Secretary not later than the Mid-Year Meeting. The Secretary shall notify all member Clubs of the list of nominees in his notice to them of the time and place of the Annual Convention.
- SECTION 2. The term of each officer elected at the Annual Convention shall begin immediately upon the adjournment of the Annual Convention. Each officer shall serve until close of the next Annual Convention or until his successor shall be elected or appointed. A written report by all officers shall be submitted to the State Secretary by the close of the Annual Convention.
- SECTION 3. a) In the event of a vacancy in the office of the President, the Vice Presidents shall succeed in office, in their numerical order.  
b) In the event of a vacancy in any other office, the State Governing Board shall fill the vacancy.
- SECTION 4. Each officer of the State Association shall be a member in good standing of a member Club.
- SECTION 5. Election shall be by ballot of authorized and registered delegates only, except that if there be but one nominee for any office, this rule may be suspended by a majority vote to allow for voting by acclamation.

### ARTICLE II – DUTIES OF OFFICERS

- SECTION 1. The **President** shall preside at all conventions and meetings of the State Association and as Chief Executive shall supervise the work and activities of the State Association. He shall appoint all committees. He shall make an Annual report at the Annual Convention.
- SECTION 2. The **Vice Presidents**, in their numerical order, shall preside and otherwise discharge the duties of the President in his absence. Each Vice President shall make a report at the Annual Convention of the work and activities in the area of which he is a representative.

SECTION 3. The **Secretary** shall keep a true and accurate record of the proceedings at the Annual State Convention and at all regular and special Governing Board meetings. He shall collect all monies due the State Association and shall turn them over to the Treasurer within thirty days, taking his receipt therefore. He shall make an annual report to the Board. Each year in advance of the Annual Convention, he shall prepare appropriate club proxy forms and distribute them to member Clubs for completion and submission to the Credentials Committee at the Annual Convention. He shall maintain an accurate roster of all members in the State and transmit a copy of the roster and any other required reports and fees to the International Secretary.

SECTION 4. The **Treasurer**

- a) Shall be the custodian of all the funds of the Association and shall disburse them only by order of the State Association in the manner prescribed by the Governing Board. The funds of the State Association shall be deposited in a Federally insured financial institution and shall be kept in the name of the Association. He shall make a written report of all receipts and disbursements at the Mid-Year Meeting and State Convention.
- b) The funds of the State Association and the accounts of the Treasurer shall be **audited annually** by a competent committee of at least three members, appointed by the President, and they shall make a written report at the State Convention of the Association. The audit should follow the Auditing Guide as written by the Grand Lodge of Illinois.
- c) Two of three signatures shall be required to open and close accounts and for all disbursements of the State Association funds. The signatures shall be those of the Treasurer and two other current members or a Past State President of the State Association.
- d) A bond shall be required for the three members indicated in Article II, Section 4-c.

SECTION 5. The Parliamentarian (Sergeant-at-Arms) shall give advice and counsel to the Presiding Officers when requested, on matters of parliamentary procedure and interpretation of Constitution, By-Laws and Rules of Order.

### ARTICLE III – AREAS AND REGIONS

SECTION 1. The Northern Area of the State Association shall be composed of all the counties in the State of Illinois situated north of the south boundaries of Henderson, Warren, Knox, Stark, Marshall, LaSalle, Grundy, and Will.

SECTION 2. The Central Area of the State Association shall be composed of all the counties in the State of Illinois situated north of the south boundaries of Pike, Scott, Morgan, Sangamon, Macon, Moultrie, Coles, and Edgar.

SECTION 3. The Southern Area of the State Association shall be composed of all counties in the State of Illinois situated south of the Central Area.

SECTION 4. In the event that any Area is subdivided into Regions, as provided in Section 2 of Article VII of the Constitution, such Regions shall be supervised by a Regional Representative to be chosen by majority vote of the members composing such Regions. Provided that in event of failure of the member Clubs to select a representative within sixty days of the date of creation of such Region, then the Area Representative shall select the representative.

#### ARTICLE IV – COMMITTEES

SECTION 1. **Standing** – The President shall appoint, as soon as possible after his election, the following Standing Committees: Constitution and By-laws, Auditing, Credentials, Youth Activities, Expansion and Future Planning, Budget, Funding Projects, Masonic Activities, Public Relations and Inter-Club Relations.

SECTION 2. **Special** – The President may, from time to time, appoint such Special Committees as he and the Governing Board may deem advisable.

SECTION 3. **Chairman and Vacancies** – The President shall designate the chairman of each committee and shall have the power to fill vacancies that occur in such committees.

SECTION 4. **Ex-Officio Membership** – The President shall be ex-officio member of all committees of the State Association except its Nominating Committee.

SECTION 5. **Duties**

- a) The Expansion and Future Planning Committee shall give all possible assistance to the officers of the State Association in the organization of new clubs.
- b) The Inter-Club Relations Committee shall devise ways and means of bringing the member Clubs into closer fellowship and cooperation in attaining the objectives of the State Association.
- c) The Convention Committee shall assist the Governing Board in the planning and arrangements for the Annual Convention.
- d) The Constitution and By-laws Committee shall review all Constitution and By-Laws changes for proper form and may make recommendations to the Secretary not later than Mid-Year Meeting. The Secretary shall notify all member Clubs of the list of Constitution and By-law changes in his notice to them of the time and place of the Annual Convention.
- e) The Youth Activities Committee shall institute and maintain contact with the recognized Appendant Youth Bodies in the State and ascertain how the State Association can assist them.
- f) The Budgetary Committee will assist the Treasurer in the preparation of a State Budget. The Treasurer shall present at the Mid-Year Meeting and Annual Convention the approved State Association Budget for the coming year.
- g) Masonic Activities Committee shall seek recommendations from Masonic Representatives of the individual High Twelve Clubs on matters concerning

the ways in which the State Association can assist the Masonic activities within the Illinois Jurisdiction.

## ARTICLE V – STATE CONVENTION

- SECTION 1. **Time and Place** – Selection of the time and place for holding the Annual Convention shall be in accordance with the provisions set forth in Article VI of the Constitution.
- SECTION 2. **Special Meetings** – Special meetings may be called by the President, or in his absence or inability to act, by next ranking Officer with the approval of the majority of the Governing Board; and notice of said called meeting shall be sent through the mail at least twenty days in advance to the President of each member Club; said notice shall state the purpose of the meeting and time and place of the meeting.
- SECTION 3. **Attendance** – It shall be the duty of each member Club to be represented at each Convention of the State Association by duly accredited delegates.
- SECTION 4. a) **Delegates** – Each member Club, with its current dues paid, shall be entitled in any Convention of the State Association, to one delegate for each twenty-five members, or major fraction thereof, honorary members excepted, based upon the membership as of the first day of July preceding the Convention. As an example, a club with 37 members would be entitled to one delegate, but a club with 38 or more would be entitled to two delegates.
- b) **Delegates-at-large** – In addition, each Past State President of the Masonic Association of High Twelve Clubs, if still a member in good standing; elected officers of the State Association, and Club Presidents of member Clubs shall be Delegates-at-Large and as such shall be entitled to cast one vote on each question submitted to the Convention. The President of a member Club may designate any member in good standing in his Club to be a Delegate-at-Large in his stead. The Masonic Representative from each member Club must be present in person at a State Convention to be entitled to a vote.
- c) **Proxies** – A member Club not represented by its complement of delegates in person, may provide proxies sufficient to enable the Club to be represented by its full vote.
- SECTION 5. **Voting** – Each accredited delegate shall be entitled to cast one vote in addition to the number of proxy votes if authorized by his Credentials Certificate on any question and election submitted to vote in the Convention.
- SECTION 6. **Credentials** – The authority of each delegate and the number of proxy votes he may be authorized to cast shall be evidenced by a certificate signed by the President and Secretary of his Club. All proxy credentials must be delivered to the Credentials Committee to entitle delegates to vote in the Convention.

- SECTION 7. **Credentials Committee** – At or prior to the Annual Convention, the President shall appoint a Credentials Committee consisting of three members, one from each Area of the State, and such Committee shall be in attendance at the opening of Registration.
- SECTION 8. **Quorum** – Delegates representing 40% of the member Clubs in the State Association shall constitute a quorum at any Convention of the State Association.
- SECTION 9. **Parliamentarian** – The President shall appoint a Parliamentarian at each State Convention.
- SECTION 10. **Order of Business** – The Order of Business at the State Convention shall be established from time to time by the Governing Board.
- SECTION 11. **Rules of Order** – Robert's Rules of Order, Revised, shall be the Parliamentary authority for all matters of procedure not specially covered by the Convention or these By-Laws or by special rules of procedure adopted by the State Association.

#### ARTICLE VI – REVENUE

- SECTION 1. **Club Reports** – Each year, within fourteen days after the 30<sup>th</sup> day of June, each member Club of the State Association shall certify to the Governing Board the number of its members on June 30<sup>th</sup>, also they must submit, within fourteen days after the 30<sup>th</sup> day of June, a member roster and a list of the officers of the Club. Such Certificate shall be signed by the President or Acting President, and the Secretary of the Club, and then shall be submitted to the State Secretary promptly on the date herein stated.
- SECTION 2. **Per Capita Dues** – Each member Club shall pay to the State Association Secretary annual per capita dues for the ensuing year in the amount as set by the Governing Board during the Fiscal Year, based on the number of members in the club's roster (see Article VI, Section 1.). Annual per capita dues are to be paid in July.
- SECTION 3. **New Clubs** chartered in Illinois shall pay admission fees and prorated per capita dues to the State Association Secretary in accordance with the following schedule:

#### Per Member Admission Fees and Dues for New Clubs

<u>Month Chartered</u>	<u>Admission Fee</u>	<u>Per Capita Dues</u>	<u>Total</u>
July-Aug-Sept	\$2.50	\$5.00	\$7.50
Oct-Nov-Dec	\$2.50	\$3.70	\$6.20
Jan-Feb-March	\$2.50	\$2.50	\$5.00
April-May-June	\$2.50	\$1.30	\$3.80

SECTION 4. **New and Reinstated Member Fees** – Each member Club shall pay to the State Association the sum of \$2.50 for each new or reinstated member taken into said member Club as shown on its monthly report. These fees are to be submitted to the State Secretary with the monthly report.

#### ARTICLE VII – AMENDMENTS

SECTION 1. **Changes to By-Laws** – These By-laws may be amended at any Annual Convention of the State Association by two-thirds vote of delegates present, in person or by proxy, and voting thereon.