

**THE ORDER OF
UNITED COMMERCIAL TRAVELERS
OF AMERICA**

Instituted Jan. 16, 1888

**CONSTITUTION,
BYLAWS AND
STANDING ORDERS**

**GOVERNING
SUPREME, GRAND and
TRADITIONAL LOCAL COUNCILS**



EFFECTIVE SEPT. 1, 2016

**STEPHEN R. DESSELLES
SUPREME SECRETARY-TREASURER
COLUMBUS, OHIO**

ARTICLES OF INCORPORATION

of

THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA

AS AMENDED AUGUST 2, 1922; OCTOBER 31, 1927; DECEMBER 9, 1948; AUGUST 4, 1978; JULY 11, 1979; JULY 7, 1982; SEPTEMBER 1, 1987 and AUGUST 3, 1989.

WITNESSETH: That we, the undersigned, all of whom are citizens of the State of Ohio, desiring to form a corporation not for profit, under the general corporation laws of said State, do hereby certify:

FIRST. The name of said corporation shall be THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA.

SECOND. Said corporation shall be located, and its principal business transacted at Columbus, Franklin County, Ohio.

THIRD. The purpose for which said corporation is formed is:

1st. To unite fraternally all persons of good moral character as are now or may hereafter become eligible to membership under the provisions of the Constitution of the Order.

2nd. To give all moral and material aid in its power to its members and those dependent upon them. Also to assist the widows, widowers and orphans of deceased members.

3rd. To establish indemnity funds and issue insurance and other benefits permissible under the laws governing fraternal benefit societies.

4th. To secure just and equitable consideration for all members.

5th. To elevate the moral and social standing of its members.

IN WITNESS WHEREOF, We have hereunto set our hands this 25th day of September, A.D. 1890.

s

JOHN C. FENIMORE
LEVI C. PEASE
S. H. STRAYER
W. E. CARPENTER
JOHN DICKEY
C. S. AMMEL
F. A. SELLS
CHARLES B. FLAGG

CONSTITUTION

ARTICLE I.

Article I, Section 1. This society shall be known as The Order of United Commercial Travelers of America.

Objects of the Order

Article I, Section 2. The objectives of the Order are to assist Grand councils to maintain continuity and consistency through such methods as training and meetings, so they in turn can assist traditional local councils in their good work holding charitable fund raising activities and making charitable donations to people in need in their respective communities. The members share a common commitment to good citizenship and are further committed to engaging in fraternal and community service activities that benefit the communities in which members live, work and visit. The fraternal objectives are presented under the articles of incorporation.

Councils

Article I, Section 3. There shall be established and maintained traditional local councils, alternative local councils, grand councils and a Supreme Council, as hereinafter provided.

ARTICLE II. TRADITIONAL LOCAL COUNCILS

Article II, Section 1. Each traditional local council shall exist by virtue of a charter duly granted by the supreme council on an application signed by not less than ten (10) eligible persons who are not members of an existing council.

Officers and Elections

Article II, Section 2. The officers of each traditional local council shall be:

1. Senior Counselor.
2. Junior Counselor.
3. Past Senior Counselor.
4. Conductor. (optional)
5. Secretary-Treasurer.
6. Page. (optional)
7. Sentinel. (optional)
8. Chaplain. (optional)
9. Up to Four Elected Members of Executive Committee.

1 At the first annual election held by a traditional local council,
 2 all officers shall be elected to serve until the second annual
 3 election, except that half of the elected members of the
 4 executive committee shall be elected to serve until the third
 5 annual election.

6 Commencing with the third annual election, the provisions
 7 herein relating to election of officers shall apply to newly
 8 organized traditional local councils.

9 All officers of traditional local councils shall be elected annually
 10 for a term of one year except elected members of the executive
 11 committee, who are elected for two-year terms.

12 The presiding officer, before the balloting begins for any
 13 election, shall appoint three members to act as tellers, one of
 14 whom shall act as clerk of said election.

15 The officers of traditional local councils shall be elected
 16 at the first regular March meeting of each council and may
 17 be installed on the day of their election. If a council defers
 18 their installation to their next regular meeting, all officers shall
 19 commence their duties on that date, with the exception of the
 20 secretary-treasurer whose duties shall begin April 1 .

21 All elective officers shall be chosen by secret ballot, provided,
 22 however, that if there shall be but one nominee for any office,
 23 by motion from the floor the election may be by voice vote. The
 24 member receiving a majority of votes cast for any office shall be
 25 declared elected. Lacking a majority, at the conclusion of each
 26 ballot, the person having the smallest number of votes shall be
 27 dropped and the balloting shall then proceed until a conclusion
 28 is reached.

29 The installation of officers and representatives to the grand
 30 council of a traditional local council may be conducted publicly.

31 The title of past counselor shall be conferred on: any past senior
 32 counselor who shall have served for a term of one full year; any
 33 secretary-treasurer who shall have served for three full years;
 34 and any member of the executive committee or chaplain who
 35 shall have served for six full years. Also, anyone who has served
 36 as a line officer, chaplain and/or a member of the executive
 37 committee for a total of six years in the member's own or another
 38 council, as long as they are a council member, may receive, by
 39 a majority vote of the members present and voting at a meeting
 40 of the council, the title of past counselor.

1 Any local officer as defined in this section shall receive the
 2 title of past counselor if the officer, after being duly elected, is
 3 prevented by death or physical disability from completing the
 4 required years of service as set out in the previous paragraph.

5 No one shall be eligible to the office of past senior counselor
 6 who has not served one year as senior counselor; nor to the office
 7 of senior counselor who has not as junior counselor served at a
 8 majority of the regular meetings held by the council while the
 9 member was acting in that capacity; provided, however, that
 10 the foregoing provisions shall not apply to members on whom
 11 the title of past counselor has been conferred, nor to a newly
 12 organized traditional local council until its third annual election.
 13 Nor shall the foregoing provisions apply to a council whose offices
 14 have been declared vacant, necessitating a reorganization, by
 15 the supreme or grand counselor.

Duties of Officers

16 **Article II, Section 3. Senior Counselor.** The senior counselor
 17 may be known as the president of a traditional local council.
 18 The senior counselor is the presiding executive officer of the
 19 council. It is the senior counselor's responsibility to preside at all
 20 council meetings, to serve on the council's executive committee,
 21 to maintain supervision of all ritualistic work of the council, to
 22 operate the council in accordance with the Constitution, Bylaws
 23 and Standing Orders of the Order and to give the charge of the
 24 office at the initiation of candidates.

25 The senior counselor appoints all council committees, except
 26 the executive committee.

27 At the council's regular February session, the senior counselor
 28 shall appoint a member to serve on the examining finance
 29 committee for a term of three years.

30 It is further the senior counselor's responsibility to perform such
 31 other duties as prescribed by the *Manual of Operations for a*
 32 *Traditional Local Council* or as may be assigned by the grand
 33 counselor or supreme counselor.

34 **Article II, Section 4. Junior Counselor.** The junior counselor may
 35 be known as the vice president of a traditional local council.
 36 It is the junior counselor's responsibility to give the charge of
 37 the office at the initiation of candidates, to assist the senior
 38 counselor in the discharge of the senior counselor's duties and,
 39 in the absence of the senior counselor, to exercise all powers
 40 and perform all duties of the senior counselor.

1 It is the duty of the junior counselor to visit the sick, needy and
2 distressed members of the Order residing within the jurisdiction of the
3 council, except the members of other councils having concurrent
4 jurisdiction, and to report thereon at each council meeting.

5 It is further the junior counselor's responsibility to perform
6 such other duties as prescribed by the *Manual of Operations*
7 *for a Traditional Local Council* or as may be assigned by the
8 senior counselor.

9 **Article II, Section 5. Past Senior Counselor.** The past senior
10 counselor may be known as the immediate past president of a
11 traditional local council. It is the past senior counselor's responsibility
12 to give the charge of the office at the initiation of candidates,
13 to assist in preserving decorum of the council, to preside in the
14 absence of both the senior counselor and junior counselor
15 and perform such other duties as prescribed by the *Manual of*
16 *Operations for a Local Council*.

17 **Article II, Section 6. Secretary-Treasurer.** The secretary-
18 treasurer of a traditional local council shall keep a record of
19 the proceedings of the council, have custody of the council's
20 funds and perform such other duties as may be prescribed by
21 the *Manual of Operations for a Traditional Local Council* and
22 *Handbook for the Secretary of a Local Council* or as may be
23 assigned by the senior counselor, executive committee, grand
24 counselor, supreme counselor or Board of Governors.

25 **Article II, Section 7. Conductor.** (Optional) The Conductor may
26 be known as a Director of a local council. The conductor of a
27 traditional local council shall have charge of the ballot while the
28 council is voting on applicants, have charge of the paraphernalia
29 and arrangements of the council chamber for initiation, give
30 the charge of the office to such candidates and perform such
31 other duties as prescribed by the *Manual of Operations for a*
32 *Traditional Local Council* or as may be assigned by the senior
33 counselor. If there is no one serving as conductor, then the
34 senior counselor shall, from time to time, appoint someone to
35 perform these duties.

36 **Article II, Section 8. Page.** (Optional) The Page may be
37 known as a Director of a local council. The page of a traditional
38 local council shall give the charge of office at the initiation
39 of candidates, have charge of the inner door of the council
40 chamber, receive and introduce visitors and perform such other
41 duties as prescribed by the *Manual of Operations for a Traditional*
42 *Local Council* or as may be assigned by the senior counselor.
43 If the traditional local council elects not to have a page, then

1 the senior counselor shall, from time to time, appoint someone
2 to perform these duties.

3 **Article II, Section 9. Sentinel.** (Optional) The Sentinel may
4 be known as a Director of a local council. The sentinel of a
5 traditional local council shall give the charge of the office at
6 the initiation of candidates and have charge of the doors of
7 the council chamber and ante-room. It is the sentinel's duty to
8 see that none pass or repass but such as are entitled to that
9 privilege and to have charge of the property of the council
10 rooms. It is further the sentinel's responsibility to perform such
11 other duties as prescribed by the *Manual of Operations for a*
12 *Traditional Local Council* or as may be assigned by the senior
13 counselor. If the traditional local council elects not to have a
14 sentinel, the senior counselor shall, from time to time, appoint
15 someone to perform these duties.

16 **Article II, Section 10. Executive Committee.** The executive
17 committee of a traditional local council shall consist of the
18 following members: the senior counselor, the junior counselor,
19 the secretary-treasurer and a minimum of two other members
20 of said traditional local council, with one-half of these members
21 elected annually to serve for a term of two years each. Each
22 council may elect to have its past senior counselor serve as a
23 member of the executive committee. The executive committee
24 shall choose its own chairman.

25 It is the responsibility of the executive committee to examine
26 all accounts and approve such as are valid against its council.
27 The committee shall examine quarterly, or whenever it deems
28 it advisable, the books, papers and property of the secretary-
29 treasurer and all funds and property in the secretary-treasurer's
30 possession. The committee may require reports and accounts
31 from the secretary-treasurer as often as deemed advisable, so
32 as to maintain an oversight over the books, papers, accounts,
33 funds, property and business of its council."

34 The executive committee shall designate one member of
35 the executive committee (other than the secretary-treasurer)
36 to countersign all checks or vouchers issued by the secretary-
37 treasurer.

38 The executive committee shall perform such other duties as
39 prescribed by the *Manual of Operations for a Traditional Local*
40 *Council* or as may be assigned by the grand counselor, grand
41 executive committee or the Board of Governors.

1 **Article II, Section 11. Chaplain.** (Optional) The chaplain of a
 2 traditional local council shall conduct devotional exercises at the
 3 opening and closing of the council session, give the charge of
 4 the office at the initiation of candidates and perform such other
 5 duties as prescribed by the *Manual of Operations for a Traditional*
 6 *Local Council* or as may be required by the senior counselor. If
 7 there is no one serving as chaplain, then the senior counselor
 8 shall, from time to time, appoint someone to perform these duties.

Vacancies in Office

9 **Article II, Section 12.** If any officer of a traditional local council
 10 shall be absent for three consecutive months from the regular
 11 sessions of the council, the member's position may, before the close
 12 of such third monthly meeting, be declared vacant by the senior
 13 counselor unless an excuse is furnished which is satisfactory to a
 14 majority of the members present.

15 If a vacancy occurs, from any cause, in any office in a
 16 traditional local council, the executive committee shall fill such
 17 vacancy by the appointment of some eligible person thereto
 18 until the next annual election.

19 If the executive committee fails to appoint a person eligible
 20 to fill a vacancy in any office, such vacancy shall be filled by the
 21 council at its next session.

Meetings and Quorum

22 **Article II, Section 13.** All traditional local councils shall hold
 23 regular meetings at least once each month upon a stated date
 24 fixed by the council.

25 The failure of a traditional local council for three successive
 26 months to hold a meeting shall be sufficient cause for its
 27 suspension and the arrest of its charter.

28 Seven members of a traditional local council shall constitute
 29 a quorum for the transaction of business. If a council cannot
 30 obtain a quorum after 2 successive meetings then the number
 31 of members present at those meetings shall be the established
 32 quorum. The minimum number of members required for a
 33 quorum shall be three.

34 The annual session shall be the first regular March session of
 35 each year.

Special Sessions

1 **Article II, Section 14.** Special meetings shall be called by the
 2 senior counselor upon written requests of an established quorum
 3 of members in good standing. A notice of such meetings shall be
 4 mailed or delivered by the use of authorized communications
 5 equipment to each member's last known address at least eight
 6 days prior to the date thereof."

7 Special meetings solely for the purpose of conferring the
 8 degree of the Order upon previously elected candidates may
 9 be called by the senior counselor on the senior counselor's own
 10 motion, notice to be given to the members of the council in
 11 such manner as the council may determine.

12 At special meetings, no business shall be transacted by any
 13 traditional local council, excepting such as is stated in the notice
 14 thereof; excepting Order of Business No. 3.

Council Finances

15 **Article II, Section 15.** The fiscal year of all traditional local
 16 councils shall commence upon the first day of April of each year.

17 **Article II, Section 16.** Each traditional local council shall have
 18 the exclusive right to regulate its own financial affairs, insofar as
 19 its General Fund is concerned. The annual council dues shall be
 20 a minimum of twelve dollars per member. The amount of annual
 21 council dues shall not be changed other than to comply with
 22 this requirement unless each member shall have been given
 23 30 days written notice by mail of such intent, and the motion
 24 to make such change receives two-thirds of the votes of those
 25 present who are entitled to vote.

26 **Article II, Section 17.** Examining Finance Committee. The
 27 examining finance committee shall consist of three members. At
 28 the regular February session of the council, the senior counselor
 29 shall appoint a member to serve on this committee for a term
 30 of three years. Such appointee shall serve as chairman of
 31 the committee during the member's third year. None of the
 32 members of this committee shall be members of the executive
 33 committee.

34 It shall be the duty of the examining finance committee to
 35 audit the books and vouchers of the secretary-treasurer and
 36 report thereon at the next regular April session of the council.
 37 Copies of this report shall be forwarded immediately to Supreme
 38 Headquarters and the grand secretary.

Representation to the Grand Council

1 **Article II, Section 18.** Each traditional local council shall be
2 entitled to one representative in the grand council having
3 jurisdiction over it and as many more as such grand council
4 may determine, provided that the total representatives shall be
5 apportioned among the traditional local councils in proportion
6 to their membership at the end of the traditional local council's
7 fiscal year.

8 No traditional local council shall be allowed representation
9 at its grand council session unless said traditional local council
10 shall have paid all monies due its grand council and the
11 Supreme Council.

12 The representatives to which a traditional local council may be
13 entitled in the grand council shall be elected at the first regular
14 March session of each council. Alternates shall be elected to
15 fill vacancies as they occur in the regular representation and
16 shall serve in the order of their election.

17 If, by reason of the inability of representatives and alternates
18 to attend any meeting of the grand council, the representatives
19 of any traditional local council shall fall below the number to
20 which it is entitled, the senior counselor may appoint from among
21 the council's members such a number of representatives for
22 the council as will secure to it full representation at said session.

23 Each traditional local council shall be responsible for the
24 requirements necessary for election of representatives to a
25 grand council session.

26 It shall be duty of each representative to the grand council to
27 attend the annual meeting of the grand council next following
28 the representative's election and all special meetings held
29 during the year following the election, to participate in the
30 proceedings thereof, and to make a report on the proceedings
31 to the traditional local councils at such time as the council may
32 designate.

Alternative Local Councils

33 **Article II, Section 19.** Alternative local councils are designed
34 to foster and cultivate nontraditional methods of conducting
35 fraternal activities. Each alternative local council shall exist by
36 virtue of a charter duly granted by the Board of Governors on
37 an application signed by not less than ten (10) eligible persons.
38 Except as set forth in this Article II, Section 19, the Board of

1 Governors shall adopt rules and regulations governing the
2 establishment of the alternative local councils, the operation
3 of the alternative local councils, the financial affairs of the
4 alternative local councils, including dues, and the suspension
5 or termination of the alternative local councils.

6 The officers of alternative local councils shall be:
7 1. President
8 2. Vice President
9 3. Secretary/Treasurer

10 The officers shall be elected to a one year term by the
11 members of the council.

12 Subject to the rules and regulations set forth by the Board of
13 Governors each alternative local council shall be largely self
14 governing, and shall be entitled to one representative to the
15 Grand Council having jurisdiction over it.

**ARTICLE III.
GRAND COUNCILS**

16 **Article III, Section 1.** Each grand council shall exist by virtue of a
17 charter duly granted by the Supreme Council, and shall exercise
18 such jurisdiction as is herein conferred over all traditional local
19 councils within its prescribed territory. It shall be composed of its
20 past grand counselors, officers, standing committee members
21 and the past counselors and representatives from its local
22 councils.

23 Each member of a grand council in attendance at a grand
24 council session shall be entitled to one vote, except when the
25 number of past grand counselors or past counselors not sitting as
26 representatives or alternates at any session, exceeds fifty percent
27 (50%) of the duly accredited representatives, alternates (sitting
28 as representatives), elective officers and standing committee
29 members, they each shall be entitled to one-half vote.

30 Any member of a grand council who transfers residence and
31 membership to another grand jurisdiction shall by virtue of such
32 transfer of membership and residence become a member of the
33 grand council to whose jurisdiction the member transfers.

Charters

34 **Article III, Section 2.** A charter for a traditional local council may
35 be granted by the supreme council upon the recommendation

1 of the grand council having jurisdiction over the territory within
2 which such proposed council is to be located, on an application
3 signed by not less than ten (10) eligible persons who are not
4 members of an existing council.

5 **Article III, Section 3.** Every application for the establishment
6 of a new traditional local council in any city, town or village
7 in which one or more traditional local councils exists, shall be
8 made to the grand counselor within whose jurisdiction said
9 new traditional local council will, if established, be located. On
10 receipt of said application, a copy thereof shall be given by the
11 grand counselor to the grand secretary, who shall immediately
12 forward to the secretary-treasurers of all traditional local councils
13 a copy of said application for approval.

14 Said traditional local council or councils shall act on the
15 application at the next meeting.

16 In a city, town or village with less than 50,000 population, no
17 new council shall be established without the consent of each of
18 the existing traditional local councils in said city, town or village.
19 In cities having a population of 50,000 or more, a new council
20 may be established without such consent.

21 Within ten days after the acceptance or rejection of said
22 application by each council, the council's secretary-treasurer
23 shall notify the grand secretary of the action of the traditional
24 local council.

25 In case of the rejection of an application for a new council,
26 under conditions enumerated in this section, the petitioners may
27 appeal to the grand executive committee within 60 days for a
28 final decision.

29 A traditional local council contemplating surrendering its
30 charter must give a written notice to Supreme Headquarters
31 and the grand secretary and each member in good standing in
32 said council of a meeting to be held not less than 30 days from
33 the date of such notice, at which meeting the question shall be
34 put, "Shall this council surrender its charter?" If a majority of those
35 present vote in the affirmative, the secretary-treasurer shall at
36 once forward all money belonging to the Order together with
37 all records, books and the charter of the council to Supreme
38 Headquarters and at the same time notify the grand secretary
39 of the action taken.

40 Supreme headquarters or its designee shall at once audit
41 the books and accounts. If after the payment of all just debts,

1 there shall be a balance remaining in the general fund of the
2 council, such balance and all properties shall be turned over to
3 the secretary of the grand council which held jurisdiction over
4 the traditional local council, who shall credit such funds to the
5 general fund of the grand council. Where there is a consolidation
6 of two or more councils, all monies to the credit of the general
7 fund held by the councils whose charters are discontinued shall
8 be transferred to the council continuing."

9 Any properties, other than money, of a council surrendering
10 its charter, shall be kept intact until the time a receipt from
11 Supreme Headquarters for all money due the Order has been
12 received by the secretary-treasurer, when such properties shall
13 be sold immediately by the executive committee of the council
14 to the best advantage possible, and the proceeds therefrom
15 shall be remitted to the secretary of the grand council which
16 held jurisdiction over the traditional local council and by the
17 grand secretary credited to the general expense fund of the
18 grand council.

19 Where there is a consolidation of two or more councils,
20 all monies to the credit of the assessment fund and Widows'
21 and Orphans' Fund held by the councils whose charters are
22 discontinued shall be transferred to the council continuing and
23 all monies in the general expense fund of such council shall
24 become the property of the council continuing.

25 If any traditional local council surrenders its charter or its
26 charter is arrested or revoked or the council suspended, Supreme
27 Headquarters shall, within 60 days, issue a transfer to each
28 member in good standing of said council to a council within
29 whose jurisdiction the member resides. Should a council receiving
30 a transfer refuse to accept the member, Supreme Headquarters
31 shall notify said member and the member shall be given the
32 privilege of transferring to the council of the member's choice.

33 Where there is a consolidation of two or more councils,
34 Supreme Headquarters may transfer the entire membership of
35 the council discontinuing to the continuing council.

36 The charter may be reissued in the case of surrender, arrest or
37 revocation, in the same manner and upon the same terms as
38 provided in Sections 2 and 3 of this Article, and in case of such
39 reissue, the name and number of such defunct council may be
40 assigned to the new council, if such name and number are still
41 available.

1 The number assigned for a charter cannot be transferred
 2 from its original location, except that a council name and
 3 number may be used anywhere in the metropolitan area of the
 4 city to which it was originally assigned.

Officers and Elections

5 **Article III, Section 4.** The officers of each grand council shall be:

- 6 1. Grand Counselor.
- 7 2. Grand Junior Counselor
- 8 3. Grand Past Counselor
- 9 4. Grand Secretary.
- 10 5. Grand Treasurer.
- 11 6. Grand Conductor.
- 12 7. Grand Page. (optional)
- 13 8. Grand Sentinel. (optional)
- 14 9. Up to Four Elected Members of Grand Executive
 15 Committee.

16 At the first annual election held by a grand council, all
 17 officers shall be elected to serve until the second annual
 18 election, except that one half of the elected members of the
 19 executive committee shall be elected to serve until the third
 20 annual election.

21 Commencing with the third annual election, the provisions
 22 herein relating to the election of officers shall apply to newly
 23 organized grand councils.

24 No member shall be elected to any office who is not in good
 25 standing in the member's traditional local council.

26 The presiding officer of each council, before the balloting
 27 begins at any election, shall appoint three members to act as
 28 tellers, one of whom shall act as clerk of such election.

29 All elective officers shall be chosen by secret ballot, provided,
 30 however, that if there shall be but one nominee for any office,
 31 by motion from the floor, the election may be by voice vote. The
 32 member receiving a majority of votes cast for any office shall be
 33 declared elected. Lacking a majority, at the conclusion of each
 34 ballot, the member having the smallest number of votes shall be
 35 dropped and the balloting shall then proceed until a conclusion
 36 is reached.

37 Election of officers shall take place at such time during the
 38 annual session as may be decided by each grand council. The
 39 installation of said officers shall take place on the last day of the
 40 annual session.

1 Each grand council shall determine the term of office of
 2 the grand secretary and grand treasurer. Each grand council
 3 may also elect to combine the offices of grand secretary and
 4 grand treasurer.

5 The installation of grand council officers and elected
 6 representatives to the Supreme Council may be conducted
 7 publicly.

8 The title of past grand counselor shall be conferred on: any
 9 grand past counselor who shall have served as such for a term
 10 of one full year; any grand secretary who shall have served as
 11 such for three years; any grand treasurer and any member of the
 12 grand executive committee who shall have served as such for six
 13 full years; and anyone who shall have served as a line officer and
 14 a member of the grand executive committee for six years.

15 Any grand officer as defined in this section, if after being
 16 duly elected, is prevented by death or physical disability from
 17 completing the required years of service as set out in the previous
 18 paragraph, shall receive the title of past grand counselor.

19 All officers of grand councils shall be elected annually for a
 20 term of one year except as otherwise provided in this section.

21 No one shall be eligible to the office of grand past counselor
 22 who has not served one term as grand counselor, nor to the
 23 office of grand counselor who has not served as grand junior
 24 counselor, nor to the office of grand junior counselor who has
 25 not served as either grand conductor or grand page; provided,
 26 however, that none of the foregoing provisions shall apply to
 27 persons on whom the title of past grand counselor has been
 28 conferred; nor to a newly organized grand council until its third
 29 annual election.

30 No representative shall be eligible to election to office in the
 31 grand council unless the member be a past counselor.

Duties of Officers

32 **Article III, Section 5. Grand Counselor.** The grand counselor
 33 may be known as the president of a grand council. The grand
 34 counselor is the presiding executive officer of the grand council.
 35 It is the grand counselor's responsibility to preside at all grand
 36 council meetings, to serve on the grand executive committee
 37 and to operate the grand council in accordance with the
 38 Constitution, Bylaws and Standing Orders of the Order.

1 The grand counselor shall appoint a grand chaplain and all
2 committees of the grand council, except the grand executive
3 committee.

4 The grand counselor shall give instructions to traditional local
5 councils, when requested or when deemed proper by the grand
6 counselor, regarding the ritualistic work of the Order.

7 The grand counselor shall call special meetings of the grand
8 executive committee, either upon the grand counselor's own
9 initiative or upon the written request of a majority of the grand
10 executive committee.

11 The grand counselor shall report to the supreme counselor
12 any neglect or refusal on the part of any traditional local
13 council, or any officers, within the grand counselor's jurisdiction
14 to obey the Constitution, Bylaws and Standing Orders of the
15 Order and to submit to the supreme counselor all such facts
16 as may come to the grand counselor's knowledge in regard
17 thereto, and when authorized by the supreme counselor,
18 to suspend any such traditional local council or any of its
19 officers, and also to arrest the charter of such offending
20 council.

21 It is further the grand counselor's responsibility to perform such
22 other duties as prescribed by the *Manual of Operations for a*
23 *Grand Council* or as may be assigned by the grand executive
24 committee, Board of Governors or supreme counselor.

25 **Article III, Section 6. Grand Junior Counselor.** The grand junior
26 counselor may be known as the vice president of a grand council.
27 It is the grand junior counselor's responsibility to assist the grand
28 counselor in the discharge of the grand counselor's duties and,
29 in the absence of the grand counselor, to exercise all powers
30 and perform all duties of the grand counselor.

31 It is further the grand junior counselor's responsibility to perform
32 such other duties as prescribed by the *Manual of Operations for a*
33 *Grand Council* or as may be assigned by the grand counselor.

34 **Article III, Section 7. Grand Past Counselor.** The grand past
35 counselor may be known as the immediate past president of
36 a grand council. It is the grand past counselor's responsibility
37 to assist in preserving decorum of the grand council, to preside
38 in the absence of both the grand counselor and grand junior
39 counselor and to perform such other duties as prescribed by the
40 *Manual of Operations for a Grand Council*.

1 **Article III, Section 8. Grand Secretary.** The grand secretary
2 shall keep a record of the proceedings of the grand council and
3 preserve all papers and documents relating to its business.

4 The grand secretary shall attest all orders drawn on the grand
5 treasurer for money appropriated by the grand council or the
6 grand executive committee. The grand secretary shall collect
7 all money due the grand council, giving receipt for same, keep
8 a correct account thereof, pay the same to the grand treasurer,
9 taking the grand treasurer's receipt therefor, and also to keep the
10 accounts between the grand council and the Supreme Council,
11 and also between the grand council and the traditional local
12 councils within its jurisdiction. The grand secretary shall report
13 all delinquent councils to the grand counselor.

14 The grand secretary shall submit, at each annual session of the
15 grand council, a report giving a statement of the transactions of
16 the office, the money received and disbursed, and from/to what
17 sources the same was received/dispensed, the state of the Order
18 within the jurisdiction of the grand council and an abstract of all
19 matters reported by the traditional local councils for the year.

20 Within 30 days following adjournment of the grand council,
21 the grand secretary shall mail to Supreme Headquarters a copy
22 of the reports of the grand examining finance committee, grand
23 treasurer and grand secretary.

24 The grand secretary shall give notice of all meetings of the
25 grand council when so directed by the grand counselor or grand
26 executive committee and shall notify the members of the grand
27 executive committee of its meetings when so directed by the
28 grand counselor or grand executive committee chairman. The
29 grand secretary shall keep minutes of all meetings of the grand
30 executive committee.

31 The grand secretary shall attend any committee meeting
32 of the grand council when so notified and furnish such official
33 papers as may be required.

34 Prior to each session of the grand council, the grand secretary
35 shall send to each secretary-treasurer blank forms for the
36 credentials of representatives and alternates.

37 The grand secretary shall report to Supreme Headquarters the
38 names of all persons on whom the grand council has conferred
39 the title of past grand counselor.

1 The grand secretary shall have custody of the grand council
2 seal.

3 The grand secretary shall further perform such other duties as may
4 be prescribed by the *Manual of Operations for a Grand Council*
5 or as may be assigned by the grand counselor, grand executive
6 committee, supreme counselor or Board of Governors.

7 **Article III, Section 9. Grand Treasurer.** The grand treasurer shall
8 take charge of all funds of the grand council and receipt to the
9 grand secretary or other proper persons for all money received.
10 The grand treasurer shall keep a correct account of such funds
11 and also keep a correct account of and pay all orders, bills,
12 claims and demands, if attested by the grand secretary and
13 approved by the grand counselor or grand executive committee,
14 subject to compliance with grand council bylaws, where they
15 do not conflict with the Supreme Constitution and Bylaws.

16 At each annual session of the grand council, the grand
17 treasurer shall submit a correct report showing the receipts
18 and disbursements of the several funds belonging to the grand
19 council.

20 The grand treasurer shall attend any committee meeting
21 of the grand council when so notified and furnish such official
22 papers as may be required.

23 The grand treasurer shall further perform such other duties as may
24 be prescribed by the *Manual of Operations for a Grand Council*
25 or as may be assigned by the grand counselor, grand executive
26 committee, supreme counselor or Board of Governors.

27 **Article III, Section 10. Grand Conductor.** The Grand Conductor
28 may be known as a Director of a grand council. The grand
29 conductor shall perform such duties as may be prescribed by
30 the *Manual of Operations for a Grand Council* or as may be
31 assigned by the grand counselor or grand executive committee.

32 **Article III, Section 11. Grand Page.** (Optional) The Grand
33 Page may be known as a Director of a grand council. The grand
34 page shall have charge of the inner door of the grand council
35 chamber, receive and introduce visitors and perform such other
36 duties as prescribed by the *Manual of Operations for a Grand*
37 *Council* or as may be assigned by the grand counselor or grand
38 executive committee. If the grand council elects not to have
39 a grand page, the grand conductor shall assume these duties.

1 **Article III, Section 12. Grand Sentinel.** (Optional) The Grand
2 Sentinel may be known as a Director of a grand council. The
3 grand sentinel shall have charge of the doors of the grand
4 council chamber and ante-room. It is the grand sentinel's duty
5 to see that none pass or repass but such as are entitled to that
6 privilege, and to have charge of the property of the grand
7 council rooms. It is further the grand sentinel's responsibility
8 to perform such other duties as prescribed by the *Manual of*
9 *Operations for a Grand Council* or as may be assigned by the
10 grand counselor or grand executive committee. If the grand
11 council elects not to have a grand sentinel, the grand page
12 shall assume these duties.

13 **Article III, Section 13. Grand Executive Committee.** The grand
14 executive committee shall consist of the following members: the
15 grand counselor, the grand secretary, the grand treasurer and a
16 minimum of two other members of said grand council, with one-
17 half of these members elected annually to serve for a term of
18 two years each. Each grand council may elect to have its grand
19 past counselor and grand junior counselor serve as members of
20 the grand executive committee. The grand executive committee
21 shall choose its own chairman.

22 It is the responsibility of the grand executive committee to
23 maintain supervision over the books, papers, accounts, funds
24 and property of its grand council, with the right at all times of
25 examination and audit.

26 The grand executive committee shall perform such other
27 duties as prescribed by the *Manual of Operations for a Grand*
28 *Council* or as may be assigned by the grand council, supreme
29 counselor or Board of Governors.

30 **Article III, Section 14. Grand Chaplain.** The grand chaplain
31 shall conduct devotional exercises at the opening and closing
32 of each grand council session and perform such other duties
33 as prescribed by the *Manual of Operations for a Grand Council*
34 or as may be assigned by the grand counselor.

Vacancies in Office

35 **Article III, Section 15.** If a vacancy occurs from any cause
36 in any office in a grand council, the executive committee of
37 said council shall fill such vacancy by the appointment of some
38 eligible person thereto until the next annual election.

39 If the executive committee of a grand council fails to appoint
40 a person eligible to fill a vacancy in any office in said council,

1 such vacancy shall be filled by the grand council at its next
2 session.

Annual Sessions

3 **Article III, Section 16.** The annual session of each grand
4 council shall be held at such time and place as shall be decided
5 upon at the previous annual session. In case of emergency, the
6 grand executive committee may change the time and place of
7 meeting.

8 Fifteen duly qualified members of a grand council, at least
9 five of whom shall be duly elected representatives or alternates,
10 shall constitute a legal quorum.

Special Sessions

11 **Article III, Section 17.** Special sessions of the grand council
12 shall be called by order of the grand counselor upon the request
13 of the grand executive committee and in such other manner
14 as each grand council may prescribe.

15 Notice of such call for a special session shall be mailed or
16 delivered by the use of authorized communications equipment
17 to all grand council officers, standing committee members, past
18 counselors, accredited representatives of the preceding grand
19 council session and traditional local council secretaries upon the
20 date of such notice. The time for holding said special session
21 shall be fixed not earlier than ten days from the date of such
22 notice of such call. No special session shall be called within ten
23 days of the regular meeting of a grand council.

24 At special sessions, no business shall be transacted except
25 such as is stated in the notice thereof.

Grand Council Finances

26 **Article III, Section 18.** The fiscal year of all grand councils shall
27 commence on the first day of May of each year.

28 **Article III, Section 19.** Each grand council shall have the right
29 to regulate its own financial affairs insofar as its general fund is
30 concerned.

31 **Article III, Section 20.** Grand Examining Finance Committee.
32 The grand examining finance committee shall be appointed by
33 the grand counselor and shall consist of three members, none of
34 whom shall be members of the grand executive committee.

1 It shall be the duty of the grand examining finance committee
2 to audit the books and vouchers of the grand secretary and
3 grand treasurer and report thereon at the next grand council
4 session. A copy of this report shall be forwarded immediately
5 to Supreme Headquarters.

Representation to the Supreme Council

6 **Article III, Section 21.** Each grand council shall be entitled
7 to one representative in the Supreme Council for every 750
8 members or a fractional part thereof, in good standing at the
9 close of the year of the traditional local councils under the grand
10 council's jurisdiction.

11 No member shall be elected a representative or alternate to a
12 supreme council session who has not either attended a majority
13 of the meetings of a traditional local council during the twelve
14 months preceding the election or not attended the most recent
15 grand council session.

16 Each grand council may elect as many alternates as it is
17 entitled to representatives. Alternates shall be elected to fill
18 vacancies as they occur in the order of their election.

19 All representatives and alternates shall be elected by the
20 grand council at its annual session.

21 If, by reason of the inability of representatives and
22 alternates to attend any meeting of the Supreme Council,
23 the representation of any grand council shall fall below the
24 number to which it is entitled, the grand counselor may appoint
25 from among the grand council's members such a number of
26 representatives for the grand council as will secure to it full
27 representation at such session.

28 Grand council representatives to special Supreme Council
29 Sessions shall comprise those elected by the grand council at
30 its regular preceding session, subject to Constitutional provisions
31 for filling vacancies.

32 It shall be the duty of each representative to the supreme
33 council to attend the annual meeting of the supreme council
34 next following the member's election and all special meetings
35 held during the year following the election and to participate
36 in the proceedings thereof. Each delegation shall be required
37 to make a report on the proceedings to the grand council at
38 such time as the grand council may designate."

Credentials

1 **Article III, Section 22.** No representative to a grand council
2 shall be entitled to a seat therein unless the member is a member
3 in good standing and presents acceptable credentials from the
4 council which the member represents.

**ARTICLE IV.
SUPREME COUNCIL**

5 **Article IV, Section 1.** The Supreme Council shall be composed
6 of the representatives from grand councils, the officers of
7 the Supreme Council, standing committee members, past
8 supreme counselors and past grand counselors not sitting as
9 representatives.

10 The aggregate voting power of past grand counselors not
11 sitting as representatives or alternates shall not exceed one half
12 the number of votes cast by duly accredited representatives and
13 alternates.

14 **Article IV, Section 2.** The Supreme Council shall have and
15 exercise the power to make and modify a Constitution, laws,
16 rules and regulations for the government of itself, of all grand
17 and traditional local councils, and of members of the Order.

18 **Article IV, Section 3.** The Supreme Council may organize from
19 time to time such grand councils as it may deem advisable and,
20 at any time prior to and in contemplation of the organization of
21 a grand council, determine over what territory said proposed
22 grand council shall have jurisdiction.

23 The Supreme Council may, when petitioned by a majority
24 of the traditional local councils in any grand jurisdiction, divide
25 the territory embraced within the original jurisdiction, transfer
26 territory from one grand jurisdiction to another, or consolidate
27 two or more grand jurisdictions; provided, however, that no grand
28 jurisdiction shall consist of less territory than one state or province.

29 No grand council shall be organized in any territory unless
30 there be within it five traditional local councils, or continue to
31 exist with less than three such traditional local councils.

Charters

32 **Article IV, Section 4.** A charter for a grand council may be
33 granted by the Supreme Council on an application duly signed
34 by not less than five senior counselors, past counselors or past

1 senior counselors, representing five active traditional local
2 councils within the territory of the proposed new grand council.

3 **Article IV, Section 5.** A charter for a traditional local council
4 may be granted by the supreme council on an application
5 signed by not less than 10 eligible persons who are not members
6 of an existing council of the Order.

7 **Article IV, Section 6.** The Board of Governors may suspend
8 any grand or traditional local council or any officer or officers of
9 either, for neglect or refusal to obey the Constitution, Bylaws and
10 Standing Orders of the Order, and may arrest the charter of any
11 such council. The Board of Governors may also arrest the charter
12 of any traditional local council which has been organized for more
13 than three years and which has a membership of fewer than 25.

14 All records and monies of any such council shall be surrendered
15 by its secretary and treasurer or secretary-treasurer as the case
16 may be, to supreme headquarters. Records and monies may
17 be seized by any officer or officers authorized or designated
18 by the supreme counselor. A like disposition shall be made of
19 the records, funds and charter of any council which may be
20 suspended or whose charter may be arrested or revoked under
21 any provision contained in this constitution.

Officers and Elections

22 **Article IV, Section 7.** The elected officers of the Supreme
23 Council shall be:

- 24 1. Supreme Counselor.
- 25 2. Supreme Junior Counselor.
- 26 3. Supreme Past Counselor.
- 27 4. Supreme Secretary-Treasurer.
- 28 5. Supreme Conductor.
- 29 6. Supreme Page.
- 30 7. Supreme Sentinel.
- 31 8. Two Elected Members of the Board of Governors.

32 The title of past supreme counselor shall be conferred on:
33 any supreme past counselor who shall have served as such for
34 a term of one full year and any supreme secretary-treasurer, or
35 a member of the Board of Governors who shall have served as
36 such for six full years.

37 Any supreme officer as defined in this section, if after being
38 duly elected is prevented by death or physical disability from
39 completing the required years of service as set out in the previous
40 paragraph, shall receive the title of past supreme counselor.

1 No one shall be eligible to the office of supreme past counselor
 2 who has not served as the regular official incumbent as supreme
 3 counselor; nor to the office of supreme counselor who has
 4 not served as the regular official incumbent as supreme junior
 5 counselor; nor to the office of supreme junior counselor who has
 6 not served as the regular official incumbent in the office of either
 7 supreme conductor or supreme page; provided, however, that
 8 none of the foregoing provisions shall apply to members on whom
 9 the title of past supreme counselor has been conferred.

10 No members shall be eligible to an elective office in the Supreme
 11 Council until the member be a past grand counselor.

12 No member shall be elected to any office who is not in good
 13 standing in the member's traditional local council.

14 The presiding officer, before the balloting begins at any
 15 election, shall appoint three members to act as tellers, one of
 16 whom shall act as clerk of such election.

17 All elective officers shall be chosen by secret ballots provided,
 18 however, that if there shall be but one nominee for any office,
 19 by motion from the floor, the election may be by voice vote.
 20 The member receiving a majority of votes cast for any office shall
 21 be declared elected. Lacking a majority at the conclusion of
 22 each ballot, the member having the smallest number of votes
 23 shall be dropped and the balloting shall then proceed until a
 24 conclusion is reached.

25 All elective officers, except elective members of the Board
 26 of Governors shall be elected for a term of one year. The terms
 27 of office of all Supreme Council officers shall commence on the
 28 date of their installation, which shall be on the final day of the
 29 annual Supreme Council Session.

30 The board of governors shall consist of the supreme counselor,
 31 supreme past counselor, supreme junior counselor, supreme
 32 conductor, supreme page, supreme sentinel, supreme secretary-
 33 treasurer, and two elective board members who shall serve a
 34 term of three years. The board of governors may appoint its
 35 own executive committee.

Duties of Officers

36 **Article IV, Section 8. Supreme Counselor.** The supreme counselor
 37 may be known as the president of the Order. The supreme counselor
 38 is the presiding executive officer of the Supreme Council. It is the
 39 supreme counselor's responsibility to preside at all Supreme Council

1 meetings, to serve on the Board of Governors and to operate the
 2 Supreme Council in accordance with the Constitution, Bylaws
 3 and Standing Orders of the Order.

4 The supreme counselor appoints a supreme chaplain, a
 5 parliamentarian and all committees of the Supreme Council,
 6 except such committees as may be appointed by the Board
 7 of Governors.

8 The supreme counselor shall call special meetings of the
 9 Supreme Council, when requested in accordance with this
 10 Constitution.

11 The supreme counselor shall construe the meaning of the
 12 Constitution, Bylaws and Standing Orders of the Order, where
 13 the language is conflicting or ambiguous.

14 The supreme counselor shall issue from time to time such
 15 edicts as in the supreme counselor's judgment are required
 16 for the good of the Order. Such edicts shall first be sanctioned
 17 by the Board of Governors and shall be of binding force until
 18 disapproved by the Supreme Council.

19 The supreme counselor may suspend any grand or traditional
 20 local council or any officer or officers of either, for neglect or refusal
 21 to obey the Constitution, laws, rules or edicts of the Order and
 22 to arrest the charter of any such council. The supreme counselor
 23 may, however, authorize any grand counselor to suspend any
 24 traditional local council within such grand counselor's jurisdiction.
 25 The supreme counselor may, further, arrest the charter of any
 26 traditional local council which has been organized for more
 27 than three years and which has a membership of fewer than 25.

28 **Article IV, Section 9. Supreme Junior Counselor.** The supreme
 29 junior counselor may be known as the vice president of the
 30 Order. It is the supreme junior counselor's responsibility to serve
 31 on the Board of Governors, to assist the supreme counselor in the
 32 discharge of the supreme counselor's duties and, in the absence
 33 of the supreme counselor, to exercise all powers and perform all
 34 duties of the supreme counselor. The supreme junior counselor
 35 shall further perform such other duties as may be assigned by the
 36 supreme counselor.

37 **Article IV, Section 10. Supreme Past Counselor.** The supreme
 38 past counselor may be known as the immediate past president
 39 of the Order. It shall be the supreme past counselor's responsibility
 40 to serve as chairman of the Board of Governors, to assist in

1 preserving decorum of the Supreme Council, and to preside in
2 the absence of both the supreme counselor and supreme junior
3 counselor.

4 **Article IV, Section 11. Supreme Secretary-Treasurer.** The
5 supreme secretary-treasurer shall perform such duties as the
6 Supreme Council and/or the Board of Governors may prescribe.
7 It is the supreme secretary-treasurer's responsibility to serve on
8 the Board of Governors.

9 **Article IV, Section 12. Supreme Conductor.** The Supreme
10 Conductor may be known as a Director of the Order. The supreme
11 conductor shall perform such duties as may be assigned by the
12 Supreme Counselor. It is the supreme conductor's responsibility
13 to serve on the Board of Governors.

14 **Article IV, Section 13. Supreme Page.** The Supreme Page may
15 be known as a Director of the Order. The supreme page shall
16 receive and introduce visitors, have charge of the inner door
17 of the council chamber and perform such other duties as may
18 be assigned by the supreme counselor. It is the supreme page's
19 responsibility to serve on the Board of Governors.

20 **Article IV, Section 14. Supreme Sentinel.** The Supreme Sentinel
21 may be known as a Director of the Order. The supreme sentinel
22 shall have charge of the doors of the council chamber and
23 ante-rooms, see that none pass or repass except those entitled
24 to that privilege, have charge of the property of the council
25 rooms, and perform such other duties as may be assigned by
26 the supreme counselor. It is the supreme sentinel's responsibility
27 to serve on the Board of Governors.

28 **Article IV, Section 15. Board of Governors.** Subject to the
29 Constitution, Bylaws, and Standing Orders of the supreme council,
30 the board of governors shall be responsible for operating the
31 business of the Order in the best interest of its members when
32 the supreme council is not in session.

33 The Board of Governors shall render at each meeting of the
34 Supreme Council a report regarding its work and the state of
35 the order.

36 If the Board of Governors shall become aware of any
37 malfeasance or nonfeasance on the part of any officer of the
38 Supreme Council, it shall have the authority to suspend such
39 officer from office.

1 The following provisions shall apply to meetings of the Board
2 of Governors:

3 Meetings of the Board of Governors may be called by the
4 Supreme Counselor, Chairman of the Board of Governors, or
5 any two members of the Board of Governors;

6 Meetings of the Board of Governors may be held at any place
7 within or without the state of Ohio, and may be held through the
8 means of any communication equipment if all persons participating
9 can hear each other and participation in a meeting pursuant to
10 this division shall constitute presence at such meeting;

11 Notice of the time and place of each meeting of the Board
12 of Governors shall be given to each member of the Board of
13 Governors either by personal delivery or by mail, by fax, by
14 personal telephone call or by computer e-mail at least seven
15 days before the meeting.

16 Notice of adjournment of a meeting need not be given
17 if the time and place to which it is adjourned are fixed and
18 announced at such meeting.

19 **Article IV, Section 16. Supreme Chaplain.** The supreme
20 chaplain shall conduct devotional exercises at the opening and
21 closing of each Supreme Council Session, and perform other
22 duties as may be assigned by the supreme counselor.

Compensation

23 **Article IV, Section 17.** The supreme council, upon
24 recommendation of the board of governors in its annual report,
25 shall fix the compensation of all supreme council officers.

26 Past supreme counselors, representatives and standing
27 committees in attendance at supreme council sessions shall
28 be paid such travel allowance as determined by the board
29 of governors."

Vacancies in Office

30 **Article IV, Section 18.** If a vacancy occurs from any cause, in any
31 office of the Supreme Council, the Board of Governors shall fill such
32 vacancy by the appointment thereto of some eligible person until
33 the next annual election. If the Board of Governors fails to appoint
34 a person eligible to fill a vacancy in any office, such vacancy shall
35 be filled by the Supreme Council at its next session.

Annual Sessions

1 **Article IV, Section 19.** The Supreme Council shall meet annually
2 at such time and at such places as may be selected by the
3 Board of Governors; provided, that all such meeting places
4 shall be within the Supreme Domain.

5 Twenty-five duly qualified members of the Supreme Council
6 shall constitute a quorum for the transaction of business.

Special Sessions

7 **Article IV, Section 20.** Special sessions of the Supreme Council
8 shall be called by order of the supreme counselor upon the
9 written request of two-thirds of the members of the Supreme
10 Council who were in attendance and entitled to vote at the
11 Supreme Council Session last held.

12 At least three weeks prior to the said special session, a notice
13 thereof shall be mailed to the last known address of each
14 member of the Supreme Council and all others accepted as
15 legal representatives at the regular preceding session.

16 At special sessions, no business shall be transacted except
17 such as is stated in the notice thereof.

Reports

18 **Article IV, Section 21.** The fiscal year of the Supreme Council
19 shall commence on the first day of January of each year, and
20 all annual financial reports of said council shall be compiled
21 to said date.

Credentials

22 **Article IV, Section 22.** No representative to the Supreme
23 Council shall be entitled to a seat therein unless the member
24 presents acceptable credentials from the grand council which
25 the member represents.

**ARTICLE V.
PER CAPITA TAX**

26 **Article V, Section 1.** Each grand council shall have the right
27 to levy an annual per capita tax on the traditional local councils
28 under its control and jurisdiction, payable at such times and
29 in such amounts as each grand council may determine at its
30 grand council session.

1 No traditional local council, while in default for the payment
2 of any tax or fine in this article provided for, shall be entitled to
3 representation in its grand council.

4 If a traditional local council fails to timely pay a grand council
5 the per capita tax levied hereunder, then upon notice from the
6 grand council to the Order, the Order shall deduct the unpaid
7 amount of the per capita tax from any amount due and payable
8 to such traditional local council and shall remit such amount
9 to the grand council, provided that any such traditional local
10 council in arrears shall be given the right to a hearing by the
11 grand council to explain the reasons for failing to pay the per
12 capita tax due the grand council.

13 **Article V, Section 2.** On or before October 31 of each year,
14 each traditional local council shall remit to the Supreme Office
15 from its general fund, an amount equal to fifty cents (50¢) for
16 each member in good standing on September 30 preceding,
17 which amount shall be placed to the credit of the UCT Charities
18 Trust Fund.

**ARTICLE VI.
FRATERNAL FUND**

19 **Article VI, Section 1.** The Fraternal Fund shall be created and
20 maintained as follows:

- 21 (a) By donations.
- 22 (b) By legacies and bequests.
- 23 (c) By other means determined by the Board of Governors.

24 Disbursements from the Fraternal Fund may be made for the
25 following purposes which shall not be of a contractual nature:

- 26 (a) For the relief or assistance of the widow or widower of a
27 deceased member and children and stepchildren of a
28 deceased member.
- 29 (b) For the relief or assistance to members, who are physically
30 or mentally incapacitated and by reason thereof are
31 totally disabled from carrying on any and every kind
32 of business pertaining to any occupation, and the
33 dependent spouse of any such member.
- 34 (c) For such fraternal, charitable, or educational purposes
35 as the Board of Governors may direct.
- 35 (d) For promoting the welfare of persons with intellectual
36 disabilities and/or for programs that aid or assist them.

1 An accounting shall be made and kept individually for each
2 of the above stated purposes.

3 The Board of Governors shall be responsible for providing for the
4 administration of the Fraternal Fund for the aforesaid purposes.
5 The rendering of such assistance shall at all times depend upon
6 the needs, resources and worthiness of the applicant or recipient,
7 as the case may be, and the resources of the fund.

8 All monies and other assets of the Fraternal Fund shall constitute
9 a trust fund and shall be used only for the purposes now or
10 hereafter set forth in this article.

11 **Article VI, Section 2.** The UCT Charities Trust Fund will be created
12 in accordance with U.S. Internal Revenue Code Section 501(c)
13 (3) guidelines for a charitable nonprofit organization. Said fund
14 will be maintained as follows:

- 15 (a) By donations.
- 16 (b) By legacies and bequests.
- 17 (c) By the per capita tax as provided in Article V, Section 2.
- 18 (d) By other means as determined by the Board of Governors.
- 19 (e) Such trust fund shall be administered by a committee
20 appointed by the Supreme Board of Governors.
- 21 (f) Said fund shall initially retain all donations, per capita tax
22 and bequests to endow a fund for persons with intellectual
23 disabilities. The investment income shall be used to fund
24 programs for persons with intellectual disabilities as
25 approved by the Trustees of the UCT Charities Trust Fund.
- 26 (g) Said fund shall also be permitted to accept donations,
27 legacies and bequests earmarked for charitable purposes
28 other than programs for persons with intellectual disabilities
29 so long as the funds from such donations, legacies and
30 bequests are maintained and managed separately to
31 achieve the earmarked charitable purpose.

**ARTICLE VII.
PROHIBITION**

32 **Article VII, Section 1.** The use of intoxicating liquors is prohibited
33 during any business meeting of a council.

**ARTICLE VIII.
MEMORIAL DAY**

34 **Article VIII, Section 1.** The Sunday nearest to the anniversary
35 of the death of our first supreme secretary, Charles Benton Flagg,
36 who died on the ninth day of April, 1901, shall be Memorial Day,

1 except that, when the ninth day of April shall be a Sunday, such
2 Sunday shall be Memorial Day. All traditional local councils are
3 requested to meet on Memorial Day in their respective localities
4 for the purpose of engaging in services and exercises appropriate
5 to the occasion.

**ARTICLE IX.
AMENDMENTS**

6 **Article IX, Section 1.** Proposed amendments to this Constitution,
7 Bylaws and Articles of Incorporation shall be submitted in writing
8 and filed at Supreme Headquarters at least six months before the
9 convening of the annual sessions of the Supreme Council.

10 The Supreme Headquarters, at least four months before the
11 convening of said annual session, shall forward to all grand and
12 traditional local councils a copy of the proposed amendments.

13 All amendments submitted, printed and distributed as
14 provided in this section shall be acted upon at the annual session
15 of the Supreme Council.

16 The jurisprudence committee shall examine all proposed
17 amendments to the Constitution, and all questions and answers
18 affecting the Constitution, all standing orders and all decisions
19 rendered by the supreme counselor during his term of office,
20 and submit a report of its recommendations thereon at the
21 annual Supreme Council Session.

22 **Article IX, Section 2.** No amendment to the Constitution, Bylaws
23 or Articles of Incorporation shall be adopted unless it receives
24 the affirmative vote of at least two-thirds of the members of the
25 Supreme Council present, entitled to vote, at the session when
26 such amendment is voted upon.

27 **Article IX, Section 3.** All amendments to this Constitution, Bylaws
28 and Articles of Incorporation shall take effect on the first day of
29 September following the session of the Supreme Council at which
30 they were adopted, unless the date for becoming effective is
31 otherwise specified by the Supreme Council.

32 **Article IX, Section 4.** All recommendations or resolutions
33 adopted by the Supreme Council which add to or conflict with
34 this Constitution, Bylaws and Articles of Incorporation, shall be
35 presented to the Supreme Council at its next annual session
36 as an amendment to the Constitution, Bylaws and Articles of
37 Incorporation and such recommendations or resolutions shall not

1 become effective until such amendments have been approved
2 by two-thirds vote of the members present and entitled to vote.

**ARTICLE X.
MEMBERSHIP**

3 **Article X, Section 1.** Any person of good moral character,
4 not under eighteen years of age, may become a member of
5 this Order, provided such person meets all requirements of the
6 insurance contract for which the applicant is applying. A person
7 must be protected under at least one life, health or accident
8 insurance program of the Order to be a member in good standing,
9 except as provided in Article X, Sections 6 and 7.

10 **Article X, Section 2.** When a traditional local council receives
11 notice of an application for membership - either directly from an
12 applicant or through Supreme Headquarters - a vote shall be
13 taken with a simple majority needed to accept the applicant.

14 If an applicant is referred to a traditional local council by
15 Supreme Headquarters and is rejected by the traditional local
16 council, the council secretary-treasurer shall immediately notify
17 Supreme Headquarters. If Supreme Headquarters is not notified
18 within 45 days of the date it refers an application to a traditional
19 local council, Supreme Headquarters will automatically notify the
20 applicant that such applicant has been elected to membership
21 in the council to which the applicant was referred.

22 **Article X, Section 3.** All members of the Order shall be
23 considered in good standing only so long as they pay, when
24 and as the same becomes due and payable, all fees, fines
25 costs, dues and assessments charged and levied against them
26 and support the principles of the Order and faithfully observe its
27 Constitution, Bylaws, rules and edicts approved by the Board of
28 Governors of the Supreme Council, as such Constitution, Bylaws,
29 rules and edicts now exist, or as they may hereafter be added
30 to, revised or amended.

31 **Article X, Section 4.** Any member in good standing, and against
32 whom no charge is pending, desiring to transfer membership
33 from one traditional local council to another may do so upon
34 written application to the secretary-treasurer of the member's
35 council.

36 Any member in good standing may sign a charter application
37 for the establishment of a new traditional local council, without
38 formal election thereto, and if the application be approved, the
39 member shall be automatically transferred to such new council.

1 **Article X, Section 5.** The Board of Governors shall have the
2 authority to expel a member if such member shall violate the
3 principles of the Order and/or violate its Constitution, Bylaws,
4 rules and edicts.

5 Anyone who has been expelled from the Order may ask
6 for a hearing before the Supreme Board of Governors to give
7 testimony as to why he or she should be re-admitted, provided
8 such request is in writing to the Supreme Secretary. The decision
9 of the Supreme Board of Governors will be final.

Fraternal Membership

10 **Article X, Section 6.** Any person of good moral character,
11 not under 16 years of age, who is interested in the work of this
12 Order from a fraternal or business promotion standpoint, may
13 be a fraternal member. A fraternal member shall have full rights
14 and shall be considered a member in good standing. A fraternal
15 member shall be required to pay a minimum amount annually
16 of thirty dollars (\$30.00) for dues and member benefits.

Uninsured Membership

17 **Article X, Section 7.** Any member whose insurance certificate
18 has been terminated, either voluntarily or by the Order, may
19 retain membership as a fraternal member in accordance with
20 Article X, Section 6.
21
22

**ARTICLE XI.
INSURANCE**

23 **Article XI, Section 1.** The Board of Governors may prescribe the
24 kind and classes of insurance contracts to be offered by the Order.
25 The Board of Governors shall prescribe the terms, including the
26 rates to be charged, and the conditions under which any and all
27 such contracts shall be issued and, from time to time, modify such
28 terms and conditions as may be necessary and feasible.

29 **Article XI, Section 2.** If no claim under any certificate is
30 received by the Order from one qualified to submit a claim
31 within four years from the date it is established from the records
32 of the Order that monies became due and payable, or if the
33 proper claimant cannot be located within said period of time,
34 the benefits provided in the insured's certificates shall be paid
35 into the Fraternal Fund. This provision shall not apply in any
36 jurisdiction in which it is not permitted by law.

1 **Article XI, Section 3.** In the event that the Order’s reserves as
 2 to all or any class of contracts of insurance issued by the Order
 3 become impaired, the Board of Governors may require that
 4 there shall be paid by each owner of such contract of insurance
 5 to the Order, an amount equal to such owners equitable
 6 proportions of such deficiency as ascertained by the Board of
 7 Governors.

8 If payment of the amount required to be paid is not made by
 9 such owner, then either or both of the following, at the election
 10 of the owner, shall apply:

11 1) the amount shall stand as an indebtedness against the
 12 contract of insurance and shall bear interest at a rate not to
 13 exceed ten percent (10%) per annum, or

14 2) the owner shall accept a proportionate reduction in benefits
 15 paid pursuant to the contract of insurance.

16 The owner shall make such election by notifying the Board
 17 of Governors of his or her election on a form prescribed to
 18 each owner. Failure to make such election shall result in a
 19 presumption that the owner elects to accept a proportionate
 20 reduction in benefits paid pursuant to the contract of insurance.
 21 In accordance with the insurance laws of the State of New
 22 York, the foregoing provisions of this Article XI, Section 4, shall be
 23 modified with respect to certificates issued to residents of the
 24 State of New York. The applicable rate of interest shall be at a
 25 rate not to exceed five percent (5%) per annum instead of ten
 26 percent (10%) per annum. Additionally, if the owner fails to make
 27 the election set forth above, then the amount shall stand as
 28 indebtedness against the contract of insurance and shall bear
 29 interest at a rate not to exceed five percent (5%) per annum.

30 If the laws of a state which governs a particular policy are in
 31 conflict with or are inconsistent with the provisions of this Article
 32 XI, Section 4, then such laws shall govern and shall supersede
 33 only such conflicting or inconsistent provisions.

**ARTICLE XII.
 GENDER**

34 **Article XII, Section 1.** Throughout the Constitution, Bylaws
 35 and Articles of Incorporation, wherever words of any gender
 36 appear, they should be construed as including both genders
 37 to the extent the context permits.

**BYLAWS FOR THE
 GOVERNMENT OF COUNCILS
 OF THE ORDER OF
 UNITED COMMERCIAL TRAVELERS
 OF AMERICA**

1 1. All questions to be determined by a vote of a council shall
 2 be determined by a vote of the members present at legally
 3 constituted sessions of the council.

4 2. Committees appointed at an annual session of the Supreme
 5 Council, to serve at such session, shall be appointed from the
 6 duly accredited representatives and alternates.

7 3. Should an appeal be taken from a decision of the presiding
 8 officer, this question shall be put to the council before voting on
 9 the appeal: "Will the council sustain the decision of the chair?"

10 4. Order must be maintained in all councils during their
 11 sessions. Officers and members must remain in their seats unless
 12 compelled to leave them; no one shall leave the council chamber
 13 while the chair is putting a question or addressing the council,
 14 or while another member is speaking, or without permission of
 15 the presiding officer.

16 5. Should a member be called to order by the presiding
 17 officer, the member shall immediately obey such call and, if
 18 standing, be seated.

19 6. No member shall disturb or interrupt another in speech,
 20 except to call the speaker to order, or as provided in *Robert’s*
 21 *Rules of Order Revised*.

22 7. A member desiring to speak shall rise and respectfully
 23 address the chair, and when through speaking, shall sit down.
 24 Members, while speaking, shall confine their remarks to the
 25 question under consideration and shall avoid all personalities
 26 and indecorous language. The consequences of a measure may
 27 be condemned, but to impugn the motives of those who favor
 28 it shall be deemed a personality and out of order.

29 8. If more than one member rises to speak at the same time,
 30 the presiding officer shall decide which is entitled to the floor.
 31 No member shall speak until recognized by the chair.

1 9. No member shall speak more than once on the same subject
2 or question, until all members wishing to speak shall have had an
3 opportunity to do so, nor more than twice without permission of
4 the council; if called to order by the chair while speaking, the
5 member shall cease speaking and be seated until the question
6 of order is decided and permission given to proceed.

7 10. A member desiring to make a motion must rise and
8 address the chair. No motion shall be made by one member
9 while another is speaking, unless allowable by *Robert's Rules of*
10 *Order Revised*. No motion shall be entertained until seconded
11 and stated by the chair, unless such second be not required by
12 *Robert's Rules of Order Revised*, and shall be reduced to writing,
13 if a request therefor be made by any member.

14 11. On call, the previous question shall be put. Whenever
15 the previous question has been ordered, further amendments
16 and debates shall be precluded and amendments previously
17 offered shall be voted upon in their order before a vote is taken
18 on the main question.

19 12. A call may be made for a division of a council and for a
20 count of the affirmative and negative vote by the chair or any
21 member doubting the decisions of the question voted on, or a
22 call for a vote by yea and nay may be had by a majority vote
23 of the council.

24 13. Every member has the right of protest, and to have the
25 protest spread upon the records of the council.

26 14. All games for money or its equivalent are hereby prohibited
27 in any council chamber or ante-room of this Order, or in any
28 club room conducted in the name of or under the auspices of a
29 council of this Order. Any council permitting a violation of this law
30 shall be subject to suspension and its charter may be arrested.

Order of Business

31 15. The suggested order of business in all traditional local councils
32 shall be as follows:

- 33 1. Call roll of officers.
- 34 2. Read minutes of previous meeting.
- 35 3. Does any councilor know of a councilor who is entitled
36 to our aid or sympathy, out of employment or needing
37 the services of a councilor?
- 38 4. Secretary reports suspended members if any.

- 1 5. New applications received and referred to investigating
2 committee.
- 3 6. Balloting upon petitions previously referred.
- 4 7. Initiation of candidates.
- 5 8. Communications.
- 6 9. Bills received and referred.
- 7 10. Reports of committees.
- 8 11. Unfinished business.
- 9 12. New business.
- 10 13. Has any councilor anything to offer personally, for the
11 good of this council in particular, or the fraternity in
12 general?
- 13 14. Secretary, have the proper reports and remittances been
14 made to the Supreme and grand secretaries?
- 15 15. Closing.

16 The Supreme Council and grand councils may determine their
17 own order of business. Councils may refer to the *Ritual Manual*
18 for suggested rituals in council meetings.

19 16. All questions not provided for in these Bylaws shall be
20 determined by the rules of parliamentary usage, as laid down
21 in *Robert's Rules of Order Revised*.

22 17. No grand or traditional local council of the Order, without
23 consent of the Board of Governors, shall endorse or sponsor
24 any business, enterprise or project, as being officially favored,
25 endorsed or sponsored by its members under penalty of arrest
26 of the charter of the council.

27 18. Each traditional local council may publish a roster of its
28 membership, but such roster shall not be furnished to anyone
29 outside of the Order or used to advance any business not
30 connected with the Order.

31 19. The Order or its Supreme Council shall not be held liable or
32 bound for any debts or obligations contracted by a traditional
33 local council, a grand council or any of the officers, unless such
34 debt or obligation was duly authorized by a resolution of the
35 Board of Governors, which resolution must bear the seal of the
36 Supreme Council.

37 20. The method of amending these Bylaws shall be the same
38 as that for amending the Constitution of the Order.

STANDING ORDERS OF THE SUPREME COUNCIL

1 1. The emblem of the Order shall be a gold crescent with a
2 sample case thereon and within the points of the crescent. The
3 design of the emblem of the Order surrounded by a wreath of
4 gold shall be the official ladies' pin.

5 2. The colors blue, gold and white, respectively signifying
6 fidelity, stability and purity, shall be the official colors of the
7 Order.

8 3. The scarf, combining the official colors and the emblem,
9 shall be used at council meetings, and shall be supplied, without
10 cost, to each council by the Supreme Council as part of its
11 supplies at institution.

12 4. All grand and local councils are requested to display the
13 American and Canadian flags at all sessions.

14 5. Local councils shall have their charters framed and hung
15 in the council chamber, and grand councils shall have their
16 charters in the room in which their annual sessions are held.

17 6. The sale of tickets for all social functions, raffles, etc., shall
18 be confined to the territorial jurisdiction of the council under
19 whose auspices such affairs are held.

20 7. As a mark of distinction and appreciation of faithful
21 and valued service rendered the Order, each past supreme
22 counselor made at each session of the Supreme Council shall be
23 presented with a distinctive emblem of the Order to be known
24 and designated as the past supreme counselor's jewel, or ring,
25 along with a suitable past supreme counselor lapel pin.

26 8. Each grand and local council is urged to incorporate as
27 a non-profit corporation in accordance with the laws of their
28 respective states or provinces and report such action to the
29 Supreme Office.

30 9. A copy of all proposed amendments shall be sent to all
31 grand officers and supreme standing committee members, as
32 well as to all those to whom the Constitution directs.

1 10. Membership of the Supreme Council committees, where
2 an expense is involved, shall not exceed four in number unless
3 specifically ordered by the Supreme Council.

4 11. The names of the supreme secretary, supreme treasurer,
5 general manager and controller shall be registered at financial
6 institutions approved by the Board of Governors for custodianship
7 of our securities and commercial accounts. Transactions
8 regarding the securities or activities in financial accounts shall
9 require the signature of two of the above-mentioned officers or
10 employees.

11 12. All fraternal visits to any local or grand council, at
12 the expense of the Order shall be made only upon written
13 authorization of the supreme counselor, if in the supreme
14 counselor's judgment such visit is in the best interest of the Order,
15 and the supreme counselor is unable to attend.

16 13. When the supreme counselor designates a member of the
17 Order to act as the supreme counselor's official representative,
18 such representative shall render a written report to the supreme
19 counselor, with a copy to the general manager.

20 14. The supreme counselor shall be permitted to take supreme
21 counselor's spouse on all official trips at the expense of the Order.
22 Supreme counselor representatives, appointed to represent the
23 supreme counselor at annual meetings of the grand councils,
24 shall be requested to take their spouses to such grand council
25 meetings at the expense of the Order.

26 At functions where it is impossible for the supreme counselor
27 to attend, the supreme counselor may appoint, in writing, a
28 member of the Order as a representative and may authorize
29 such representative's spouse to attend such function at the
30 expense of the Order.

31 15. Each senior counselor shall be notified in the month
32 of January of the Constitutional requirement to appoint an
33 examining finance committee member to serve for a term of
34 three years to complete the three-member committee of the
35 examining finance committee.

36 Upon failure to remit the examining finance committee report
37 promptly, the books and records of the local council shall, upon
38 order of the Board of Governors, be audited by an accountant
39 selected by the Board of Governors, at the expense of the local
40 council, if such local council has failed to file with the Supreme
41 Office and grand secretary an examining finance committee

1 report after having been notified twice by first-class mail and
2 once by certified mail, over a period of three months.

3 16. All past supreme counselors shall constitute an advisory
4 committee from whose number at each annual session the
5 supreme counselor shall select five as a grievance committee,
6 who shall weigh the evidence and questions involved in all
7 grievances and complaints received, and determine whether
8 or not such grievances are of sufficient import to bring to the
9 attention of the Supreme Council.

10 17. A certified public accountant to audit the books of the
11 Order shall be procured by the Board of Governors, with the
12 rate of compensation to be fixed by the Board.

13 18. The Order shall have membership in the United States and
14 Canadian Chambers of Commerce.

15 19. At the opening of each Supreme Council Session, patriotic
16 songs of both countries shall be sung.

17 20. The president of the International Secretary-Treasurers'
18 Association, the president of the Grand Counselors' Association,
19 and the Imperial Ruler of the Ancient Mystic Order of Bagmen of
20 Baghdad, if in attendance at the annual meeting of the Order,
21 shall be allowed the same per diem and travel allowance as set
22 forth by the Supreme Board of Governors for a regularly elected
23 representative from their jurisdiction, provided they are neither
24 delegates or on a standing committee.

25 21. No funds of the Order shall be provided to any grand
26 or local council for the purpose of purchasing real estate or
27 personal property.

28 22. It shall be a part of the regular order of business of each
29 Supreme Council to include therein a "Flowers for the Living"
30 service similar to that originated by E. E. McCormick, of Ohio. The
31 Supreme Counselor shall appoint a committee comprised wholly
32 of members from the Grand Jurisdiction of Ohio as selected by
33 members of the Ohio Grand Council. This committee will determine
34 the members to whom this special recognition shall be given.

35 23. The Supreme Counselor shall appoint the following standing
36 committees: State of the Order, Jurisprudence, Examining
37 Finance, Necrology and Representatives to the National Fraternal
38 Congress of America and the Canadian Fraternal Association.
39 All standing committee members shall be appointed for a term
40 of one year, as vacancies occur.

1 24. The Board of Governors is granted permission to refund a
2 pro rata portion of assessments to Canadian councils in provinces
3 where certain insurance benefits are denied members because
4 of provincial laws.

5 25. Effective September 1, 1974, benefits for total disability
6 and partial disability to members over 65 are eliminated from
7 new certificates of insurance issued in the State of Connecticut
8 and the assessment will be reduced proportionately.

9 26. To the fullest extent not prohibited by applicable law, the
10 Order shall indemnify each person against any and all costs and
11 expenses (including attorney fees, judgments, fines, penalties,
12 amounts paid in settlement and other disbursements) actually
13 and reasonably incurred by or imposed upon such person in
14 connection with any action, suit, investigation or proceeding
15 (or any claim or other matter therein), whether civil, criminal,
16 administrative or otherwise in nature, including any settlements
17 thereof or any appeals therein, with respect to which such
18 person was named or otherwise became or was threatened
19 to be made a party by reason of being or at any time having
20 been a member of the Board of Governors or an officer of the
21 Supreme Council.

22 The Order shall indemnify any other person to the extent such
23 person shall be entitled to indemnification under the laws of the
24 State of Ohio by reason of having been successful on the merits
25 or otherwise in defense of an action to which such person was
26 named a party by reason of being an employee or other agent
27 of the Order, and the Order may further indemnify any such
28 person if it is determined on a case by case basis by the Board
29 of Governors that indemnification is proper in the specific case.

30 Notwithstanding anything to the contrary in this Constitution, no
31 person shall be indemnified to the extent, if any, it is determined
32 by the Board of Governors or by written opinion of legal counsel
33 designated by the Board of Governors for such purpose that
34 indemnification is contrary to applicable law.

35 27. Any member in good standing who has requested transfer
36 of membership from one local council to another may request
37 the Supreme Headquarters to issue a certificate(s) of insurance
38 issued in that state, provided the member has changed residence
39 to the state in which the local council is located. For the purpose
40 of requesting an insurance certificate(s) issued in the state of a
41 member's newly acquired residence the "residence" is defined
42 as living within a state for a period of at least seven (7) continuous
43 months within a calendar year.

1 28. The May E. Tisdale Educational Trust Fund will be
 2 administered by a committee recommended by the Auxiliary Past
 3 Supreme Counselors and appointed by the Supreme Counselor
 4 of the Order of United Commercial Travelers of America.

5 The distribution of the funds shall be in the form of scholarships
 6 administered by the May E. Tisdale Educational Trust Fund
 7 Committee. These scholarships shall be considered a member
 8 benefit and are designated for the children and grandchildren
 9 of UCT members. The Supreme Office staff will be responsible for
 10 the distribution of the scholarships and the auditing of the May
 11 E. Tisdale Educational Trust Fund on an annual basis.

12 The May E. Tisdale Educational Trust Fund shall be part of the
 13 order of business at the annual Supreme Session, at which time
 14 their officers may present their annual report.

15 29. In addition to the local council dues established pursuant
 16 to Article II, Section 16, of the Constitution, members shall pay
 17 Supreme Council dues for fraternal purposes of eighteen (\$18)
 18 per year.

19 30. The Supreme Counselor shall appoint up to fifteen (15)
 20 delegates at large who shall be assigned duties by the Supreme
 21 Counselor at the annual session of the Supreme Council. These
 22 delegates at large shall be paid the same travel allowance and per
 23 diem as persons serving as a member of a standing committee.

24 31. All resolutions submitted for consideration of the Supreme
 25 Council shall be typed and signed by the presenter(s). All resolutions
 26 must be presented to a member of the resolutions committee
 27 by the close of business on the first day of the annual supreme
 28 council session. Upon receipt of the resolution, the chairman of the
 29 resolutions committee shall have copies made of the proposed
 30 resolution and distribute the resolution to the chairman of each
 31 delegation. Resolutions must be submitted to the grand
 32 jurisdiction's chairman before the close of the business session the
 33 day prior to the Supreme Council's voting on the resolutions.

34 32. The method of amending standing orders shall be by
 35 resolution. A majority vote is required for passage.

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