

**TRI-COUNTY LODGE OFFICERS ASSOCIATION  
BY-LAWS**

(As Amended on September 28, 2013)

**Article 1— Name**

**Section 1.** The name of the Association shall be "Tri-County Lodge Officers Association" herein after to be referred to as the "Association."

**Article 2 — Purpose**

**Section 1.** To develop the leadership of the Lodge Officers in the Association, to improve the quality of the Masonic ritualistic work and to disseminate information of Masonic interest within the two Districts under the guidance and direction of the District Deputies.

**Section 2.** To serve as a focal point for coordinating the various Masonic social events of Lodges within the Association such as but not limited to picnics, dances, fundraisers and Installations, etc.

**Article 3— Membership**

**Section 1.** Voting, members shall consist of the elected officers, appointed Lodge officers, and Past Masters of Lodges within the Association's boundary.

**Section 2.** Master Masons may and are encouraged attend all regular meetings of the Association.

**Article 4 — Officers**

**Section 1.** The officers of the Association shall consist of President, Vice-President, and Secretary/Treasurer.

**Section 2.** Those eligible to hold office shall be the Elected Officers of Lodges belonging to the Association for the ensuing year at the time of the election in November or Past Masters in good standing of those lodges. The office of Secretary/Treasurer should be held by a Past Master of a Lodge belonging to the Association.

Duties of the several officers shall be:

**A. President** — Preside at all meetings of the Association, appoint Committees and be ex-officio member of each Committee. The President or his representative shall attend the several Lodge Installations within the Tri-County and announce the next Lodge Installation date.

**B. Vice-President** — Assume the duties of the President in his absence, make arrangements for the Association's Breakfast at Grand Lodge, and assist the Chairman of the Association's Picnic Committee by obtaining a location for the Picnic as early as possible after January 1<sup>st</sup> of each year.

**C. Secretary/Treasurer** - Record all proceedings of the Association proper to be written. Notify the Lodges of the assessments due the Association on or before December 1<sup>st</sup> of each year. Receive all monies due the Association and keep just and regular accounts of the same

paying them out by order of the President and consent of the members. Maintain separate Ledger of all accounts as required to protect the accounts from being co-mingled. Arrange for and have printed annually the "Roster of Masonic Lodges and Officers, Concordant Bodies and Youth Groups located within the Association."

### **Article 5 — Meetings**

**Section 1.** The Business Meetings of the Association normally held on the last Saturday of the months of January, March, May, July, September, and November of each year following the district breakfast at the Masonic Temple, located at 878 5th Street, Bremerton, Washington 98337. When deemed prudent the Association Meeting may be moved to another location within the Tri-County by a vote of two-thirds of all members present at any regular meeting.

**Section 2.** The election and installation of officers shall be held during the November meeting of each year. New officers will assume their positions at the January meeting.

**Section 3.** The President may call a special meeting at any time for the dispatch of urgent business. The presence of six (Elected Officers) members shall constitute a quorum.

**Section 4.** At the discretion of the President there may be meetings held for the training of Lodge Officers during the months of February, April, June, and October of each year. Time and place of training may be at any Lodge within the Association and shall be approved by the members of the Association.

### **Article 6 — Dues**

**Section 1.** Each Lodge shall pay 40 cents per capita tax, per year to the Association in order to maintain a required operating fund minimum of \$500.00. A minimum of \$100.00 shall be maintained in the checking account. The per capita assessment is due January 1st of each year.

**Section 2.** The per capita tax collected from Lodges of the Association, shall be used only for the Association's Picnic, Roster Booklets and the Secretary/Treasurer's office expenses of the Association.

**Section 3.** Funds required or needed to support other activities of the Association shall be derived from other sources such as donations and/or fund raising activities.

### **Article 7 — Relief**

**Section 1.** Any Masonic Relief or Charity case brought before the Association shall be referred to the Masonic Lodge(s) for disposition and action.

### **Article 8 — Amendments**

**Section 1.** Amendments to these By-Laws shall be submitted in writing and signed by three voting members. A vote of two thirds of all members present at any regular meeting is necessary to pass any amendment to these By-laws.

## **TRI-COUNTY LODGE OFFICERS ASSOCIATION STANDING RESOLUTIONS**

1. Picnic Committee to consist of all Junior Wardens from the Lodges located within the Association. The Chairmanship of this Committee is to rotate in numerical order of the Lodges in the Association each year.
2. The Secretary/Treasurer shall be the Chairman of the Tri-County Directory Committee. The President shall appoint two (2) voting members to assist on the Directory Committee. The Committee to provide assistance and coordinate with each Lodge, Scottish Rite Valley, York Rite Bodies, and Concordant Body to collect the necessary information to complete the Directory. The Directory information is required for printing by the November Association meeting. The Directory is to be available for distribution no later than the January meeting.
3. The Lodge Officer Association shall serve as primary organizer and coordinator for the Annual Masonic Arts Night normally held in November. Through the formation of Association sub-committees, it will coordinate with the Bremerton Symphony, ensure dinner arrangements are made, coordinate co-sponsorships by various Constituent Masonic Bodies, oversee ticket sales, and arrange for the Lobby Displays by Constituent Masonic Bodies. This resolution will take effect in 2014.
4. Masonic Information Booth. If the Association decides to sponsor a Masonic Information Booth at the Kitsap and Mason County Fairs then the President may appoint a Committee, whereby each person appointed will be a Chairman for each day of the Fair. The Chairman would be responsible to obtain volunteers to man the booth on his day as Chairman. Booth rental and admission tickets shall be borne by the Association. The funds shall be derived from sources such as donations and/or fund raising activities.
5. The Grand Master's District meeting may be a joint function of the Districts and is a meeting responsibility of the District Deputy of and for his District, who shall select the host Lodge(s). The District Deputy will ensure an appropriate fee is charged to cover the cost of the dinner, awards, gifts, and any temple rent. However, since the District Meeting is, in essence, a District function the Association shall assist the Deputy(s) as follows:
  - a. The Senior Warden of each Lodge will obtain dinner tickets from the District Deputy. He will coordinate the sale of tickets and turn over monies collected to the Association's Secretary/Treasurer on or before the dinner.
  - b. The Junior Warden of the host Lodge will serve as dinner Chairman. He shall obtain seed money from the Association for dinner supplies and will turn over all unused money and receipts to the Association's Secretary/Treasurer. The Junior Wardens of the District(s) will assist him in preparing and serving the dinner, to include setup and cleanup as required.
  - c. The Association's Secretary/Treasurer will ensure that all monies collected and disbursed are properly accounted for and all bills are paid. The Secretary shall provide a written financial report to the Association at the next business meeting following the event, with a copy to the District Deputy.

- d. The District Deputy will establish a cutoff date as necessary for tickets sales and only he will make any exceptions to it. Funds collected in excess of the District Meeting's cost will become the property of the Association.
- 6. Friends Nights. Sponsored by the Association shall be funded by special activities or donations established for that purpose.
- 7. Past District Deputy's Apron. When a District Deputy retires from his position, it is customary that his home Lodge(s) purchase his Past District Deputy's Apron. That is an honor that is deferred to his Lodge and the Association should not interfere.
- 8. An Audit Committee consisting of three Past Masters from the Lodges in the Association shall conduct an audit of the Secretary/Treasurer's accounts and report their findings to the Association via letter prior to the Incumbent Secretary/Treasurer being relieved or at least once annually. The President shall appoint members to this Committee at the September Association meeting.
- 9. The funds of this Association shall be disbursed only by checks duly signed by two (2) of the persons who are authorized to sign checks by Standing Resolution No. 10.
- 10. Only the President, Vice-President, and Secretary/Treasurer shall be empowered to sign checks for the Association.

11. **Suggested order of business**

**Order of Business Meeting**

- A. President call Meeting to order
- B. Flag Ceremony
- C. Roll call of Lodge Principal Officers
- D. Introduction: JW's, SW's WM's & G.L. Team
- E. Reading of Minutes
- F. Treasurer's Report and Approval of Bills
- G. Communications
- H. Committee Reports
- I. Unfinished Business
- J. New Business
- K. Announcements
- L. Good of the Order: (speaker and/or District Deputy)
- M. President close Meeting

**Order of Training Meeting**

- AA. President call to Order
- BB. Call on Program Coordinator
- CC. Conduct Workshop Program
- DD. Call on District Deputy
- EE. Announcements
- FF. President close Meeting

- 12. Amendments to these Standing Resolutions shall be submitted in writing and signed by three (3) voting members. A vote of two thirds of all members present at any regular meeting is necessary to pass any amendment to these Standing Resolutions.