



BYLAWS

GRAND REPRESENTATIVES' ASSOCIATION OF FLORIDA ORDER OF THE EASTERN STAR

- I. **NAME:** The name of this Association shall be the Grand Representatives' Association of Florida, Order of the Eastern Star, herein referred to as the Association.
- II. **PURPOSE:** The purpose of this Association shall be to promote fraternal Eastern Star relations. To work for the good of the Order, bringing love, happiness and enthusiasm to every Grand Jurisdiction recognized by General Grand Chapter having a fraternal relationship with the Grand Chapter of Florida and to promote interest in the Grand Chapter of Florida and support its Grand Officers.
- III. **MEMBERSHIP:**
 - A. The membership of the Association shall consist of current or former Grand Representatives of other Grand Jurisdictions in Florida.
 - B. Any current or former Grand Representatives of another Jurisdiction recognized by General Grand Chapter who is a member of a Florida Subordinate Chapter (either dual or regular membership) may be a member provided, however, said members are NOT eligible for elective office in the Association.
 - C. **Honorary Membership:** The Grand Representatives of Florida in other Jurisdictions who attend the Grand Chapter Session will be given Honorary Membership in the Association.
 - D. **Emeritus Members:** By majority vote, the Association may remit the dues of any member who, from bodily infirmity or misfortune, is unable to pay same and these members may be placed on the Emeritus list. The names of Emeritus Members, whose whereabouts are unknown for two years and reported on at a meeting of the Association by the Vice President, shall automatically be removed from the roll of membership. Should the whereabouts of a former Emeritus Member be subsequently determined, and after review of the member's status, the member shall automatically be restored to membership. If applicable the member may be returned to the Emeritus list.
- IV. **FISCAL YEAR:** The fiscal year shall be from Installation to Installation, which said Installation shall be held at the Association's April meeting.
- V. **DUES:**
 - A. Dues shall be \$5.00 per year. Dues are payable in advance on January 1 of each year and are delinquent on December 31 of the same year. It is the responsibility of every member to keep her/his dues current; no notices of delinquency will be sent.
 - B. Any member in good standing in the Association may become a perpetual member of the Association. The member shall tender to the Association the sum of 20 times the annual dues (\$5.00) or \$100.00. The Secretary/Treasurer shall prepare the perpetual member a one-time dues card indicating "Perpetual Member" status. The perpetual membership status will be recorded in the member's permanent record of membership maintained by the Association.

- C. Dues may be paid at the Grand Representatives' table at Grand Chapter or by mail. Checks should be made payable to The Grand Representatives' Association of Florida. If paid by mail shall be sent to the Secretary/Treasurer together with a stamped, self-addressed envelope for the return of the dues card. If a stamped, self-addressed envelope is not included with dues payment the card may be sent with the next mailing to the members or, may be held for pick-up at the Grand Representatives' table at Grand Chapter.
- D. Non-payment of dues for two consecutive years shall automatically suspend the member. A suspended member may be reinstated upon the payment of one year's delinquent dues AND the current year's dues.

VI. MEETINGS:

- A. There will be one meeting per year held at Grand Chapter after the luncheon.
- B. The order of business for the meeting at Grand Chapter will be as follows:
 - 1. Any and all business will be conducted at the Grand Chapter meeting as deemed necessary, including but not limited to the nomination and election of officers, a report on the Emeritus Members and report of sickness and distress.
 - 2. The informal part of the luncheon meeting to be held during the April meeting shall be for the purpose of greeting Grand Representatives from other Grand Jurisdictions and other distinguished guests, the memorial services, and making presentations, if any. During the business portion of the April meeting, the report of the Finance Committee shall be received, and report of sickness and distress. Any and all other such business may be conducted as is necessary; the officers elected will be installed.

VII. OFFICERS:

- A. Titles: The officers shall consist of: a President, a Vice President and a Secretary/Treasurer.
- B. Eligibility: To be eligible for elective office in this Association, a member must be:
 - 1. An active member of this Association, AND
 - 2. A member in good standing of an active Florida Subordinate Chapter residing in the State of Florida AND
 - 3. A current or former Grand Representative of any Grand Jurisdiction recognized by General Grand Chapter in Florida. (i.e. Michigan in Florida, etc.)

VIII. DUTIES OF OFFICERS:

- A. PRESIDENT: It shall be the duty of the President to:
 - 1. Preside at the meetings.
 - 2. See that the bylaws of the Association are obeyed.
 - 3. Appoint the Finance and Nomination Committees. Both committees shall be comprised of 3 members, with the first named being chairman.
 - 4. Appoint any committee necessary to conform with these Bylaws and/or to conduct the business of the Association as she/he may deem necessary.
 - 5. Prepare a message for each of two newsletters and see the newsletters are timely emailed or mailed by the Secretary/Treasurer as follows:
 - a. At least six weeks prior to October 31st.
 - b. At least six weeks prior to the April meeting.
 - 6. Relay to the members all information received from the International Grand Representatives Association.
 - 7. To appoint a Vice President to serve the remaining term in the event the elected Vice President is unable to serve or resigns.
 - 8. Appoint a Secretary/Treasurer to serve the remaining term in the event the elected Secretary/Treasurer should be unable to serve or resigns.
 - 9. For the April meeting:
 - a. Following approval of plans for the April meeting and hospitality room or table location, make all arrangements with the Grand Chapter Session Chairman and hotel or other designated facility and sign any required contract relating thereto.
 - b. Decide the theme for the luncheon; be responsible for seeing that the decorations for the head table are provided. See that all proper expenses incurred by the Association are timely paid.
 - 10. Have custody of the Marshal's Baton and gavel, property of the Association.
 - 11. Keep the Worthy Grand Matron informed as to the activities of the Association.

- B. VICE PRESIDENT: It shall be the duty of the Vice President to:
1. Preside in the absence of the President or, if applicable, serve as Secretary/Treasurer in the absence of that officer.
 2. Serve as Chaplain of the Association and Responsible for the Memorial Service at the April meeting.
 3. Have charge of the Grand Representatives' table at Grand Chapter. Enlist members to assist during the hours the table is open. Prepare for distribution a welcome bag to be given to visiting Grand Representatives and newly appointed Florida Grand Representatives.
 4. Serve as Chairperson of the Emeritus Committee.
 5. Assist the Secretary with dues collection when requested.
 6. Prepare a message for each of two newsletters and submit to the Secretary/Treasurer in a timely manner.
 7. Have charge and possession of the Grand Representatives sashes used during the Fraternal Correspondence at Grand Chapter. Sashes are to be delivered to the Grand Conductress at Grand Chapter prior to the Fraternal Correspondence practice. Collect sashes following the Fraternal Correspondence and introductions delivering them to the incoming Vice President following installation of Association officers.

- C. SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to:
1. Record the minutes of each meeting and forward same to the membership via newsletter.
 - a. A copy of each set of minutes shall be retained in a three-ring binder.
 2. Prepare the minutes of the meeting held during the April meeting immediately after the close of such meeting. No later than four (4) weeks following Grand Chapter, send one copy to the immediate Past President for review and one copy to the Grand Secretary for printing in the Proceedings.
 3. Receive all money belonging to the Association, keeping a correct account thereof, and deposit same in the name of the Association in a FDIC insured bank.
 - a. All deposits should be made in a timely manner not holding any funds for a period of more than 30 days.
 4. Issue a membership card or receipt for dues to members upon payment of dues.
 5. Be available at the Grand Representatives' table at Grand Chapter during designated hours to receive payment for dues and donations.
 6. Disburse funds as set forth in Article X.
 7. Furnish the President with a report of all receipts and disbursements as of the dates of the April meeting.
 8. Arrange for an audit of the books of the Secretary/Treasurer prior to the end of her/his term and report to the membership at the April meeting.
 9. Submit a copy of the Annual Report after audit to the outgoing and incoming President.
 10. Pass all records onto the newly elected Secretary/Treasurer no later than 60 days after the April meeting.
 11. Maintain an alphabetical roster of members' names, addresses and membership status, and the Permanent Membership Record Book.
 12. To prepare or cause to be prepared and to issue all notices and communications required by these bylaws or by the President.
 13. To obtain the approval of the President on and sign all business correspondence of the Association.
 14. To serve on the Emeritus Committee.
 15. To provide all new members a copy of the By-laws.
 16. To keep a record of those members who will host a table at the Grand Chapter Luncheon and assure a sufficient number of table hosts/hostesses are available to accommodate all guests of the luncheon.

IX. DISBURSEMENT OF FUNDS:

- A. Upon approval of the President, funds may be disbursed by the Secretary/Treasurer to meet the necessary operating expenses as recommended by the Finance Committee.
- B. No disbursements shall be made without verifiable receipts which receipts shall be retained by the Secretary/Treasurer.

X. FINANCE COMMITTEE:

- A. Composition: Immediately after Installation at the April meeting, the President shall appoint a Finance Committee. This committee shall be composed of three members, the immediate Past President as Chairman and two other members of the Association, each of whom shall serve for one fiscal year. None of those appointed to the Finance Committee may serve more than three consecutive years, however, they may be re-appointed after a one-year hiatus.

- B. Duties: The duties of this committee shall be to prepare a proposed budget and recommendations for the financial operations of the Association for the ensuing fiscal year.
- C. Report: The report of the Finance Committee shall be presented at the Spring meeting prior to the Election of Officers. If approved by a majority vote of members present and voting it shall govern expenditures during the fiscal year for which it is approved.
- D. Budget: Any proposed recommendations and budget shall include, but shall not be limited to the following:
 - 1. The amount to be allowed annually for postage, stationery, copying, other office supplies, dues cards, mailing labels, programs for the April luncheon meeting, etc. Receipts shall be presented at the next meeting verifying these expenses and amounts disbursed.
 - 2. For the April luncheon meeting:
 - a. Designate those who receive complimentary luncheon tickets, i.e., the Worthy Grand Matron, Worthy Grand Patron, Most Worthy Grand Matron, Most Worthy Grand Patron, if attending, Florida's General Grand Chapter Officers, Florida's General Grand Chapter Committee Members and Ambassadors, Florida's General Grand Chapter Special Appointments, other attending Florida Grand Officers, and International Grand Representatives' Association President and any Past IGRA President of Florida if attending, and luncheon musician.
 - b. Designate amounts of love gifts and to whom be presented as approved by the Finance Committee
 - 3. Specify other expenses/disbursements and specifically set forth amount, purpose and recipient.
- XI. QUORUM: The presence of any two of the officers, President, Vice President, Secretary/Treasurer, and 15 other members shall constitute a quorum to transact business of the Association.
- XII. AMENDMENTS: These Bylaws may be amended by a majority vote of members present and voting at any regular meeting as follows: The proposed amendments shall be presented to the Secretary/Treasurer in writing at least eight weeks prior to the scheduled meeting and voted on at the next meeting following presentation. Copies of such proposed amendments shall be furnished to all current members at least six weeks prior to the April meeting at which time the vote will be taken.
- XIII. PARLIAMENTARY AUTHORITY: A majority of votes cast shall determine all questions except as otherwise specifically provided. Parliamentary Law in accordance with Robert's Rules of Order Newly Revised, and not in conflict with these Bylaws shall govern the deliberations of the Association.
- XIV. DISSOLUTION: In case of dissolution, all assets of the Association shall be donated to the Grand Chapter of Florida, Order of the Eastern Star, Inc. for distribution as it may direct.
- XV. MEMBERSHIP COMMITTEE:
 - A. A membership committee composed of a chairperson and 2 members and the Secretary/Treasurer, who will serve as ex-officio, will be charge of maintaining the membership records. The membership committee will be under the direction of the Secretary/Treasurer and will accept dues. Funds to be immediately turned over to the Secretary/Treasurer for deposit.
 - B. The President will replace one member during his/her term in office, however in the case of death or incapacitation, may be required to appoint additional members. That a minimum of at least one member of the committee be carried over at all times to allow the continuity of this committee. The President may reappoint existing members of the committee if so desired.
 - C. The President may assign/request 2 additional members to assist the membership committee during the hours that the Grand Representative Association of Florida table is to be attended at during the Grand Chapter of Florida. This is to assist the committee in manning the table, but at least one member of the Membership Committee shall be at the table during the times it is open.

Approved November 15, 1987

Amended April 13, 1989

Amended April 26, 1990

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