

2026 GRA-FL APPROVED BYLAWS

(1) ARTICLE III: MEMBERSHIP:

C. Honorary Membership:

1. The Grand Representatives of Florida in other Jurisdictions who attend the Grand Chapter Session will be given Honorary Membership in the Association.

2. Honorary Membership shall be granted to the Worthy Grand Matron and/or Worthy Grand Patron of the Grand Chapter of Florida at the Association Luncheon held during their respective Grand Chapter Session if they have never held a Grand Representative Commission. The Honorary Membership would also apply to all Past Grand Matrons and Past Grand Patrons who have not previously held a Grand Representative Commission as they have also represented our Grand Jurisdiction during their respective years.

(2) ARTICLE IV: FISCAL YEAR:

The fiscal year shall be from Installation to Installation, which said Installation shall be held at the Association's annual meeting.

(3) ARTICLE V: DUES:

A. Dues shall be \$5.00 per year. Dues may be paid in advance prior to January 1 at any time (i.e., at Grand Chapter many members pay for multiple years.) It is the responsibility of every member to keep her/his dues current; no notices of delinquency will be sent.

(4) ARTICLE V: DUES:

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, it shall be sent to the Secretary/Treasurer together with a self-addressed, stamped envelope (SASE) for the return of the dues card. If a self-addressed, stamped envelope (SASE) is not included with the dues payment, the card may be sent with the next mailing to members or may be held for pick-up at the Grand Representatives' table at Grand Chapter.

(5) ARTICLE VI: MEETINGS:

A. The annual meeting of the Association shall be held following the luncheon at the Grand Chapter Session.

(6) ARTICLE VI: MEETINGS:

B. The order of business for the meeting at Grand Chapter will be as follows:

2. The informal part of the luncheon meeting to be held during the annual 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 annual 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.

(7) ARTICLE VIII: DUTIES OF OFFICERS:

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A. PRESIDENT: It shall be the duty of the President to:

1. Preside at all meetings. (i.e., annual, special, or emergency)

(8) ARTICLE VIII: DUTIES OF OFFICERS:

A. PRESIDENT: It shall be the duty of the President to:

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 (6) weeks prior to October 31st.
- b. At least six (6) weeks prior to the annual meeting.

(9) ARTICLE VIII: DUTIES OF OFFICERS:

A. PRESIDENT: It shall be the duty of the President to:

9. For the annual meeting:
 - a. 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) ARTICLE VIII: DUTIES OF OFFICERS:

B. VICE-PRESIDENT: It shall be the duty of the Vice-President to:

1. Serve as Chaplain of the Association and is responsible for the Memorial Service at the annual meeting.

(11) ARTICLE VIII: DUTIES OF OFFICERS:

B. VICE-PRESIDENT: It shall be the duty of the Vice-President to:

2. Have charge of the Grand Representative's table at Grand Chapter. Enlist members to assist during the hours the table is open. Prepare for distribution of a welcome bag to be given to visiting Grand Representatives and newly appointed Grand Representatives

(12) ARTICLE VIII: DUTIES OF OFFICERS:

C. SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to:

1. Record the minutes of all meetings and forward the same to the membership via newsletter.
 - a. A copy of the minutes shall be retained in a three-ring binder each year.

(13) ARTICLE VIII: DUTIES OF OFFICERS:

C. SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to

2. Prepare the minutes of the annual meeting immediately after the close of such meeting. No later than four (4) weeks following Grand Chapter, one (1) copy to the immediate Past President for review and one (1) copy to the Grand Secretary for printing in the Proceedings.

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(14) ARTICLE VIII: DUTIES OF OFFICERS:

C . SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to

7. Furnish President with a report of all receipts and disbursements as of the date of the annual meeting.

(15) ARTICLE VIII: DUTIES OF OFFICERS:

C . SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to

Currently reads:

8. Arrange for an audit of the books of the Secretary/Treasurer no later than 60 days prior to the end of her/his term and report to the membership at the April meeting.

Change to read:

8. Arrange for an audit of the books of the Secretary/Treasurer no later than 60 days prior to the end of her/his term and report to the membership at the annual meeting. Following the internal audit, arrange for the Chairman of the Finance Committee to review and audit the book for Grand Chapter.

(16) ARTICLE VIII: DUTIES OF OFFICERS:

C . SECRETARY/TREASURER: It shall be the duty of the Secretary/Treasurer to

10. Pass all records on to the newly elected Secretary/Treasurer no later than 60 days after the annual meeting.

(17) X. FINANCE COMMITTEE:

A. Composition: Immediately after Installation at the annual meeting, the President shall appoint a Finance Committee. This committee shall be composed of three (3) members, the immediate Past President as Chairman and two (2) other members of the Association, each of whom shall serve for one (1) fiscal year. None of those appointed to the Finance Committee may serve more than three consecutive years, however, they may be reappointed after a one-year (1-year) hiatus.

(18) X. FINANCE COMMITTEE:

C. Report: The report of the Finance Committee shall be presented at the annual meeting prior to the Election of Officers. If approved by the majority vote of the members present and voting it shall govern expenditures during the fiscal year for which it is approved.

(19) X. FINANCE COMMITTEE:

Currently reads:

Budget: Any proposed recommendations and budget shall include, but shall not be limited to the following:

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1. The amount to be allowed annually for postage, stationery, copying, other office supplies, dues cards, mailing labels, programs for the annual luncheon meeting, etc. Receipts shall be presented during the business portion of the same annual meeting verifying these expenses and amounts to be disbursed. In the event there is an over-budgeted item, it will be brought before the membership for discussion and approval by majority vote before funds for the item are disbursed. The receipt must be provided.

XVII. ADVISORY COUNCIL

The purpose of the Advisory Council shall be to:

1. Provide the Officers of the Association with support and guidance in the performance of their duties.
2. Assist the Officers in implementing the goals and objectives of the Association.
3. Propose creative ideas to keep the Association effective.
2. The Advisory Council shall have no decision-making authority within the Association.
3. The Council shall consist of three (3) members. The incoming President shall appoint one new member thereby having two (2) hold-over members at all times. The member having one-year will be the Chairman.

(20) 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 (8) weeks prior to the annual meeting. Copies of such proposed amendments shall be furnished to all members at least six (6) weeks prior to the annual meeting at which time the presentation of the proposed amendments will be presented and the vote taken.

Approved November 15, 1987
Amended April 13, 1989
Amended April 26, 1990
Amended April 14, 1994
Amended April 13, 1995
Complete Revision April 23, 2001
Amendment adopted April 2007
Amendment adopted October 20, 2007
Amendment adopted November, 2011
Complete Revision Approved April 24, 2017
Amendment adopted April 16, 2018
Amendments adopted October 26, 2019
Amendments adopted April 17, 2023
Amendments adopted April 13, 2026