



**Old Seventeenth District
Masters & Officers Association**

CONSTITUTION & BY-LAWS

RATIFIED BY THE LODGES FROM THE ALBANY MASONIC DISTRICT

APRIL 20, 2016

**RATIFIED BY THE LODGES FROM THE RENNELAER-SCHENECTADY MASONIC
DISTRICT**

APRIL 22, 2016

DATED: APRIL 22, 2016

ARTICLE I – PURPOSE

The purpose of this Organization, to be known as the Masters and Officers Association of the Old Seventeenth District, and hereinafter referred to as the Association, is to assist the District Deputy Grand Master, the District Staff Officer, the District Assistant Grand Lecturer(s) and the Masters, Wardens, Officers and Brothers of the Lodges in the Old Seventeenth District in the discharge of their various responsibilities and duties.

ARTICLE II – MEMBERSHIP

The Association's meetings and proceedings shall be open to any Entered Apprentice, Fellowcraft or Master Mason. The Association's voting members shall consist of the eight (8) constitutional officers (listed below) from each Lodge in the Old Seventeenth District. These officers are:

- 1) Worshipful Master
- 2) Senior Warden
- 3) Junior Warden
- 4) Treasurer
- 5) Secretary
- 6) Senior Deacon
- 7) Junior Deacon
- 8) Tiler

The current District Deputy Grand Master, District Staff Officer, Assistant Grand Lecturer(s) and Permanent Members of Grand Lodge who are a member of a lodge in the Old 17th District are also to be advisory members of this Association.

Quorum shall be obtained by having voting members from 40% of the lodges in the Old Seventeenth District, truncated to the nearest whole number. For example, if there are 17 lodges in the district, the calculation will be $(17 * .40 = 6.8, \text{truncated to } 6.0)$. Therefore as long as there are six (6) individual members in total from six (6) different lodges, quorum will be obtained.

ARTICLE III – ELECTION OF OFFICERS

The Association shall, at each Annual Meeting and by a majority of the voting members there present, elect the following Officers:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

The President and Vice-President, for his term of office, shall be Master, Senior Warden or Junior Warden of his Lodge. The Secretary and Treasurer shall be any voting member of the Association or a past Master or Warden of any Lodge in the District.

ARTICLE IV – DUTIES OF OFFICERS

President

- To preside over the meetings of the Association;
- To govern this Association in accordance with the Constitution and By-Laws of this Association;
- To maintain order and decorum among the members and their guests during the meetings of the Association;
- It shall be within the power of the President to insist that all members abide by his decision as to when any member or guest is out of order, or guilty of conduct unbecoming a member of this Association;
- To secure for the Association a Host Lodge for each regularly scheduled monthly or special meeting. The Host Lodge will be responsible for arranging for a caterer for that dinner meeting;
- To coordinate the preparation, printing and the distribution of the voting membership roster of this Association for his year. The President may defer the actual work involved in this project to a committee, comprised of members of the Association, but he is to ensure that the roster be prepared and distributed as soon after the Annual Meeting as practicable;
- To assist the Master of the Lodge of the retiring District Deputy Grand Master in the procurement of a past District Deputy Grand Master's jewel, for presentation at his homecoming, financially in the amount as set forth in the By-Laws, Section II, if the Association so requires;
- The President may authorize a grant if the Association so approves by majority vote.

Vice-President

- To preside over the meetings of this Association in the absence of the President, or at his direction;
- To assist the President in the organization of, and attendance at, the monthly dinner meetings of this Association;
- To accept reservations from each member or Lodge, maintain a written record of same, and contract for the total of such reservations each month with the Host Lodge for that meeting;
- To maintain a central calendar of Old Seventeenth District events to avoid conflicting events. He shall make this calendar available to all members of this Association and shall record all Masonic events that may be of interest to District Lodges and their members;

- To act in the stead of the President, should the President become incapacitated or otherwise unable to perform his duties in a timely manner.

Secretary –

- To record the minutes of all business transacted at all regular and special meetings of the Association;
- To advise each Lodge within the District, in writing, the amount owed to this Association under the general contribution plan as outlined in Section II of the By-Laws as soon after the annual meeting as possible;
- To receive these monies from the Lodges and turn them over to the treasurer for deposit;
- To advise the President before the January meeting of any Lodge which has not met their assessment for the current year.

Treasurer –

- To receive all monies paid to the Association, deposit same in bank account(s) maintained in the name of the Association;
- To prepare and sign all vouchers and checks used to pay the legal obligations of the Association;
- To maintain proper financial records and submit an annual report to the Association at the Annual Meeting.

ARTICLE V – ELIGIBILITY OF PRESIDENCY

The President of the Association shall be elected from a pool of all District Masters and Wardens for the ensuing year. If there be no Master or Warden willing or able to serve, it shall be the option of the current President, should his status in his Lodge permit, to remain as President for the ensuing year.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee, advisory in nature, shall consist of three (3) past Presidents of the Association or its predecessor Associations, appointed by the President, and serving at his pleasure. At each Annual Meeting, with the election of a new President, the members of this Committee shall be replaced or reappointed at the discretion of the newly elected President. The purpose of this Committee shall be to serve as advisors to the President and Officers of this Association, and be available to answer all questions and/or problems in regard to the Constitution, By-Laws or traditions of the Association, and to see that the Constitution and By-Laws, or traditions of the Association are upheld and adhered to.

It shall also be the responsibility of this Committee, at each Annual Meeting, to see that newly elected Officers of the Association receive an updated copy of the Constitutions and By-Laws for use throughout the year.

The members of the Executive Committee shall have no vote in the Association as such, unless said Committee members shall also be a voting member of the Association, as defined in Article II.

ARTICLE VII – MEETINGS

The Association shall hold a meeting during the months of August to May, on the first fifth weekday of the month, excluding holidays and the month of December at a time, and at a Host Lodge designated by the President. The Annual Meeting shall be in August. The Dinner portion of the meeting shall be open to families at the discretion of the President. Special meetings of the Association may be called for at the discretion of the President or, in his absence, by the Vice-President or the Secretary in the absence of both principal officers. A call for a special meeting shall designate a time, location and the nature of the business to be transacted. The order of business for the Annual Meeting shall be (but not limited to) as follows:

- 1) All regular business, excluding the messages from the District Deputy Grand Master and the Staff Officer
- 2) Election of Officers for the ensuing year
- 3) Per Capita Assessment for the ensuing year
- 4) Schedule of Meeting Dates and Host Lodges for dinner meetings for the ensuing year
- 5) Message from the Staff Officer
- 6) Message from the District Deputy Grand Master

ARTICLE VIII – VOTING

All members of the Association shall share the privileges of the floor equally, in accordance with the usual rules of parliamentary procedure. Voting members in Good Standing of the Association shall each have one vote, none to be cast by proxy.

ARTICLE IX – AMENDMENTS

The Constitution, and its By-Laws, may be amended by two-thirds majority vote of the members present at a regular meeting, provided any proposed amendment shall have been submitted in writing to the President, and incorporated in the call of the meeting. Should the above not be complied with, any proposed amendment brought to the floor must be tabled for the next meeting, and incorporated in the call of that next meeting.

BY – LAWS

Section #1 – Committees

The President shall have the power to appoint such committees as deemed necessary and advisable.

The Association shall have the following Standing Committees:

1. Audit
2. Education
3. Safety ID
4. Memorial Service
5. The Annual Grand Lodge Communication Arrangements
6. A Nominating Committee
7. Surviving Spouses Committee
8. Communications Committee to include oversight of the District Website

Section #2 – Income and Expenses

Subsection #1 – Income

Income shall come from (but is not limited to) interest from investments, dinner proceeds, Lodge per capita assessments.

- a) Dinners - The charge for dinners before a meeting shall be \$20.00 per person. The Association will continue the tradition of covering the cost of the meal for the current District Deputy Grand Master, Staff Officer and Assistant Grand Lecturer(s). The Vice-President shall collect the monies from the dinner and pay them to the Treasurer for deposit. From the money received, a minimum of \$3 per dinner shall be deposited and up to \$17.00 per dinner shall be paid to the Host Lodge.
- b) Each Lodge's per capita assessment shall be \$1.50 per Lodge member as of the Annual Meeting. These monies will be collected by the Secretary, who will pass them to the Treasurer for deposit.

Subsection #2 – Expenses

Monies held by the Association shall be kept in their respective accounts and be available for their specific purposes. The expenses of the Association shall include but not limited to grants (as specified in the Constitution, Article IV, Duties of the President), general Association expenses, Investiture Service expenses, Grand Lecturer Convention expenses, Past District Deputy Grand

Master's jewel, Safety ID related expenses and the District Internet Website Hosting and Domain Name Registration.

- a) General Association Expenses – Reasonable monies shall be made available for the Association expenses, which may consist of printing and postage cost for the roster, and any other incidentals pertaining to and authorized by the Association.
- b) Investiture Service Expenses – The entire cost of the program prepared for the Investiture Service shall be borne by the Association, paid only when requested and documented by a current Assistant Grand Lecturer.
- c) Grand Lecturer's Convention Expenses – The Association shall pay for the costs of refreshments for the Grand Lecturer's Convention, upon submission of an itemized statement of expenses, and upon request and documentation by a current Assistant Grand Lecturer.
- d) Past District Deputy Grand Master's Jewel – A sum of money not to exceed Seven hundred Fifty dollars (\$750.00) shall be made available for each District Deputy's term of office, to secure a Past District Deputy Grand Master's Jewel for the retiring District Deputy Grand Master.
- e) The cost of materials for supporting the district Safety ID Program.
- f) Internet Website Hosting – The annual cost of hosting the District website shall be made available to the District Webmaster, who shall present the Association an invoice for reimbursement.

Section #3 – CRITERIA FOR THE “TRAVELING TROWEL” AWARD

The roll call of Lodges in attendance shall be taken at the beginning of each meeting. The Traveling Trowel shall be awarded to a Lodge by the following order of precedence:

- a) A Lodge must have at least two (2) Wardens present or a Master and one (1) Warden present in order to be eligible for the award;
- b) The award is presented to the eligible Lodge with the most members present
- c) If two or more eligible Lodges have the same number of members present, the number of *voting* members present will break the tie.
- d) If (c) results in a tie, the highest officer present breaks the tie.
- e) If (d) results in a tie, the second highest officer present shall break the tie, and proceed until tie is broken.
- f) If a tie still remains after (e), a coin toss shall determine the award recipient.

Section #4 – ORDER OF BUSINESS

- 1) Invocation
- 2) Pledge of Allegiance
- 3) Roll Call & Award of the Traveling Trowel
- 4) Approval of the proceeding meetings minutes (to have been distributed via email)
- 5) Treasurer's Report
- 6) Reports of Committees
- 7) Old Business
- 8) New Business
- 9) Lodge Announcements
- 10) (Annual Meeting – Election of Officers, Assessment & ensuing year scheduling)
- 11) Assistant Grand Lecturer's Message
- 12) Staff Officer's Message
- 13) Program for the evening
- 14) District Deputy Grand Master's Message
- 15) Benediction
- 16) Adjournment