



# **DISTRICT 20 MASONIC OFFICERS ASSOCIATION OF TENNESSEE**

Serving Knox, Sevier and Union Counties

## **By-Laws**

### **ARTICLE 1 • NAME AND PURPOSE**

**Section 1:** This organization shall be known as the **DISTRICT 20 MASONIC OFFICERS ASSOCIATION** hereafter referred to as the Association.

**Section 2:** The purpose of the Association shall be to promote masonry and strengthen the bonds of Brotherly Love between the Masonic Lodges of Knox, Union, and Sevier Counties, known as District 20 and to assist the District 20 Chairman and the District 20 Deputy Chairmen.

### **ARTICLE 2 – MEETINGS**

**Section 1:** The regular monthly meetings of the Association shall be held on the third (3rd) Wednesday of each month at a location to be selected by the Association and announced at the previous month's meeting.

**Section 2:** Called meetings may be held at such times and/or places as the President shall direct or as requested by five members of this Association. Before having a called meeting all members of this Association shall be notified at least three (3) days before a called meeting can be held. Notice will be by e-mail, telephone or by mail.

**Section 3:** A quorum consisting of at least 5 members representing at least three lodges must be present to conduct business.

### ARTICLE 3 – MEMBERSHIP

**Section 1:** The Members of the Association shall consist of all elected and appointed officers in the Subordinate Lodges of the Grand Lodge of Tennessee in District 20 (Knox, Union, and Sevier Counties) and all Past Masters of these Lodges. All other Masonic members are welcome to attend, but will not be considered part of the Association membership.

**Section 2:** A standing invitation is extended to the Most Worshipful Grand Master of the Grand Lodge of the State of Tennessee and his elected and appointed Grand Officers or his designated Grand Lodge Committee Members; all District Chairmen, and all District Deputy Chairmen, to attend all meetings of this Association.

### ARTICLE 4 - OFFICERS

**Section 1:** The following officers shall be elected: President, Vice President, Secretary and Treasurer.

**Section 2:** The election of officers of the Association shall be held at the regular meeting in December of each year. The installation of officers shall be held at the following regular meeting in January of each year.

**Section 3:** The President shall appoint a Chaplain.

**Section 4:** The President shall appoint the following standing committees of the Association at the January meeting following his installation.

- A. Audit Committee
- B. By-Laws Committee
- C. Charity Committee
- D. Fund Raising Committees
- E. Funeral Committee
- F. News Letter Committee
- G. Nominating Committee
- H. Public Relations
- I. Visitation Committee

**Section 5:** The President may appoint other ad-hoc committees as needed or necessary or as directed by majority vote of the Association at any time.

**Section 6:** Any current Lodge Officer, elected or appointed, or Past Master in Knox, Sevier, or Union County Lodges shall be entitled to hold and serve in any office of this Association.

**Section 7:** If any officer of the Association misses three consecutive meetings without reasonable cause as determined by the President, he will be removed from office and a successor appointed by the President.

**Section 8:** Any officer, elected or appointed, or Committee person of this Association may be removed from their office or committee on a motion, second, and a 3/4 vote of the members present at two consecutive meetings of this Association. After the second vote, replacements may be elected or appointed as per these by-laws immediately after the second vote is taken if any member is removed.

## ARTICLE 5 - DUTIES OF OFFICERS

**Section 1:** It shall be the duty of the President to preside at all Regular Monthly and Called Meetings of this Association; to enforce the observance of the By- Laws; and to supervise the officers and members in the faithful discharge of their duties. The President, separately from the Vice President, should visit every Lodge in District 20 at least once a year in order to encourage all Lodge Officers and members to become active in the affairs of District 20.

**Section 2:** The President of the Association shall be an ex-officio (non-voting) member of all committees.

**Section 3:** It shall be the duty of the Vice President, in the President's absence, to preside over the Association and assume all duties of the President. The Vice President will also assist the President in the discharge of the President's duties. The Vice President, separately from the President, should also visit every Lodge in District 20 at least once a year in order to encourage all Lodge Officers and members to become active in the affairs of District 20.

**Section 4:** It shall be the duty of the Secretary to keep a full and accurate record of the proceedings of the Association; receive and report all money due the Association and this report is to include all money received from all sources including charity, passing of the hat, meals, Fund Raising Committees and pay it to the Treasurer, taking his receipt therefor. The Secretary shall provide the President and Vice President a copy of the minutes. These minutes will be delivered no later than fourteen days after each meeting. The Secretary shall handle all outgoing correspondence. The Secretary shall include with the monthly minutes, the written report of the Treasurer and any other Committees. The minutes of at least the previous twelve months should be available for reference at all regular meetings.

**Section 5:** It shall be the duty of the Treasurer to receive all money from the hands of the Secretary, properly deposit it to the correct account, pay it out by check by the order of the President and approval of this Association, and keep a true and accurate record thereof. The Treasurer will provide a detailed written report monthly of all income and expense transactions. This monthly report is to be filed with the Secretary and made a part of the monthly minutes. The Treasurer shall invest all available funds to receive the highest yield and all investments shall be insured. Any proposed changes in investments must be offered in writing by a special committee to be appointed by the President at a Regular Monthly Meeting, be received by a majority of those present, and layover until the next Regular Monthly Meeting which may then be adopted by a simple majority affirmative vote of the members present.

**Section 6:** The Treasurer shall be the principle signatory authority on all checks and Investments and in his absence, the Secretary who will be co-signor on all funds, with the proper approval of the Association.

## ARTICLE 6 - DUTIES OF COMMITTEES

### Section 1: Duties of Committees

A. An Auditing Committee - consisting of three members of this Association, whose duty it shall be to audit the books, vouchers, records, and all reports of the Treasurer, Secretary, or Committees and report in writing at a regular meeting in January and July and at such other times as the President may direct.

B. By-Laws Committee - will review the by-laws at least every five (5) years or more often, if requested by the President.

C. Charity Committee - consisting of three members of this Association, whose duty it shall be to review all requests for charity-money and report back to the Association at the next regular meeting with a recommendation.

D. Fund Raising Committees - shall serve at the will of the President and with the approval of the Association. It shall be the duty of the Chairman of any other Committee who handles money for the Association to pay it to the Treasurer, taking his receipt therefore. Each Chairman shall keep a true and accurate record thereof. Each Chairman will provide a detailed written report monthly of all transactions and this report is to include all money received from all sources. This monthly report is to be filed with the Secretary and made a part of the monthly minutes.

E. It shall be the duty of the Chairman of the Funeral Committee to assemble a sufficient number of brothers necessary to hold a Masonic Funeral when required.

F. It shall be the duty of the Chairman of the Newsletter Committee to provide a quarterly newsletter to the Worshipful Master and Secretary of each lodge in District 20.

G. It shall be the duty of the Chairman of the Nominating Committee, consisting of the District Deputy Chairmen, to make a recommendation for each elected office at the October meeting of the Association. Nominations will also be accepted from the floor at the election of officers held in November.

H. It shall be the duty of the Chairman of the Public Relations Committee to interact with other community groups and/or the media.

I. It shall be the duty of the Chairman of the Visitation Committee or any designated member of this committee to provide a written report of any of visitations to any sick or distressed brothers or the need for such visitation.

## **ARTICLE 7 - FEES**

**Section 1:** The services of all Officers and Members shall be without pay.

**Section 2:** Necessary expenses for the Secretary, Treasurer and/or other members shall be paid, and reimbursements made upon presentation of a receipt, and the approval of the Association.

**Section 3:** The Association shall not be responsible for transportation, meals, or other expenses of its members, except as provided for in Article 7, Section 4.

**Section 4:** Each Lodge in District 20 shall be requested to contribute to the Association an annual sum, to be fixed by the Association, to cover the District 20 Banquet meal expenses of the Grand Master, all Grand Officers, and their wives and any related expenses, and to secure a Banquet Hall.

## **ARTICLE 8 - VOTING**

**Section 1:** Each member is entitled to one (1) vote and must be present to cast said vote.

**Section 2:** A simple majority vote of those members present shall be sufficient to pass a motion of the Association. The only exception shall be in the By-Laws covered in Article 12, Section 1.

## **ARTICLE 9 - ORDER OF BUSINESS**

**Section 1:** The Order of Business of the Association at the Regular Monthly Meetings shall be as follows, unless otherwise ordered by the President:

- A. Call to order
- B. Invocation and pledge to Flag
- C. Roll Call
- D. Reading and approval of minutes of previous meeting. (Not to be suspended except by order of the President and approval of the Association)
- E. Financial reports. (Not to be suspended except by order of the President and approval of the Association)
- F. Report of Committees
- G. Old Business
- H. New Business
- I. Communications
- J. Association Announcements
- K. Presentation of awards
- L. Adjourn with prayer

**ARTICLE 10 - TRAVELING GAVEL**

**Section 1:** Each month the traveling gavel will be presented to the Lodge with the most officers present (normal 11 officers) at the meeting. In case of a tie, the lodge with the most Past Masters, then other members present shall be the winner. It will be the responsibility of the Lodge holding the gavel to return it at the next regular meeting to be passed on to the next winner. The Lodge which has won the award the most times during the calendar year will be presented the gavel at the December meeting to keep, signifying their accomplishment. In case of a tie, the Lodge with the most members present throughout the year would then receive the award.

**ARTICLE 11 - CHANGES AND AMENDMENTS OF BY-LAWS**

**Section 1:** Any proposed changes or amendments of these by-laws must be offered in writing at a Regular Monthly Meeting, be received by a majority of those present, and layover until the next Regular Monthly Meeting which may then be adopted by an affirmative vote of two-thirds of the members present.

**ADOPTED:** November 24, 1971

**AMENDED:**

January 23, 1974

October 20, 1975

December 17, 1976

May 16, 1984

July 18, 1990

August 15, 2001

May 17, 2006

July 15, 2015

October 17, 2018

I certify that the above by-laws were amended on October 17, 2018 by proper vote of those members present and the above by-laws are a true and correct presentation of that action.

*Rob Farmer*

*Gene T. Jenkins*

Rob Farmer  
President

Gene T. Jenkins  
Secretary