

# BY-LAWS

## OF

Ladies Auxiliary to \_\_\_\_\_ Aerie No. \_\_\_\_\_ Fraternal Order of Eagles.

This Auxiliary was instituted on the \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

This Auxiliary was Incorporated under the laws of the State of \_\_\_\_\_ on \_\_\_\_\_.

## MEETINGS

**Section 1.1** The meetings of this Auxiliary shall be held on \_\_\_\_\_ at the hour of \_\_\_\_\_.M. The place of the meeting shall be \_\_\_\_\_  
(Street Address, City, State and Zip Code) \_\_\_\_\_

**Section 1.2** Special meetings shall be held in conformity with Section 3.2 Ladies Auxiliary Rules and Regulations Fraternal Order of Eagles or Laws amendatory thereof.

## NOMINATION AND ELECTION

**Section 2.1** The annual nomination, election and installation of Officers shall be as provided in Section 18.1 to 18.6 of the Ladies Auxiliary Rules and Regulations or Laws amendatory thereof. **This excludes Section 18.1 (g) and (h) unless specifically approved in the Auxiliary By-Laws.** Vacancies in office shall be filled as provided in Section 19.1 to 19.4 of the Ladies Auxiliary Rules and Regulations or Laws amendatory thereof.

**Section 2.1 (a)** This Auxiliary hereby adopts the latest version of the "Model Election Rules" to answer possible questions that may arise during nominations and election. \_\_\_\_\_ Yes. \_\_\_\_\_ No.

**Section 2.2** The office of Madam Conductor shall be filled each year by, Election \_\_\_\_\_ OR appointment by the Madam President \_\_\_\_\_.

**Section 2.3** ELECTION OF AUXILIARY OFFICERS. (Adopt one provision only, either "a" or "b")

**Section 2.3 (a)** The election of officers shall be by PRINTED BALLOT **during the Auxiliary meeting.**

**Section 2.3 (b)** The election of officers shall be **conducted with the polls opening at \_\_\_\_\_ .M. and closing at \_\_\_\_\_ .M.**

**Section 2.4** Tellers shall be appointed by the Madam President. (Presiding Officer)

**Section 2.5** The term of office of the Madam Secretary shall be for \_\_\_\_\_ years.

**Section 2.6** The term of office of the Madam Treasurer shall be for \_\_\_\_\_ years.

**Section 2.7** The term of office for each Madam Trustee shall be for \_\_\_\_\_ years.

**Section 2.8** The position of Honorary Mother shall be filled by Election \_\_\_\_\_ **OR** Appointment \_\_\_\_\_.

**Section 2.9** The office of Outside Guard has been abolished. \_\_\_\_\_ Yes. \_\_\_\_\_ No.

## **AUXILIARY MEMBERSHIP**

**Section 3.1** The fee for membership by initiation in this Auxiliary shall be \$ \_\_\_\_\_.

**Section 3.1 (a)** The fee for re-enrollment of membership in this Auxiliary shall be \$ \_\_\_\_\_.

**Section 3.2** The minimum age that members will be accepted into this Auxiliary will be \_\_\_\_\_ years of age on the date of initiation.

**Section 3.3** The method used by this Auxiliary to accept all candidates for membership shall be elected by majority vote of those members present and voting by secret ballot.

**Section 3.4** Non-Beneficial Life Membership Cards      **may**      **may not** be granted to members of this Auxiliary. The fee for such Non-Beneficial Life Membership shall be \$ \_\_\_\_\_. (Must be at least \$250.00)

**Section 3.4 (a)** The Per-Capita Tax for the Life Member shall be paid by the Auxiliary \_\_\_\_\_ **OR** the Life Member \_\_\_\_\_. (Select One)

**Section 3.5** Any qualified member      **may**      **may not** make application for "Golden Age Eagle" Membership.

**Section 3.5 (a)** The Per-Capita Tax and Funeral Benefit for the "Golden Age Eagle" member shall be paid by the Auxiliary \_\_\_\_\_ **OR** the Golden Age Eagle Member \_\_\_\_\_. (Select One)

## **FUNDS**

**Section 4.1** The following funds are hereby established for this Auxiliary.

- (a) The General Fund
- (b) The Benefit Fund

**Section 4.2** By resolution the Auxiliary shall designate some banking institution in which each of the funds shall be deposited.

## **DUES**

**Section 5.0** All dues shall become due on **May 31<sup>st</sup>** of each year.

**Section 5.1** Dues of Beneficial Members shall be \$ \_\_\_\_\_ per year, (**must be enough to cover all Grand Aerie and State per capita taxes**), payable in advance.

## **Section 5.2** Dues of Beneficial Members shall be divided annually among the various funds as follows:

**Section 5.3** Dues of Non-Beneficial Members shall be \$\_\_\_\_\_ per year, (must be enough to cover all Grand Aerie and State per capita taxes), payable in advance.

**Section 5.4** Dues of Non-Beneficial Members shall be divided annually among the various funds as follows:

(a) General Fund \$ \_\_\_\_\_.

b) Benefit Fund \$ \_\_\_\_\_ (must include current Grand Aerie and State per capita taxes).

**Section 5.5** Dues of Dual Members shall be \$\_\_\_\_\_ per year, payable in no event for a period longer than the period for which the member has paid her dues in advance in her original Local Auxiliary. **(This section must be completed)**

**Section 5.6** Dues of Dual Members shall be divided annually among the various funds as follows:

(a) General Fund \$ . . . . . (b) Benefit Fund \$ . . . . .

## **DUTIES OF OFFICERS**

**Section 6.1** The duties of all officers of this Auxiliary shall be set forth in and required by the Ladies Auxiliary Rules and Regulations F.O.E., the Constitution and Statutes, F.O.E., the Ritual of the Ladies Auxiliary, and these By-Laws, or as the same may hereafter be amended.

**Section 6.2** If any officer absents herself from \_\_\_\_\_ consecutive meetings of this Auxiliary, be they regular Auxiliary meetings, properly called, Auxiliary special meetings, regular officers' meetings, or duly called officers' meetings, so long as they are consecutive **without being excused by vote of the Auxiliary** in regular session, the office of such officer so absenting herself shall be declared vacant by the presiding officer. If the Madam President is absent from the City, Town or Village in which this Auxiliary is located for \_\_\_\_\_ consecutive meetings, she shall, **unless excused by vote of the Auxiliary** in regular session, be considered as having vacated her office and the Madam Vice-President shall succeed thereto and the office of the Madam Vice-President shall be declared vacant.

## DECEASED MEMBER TRIBUTE

**Section 7.1** On the death of a member, the Auxiliary shall provide a suitable floral or other form of tribute, cost not to exceed \$ \_\_\_\_\_ to be paid from the **General Fund**.

## SALARIES

**Section 8.1** For the faithful performance of her office duties, the Madam President shall receive the sum of \$ \_\_\_\_\_ per annum, payable \_\_\_\_\_. (annually, semi-annual, quarterly, monthly)

**Section 8.3** For the faithful performance of her secretarial duties, the Madam Secretary shall receive **a per capita compensation**, payable \_\_\_\_\_ (annually, semi-annual, quarterly, monthly) and based upon the number of members who are in good standing and who are not more than **one month** in arrears as follows, \_\_\_\_\_ (cents, dollars) per month, per member.

**Section 8.4** For the faithful performance of her office duties, the Madam Treasurer shall receive \$ \_\_\_\_\_ per annum, payable \_\_\_\_\_. (annually, semi-annual, quarterly, monthly)

**Section 8.5** For the faithful performance of her office duties, the Auxiliary Auditor shall receive not in excess of \$ \_\_\_\_\_ per annum, payable \_\_\_\_\_. (annually, semi-annual, quarterly, monthly)

**Section 8.6** Whenever the Auxiliary, by properly adopted resolution, sends its accredited representatives to the Grand Auxiliary Convention, the State, Regional or Provincial Auxiliary Convention, Zone Conference or District Meetings, they may be allowed as their expenses, not to exceed \$ \_\_\_\_\_ per day while going to, returning from and while in attendance at the sessions, their registration fee, transportation to and from the sessions by the most direct route equaling actual rail fare plus Pullman, Bus or Airplane fare. If traveling by automobile \_\_\_\_\_ cents per mile, round trip.

### **OFFICERS' BONDS**

**Section 9.1** The Madam President, Madam Vice-President, Madam Secretary, Madam Treasurer, Madam Trustees and other members of this Auxiliary who handle monies of this Auxiliary shall each give a surety bond condition for the faithful performance of her duties, to be purchased by the Auxiliary in the amount of \$ \_\_\_\_\_ **or** \_\_\_\_\_ (**covered under the Aerie**)

**Section 9.2** No officer, employee or volunteer shall be permitted to assume or discharge the duties of her office or employment or volunteer until so bonded, and notification thereof forwarded to the office of the Grand Worthy President and shall be enforced under Ladies Auxiliary Rules and Regulations Section 10.1(b).

### **MILITARY SERVICE RECEIPT**

**Section 10.1** Upon a vote of the Auxiliary in regular meeting, there may be issued to any member in good standing, who is in the Military Service, a Military Service Receipt. When such Receipt has been issued such member, during her term in Military Service and for thirty (30) days thereafter, shall not be obligated to pay dues to the Auxiliary but shall be carried on the rolls of the Auxiliary as a member in good standing.

**Section 10.2** Beneficial Members holding a Military Service Receipt shall be entitled to: (Note: Strike out sections not applicable).

- (a) NO DISABILITY or FUNERAL BENEFITS**
- (b) FUNERAL BENEFITS ONLY**
- (c) ALL BENEFITS PAYABLE TO BENEFICIAL MEMBERS**

## INTERNAL UNITS

**Section 11.1** In accordance with Sections 22.1 and 22.7 of the Ladies Auxiliary Rules and Regulations, this Auxiliary hereby authorizes the organization of the following Internal Unit(s), which shall be subject to the control of that Unit **and F.O.E. Statutes, Section 116.1.** (A copy of all Internal Units' By-Laws **that have been approved by the Local Auxiliary** shall be submitted to the Grand Secretary for record keeping purposes only).

Authorized Internal Units (such as Degree Teams, Drill Teams, Past Presidents' Club, Youth Societies, etc.) are as follows:

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**Section 11.2** Rules governing these authorized Internal Units shall be: \_\_\_\_\_

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## MISCELLANEOUS

**Section 12.1** In appreciation of services rendered by the retiring Madam President, this Auxiliary may, by resolution adopted by this Auxiliary, present some suitable gratuity to the retiring Madam President, at a cost not to exceed the sum of \$ \_\_\_\_\_ to be paid from the **General Fund**.

**Section 12.2** Where the Constitution and Statutes, Fraternal Order of Eagles, Ladies Auxiliary Rules and Regulations Fraternal Order of Eagles, the Rituals of the Order, and these By-Laws do not cover or control, then Robert's Rules of Order (revised) shall govern the actions and deliberations of this Auxiliary.

BY-LAWS COMMITTEE: \_\_\_\_\_  
(signatures)  
\_\_\_\_\_  
\_\_\_\_\_

Proposed at regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Second reading at regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Adopted at regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Attest: \_\_\_\_\_  
MADAM SECRETARY \_\_\_\_\_ MADAM PRESIDENT \_\_\_\_\_

SEAL OF  
AUXILIARY

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
**(DO NOT WRITE ON THE ABOVE LINE, GRAND SECRETARY USE ONLY!)**

GRAND SECRETARY, FRATERNAL ORDER OF EAGLES