

Provincial Presidents' Prep List

Decide Membership Program –

Appoint Chairman _____ and Sec/Treas _____ of Memb. Board

Select theme for term _____ and term slogan _____

Concur on prizes and range: 1 member _____ 3 (or 5) members _____

10 members _____ 15 members _____

Pin based on theme _____ (design, manufacturer?)

(pins are to be given as prizes and may be sold but *not given away*)

Maintain a running list with Memb. Sec. of prizes needed/presented

[term Membership Budget roughly \$1,800.00]

Incoming Pres. Meeting (hopefully with Memb. Chair)

Date: March _____ Location _____

(take last term's final membership numbers with you – posted on website since May 31)

Select your Welcome Room organizer(s) [with Aux. partner]

Plan Convention Photographer _____

Plan Term Booklet

Editor _____

(provide photograph and bio blurb for editor)

[All titles of Brothers in booklet should be their highest title achieved in the province.]

Grand Aerie Convention ad (by March [Spring Executive Session])

Designer _____

(photo for ad to designer in time for the SES)

-Plan with Host Aerie the details of:

- Host Aerie doing Credentials _____

- Location and timing of Welcome Room _____

- Convention booklet _____

(updates of PPPs and Hall of Fame lists for booklet from Prov. Secretary)

- Agenda for Convention [**sample Agenda is attached at the end of this document**] -

(check and confirm agenda with Host Aerie)

Installing Drill Team [Incoming President's choice]

Coach _____

Select Members (and confirm)

[Coach chooses music]

Decide on Flowers and/or Gifts for Officers _____

Decide on Photographer _____

Select your **Term Father** (and family & others to be recognized at Installation)

Select *Hon. Prov. President* (optional) _____

Gift(s)? _____

Term Charity _____

Chairman _____

(photo with Charity Director, blurb and literature to Webmaster for page on website)

Appoint Prov. Charities Coordinator _____

Ask Chairmen for All Committees – confirm these verbally only, no need for letters

[SEE ATTACHED CHART AT END OF DOCUMENT]

(remember that Chairs can only run the same committee for two terms in a row, then must change to someone new. This does not apply to Membership Board Chairman, who has no limited number of consecutive years) – overall, try not to copy previous year's choices...returnees tend to be tired, bored or complacent.

Prov. Auditor [should be a PPP] _____

Prov. Information Coordinator _____

Prov. Charities Coordinator _____

Webmaster _____

Bulletin Editor _____

Finance Committee – Prov. VP (Chair), Prov. CHP, Prov. CND – job is to establish budget

Ritual Committee

Select Chairman _____

and Judges _____

_____ (choose the people
only from Zones that hold Ritual Competitions at their Zone Conferences – this will cut down on expenses and travel amounts)

Credentials Committee for Convention

Select Chairman (from Hosting Aerie) _____

Elections Committee for Convention

Select Chairman (from Hosting Aerie) _____

Nominations Committee **for Convention** (5 most recent PPPs at Convention)

Chairman (current JPWPP) _____

Convention Committees List (based on registration list – sheet needed by Convention Hosts for package – draw this up with Provincial Secretary)

Prov. Convention (as Installee)

Dates: _____ Location _____

Installation (Saturday)

Installing Officers (3) – Chairman, Conductor, GWP [last two must be PPPs]

Confirm Seat fillers for the stations that gradually are replaced as newly-elected are installed (they are usually Past Provincial Officers but are not required to be)

Welcome Room (Sat.) _____

Term Booklet handout (Sat.)

TKO Meeting with Officers – (Sat. – Agenda is to decide on Conv. Location three years later)

Appointment of **Auditor** _____

Appointment of **Parliamentarian** _____

Finance Committee – Prov. VP (Chair), Prov. CHP, Prov. CND – job is to establish budget

WA State Conv. Date: _____ Location _____

OR State Conv. Date: _____ Location _____

AK State Conv. Date: _____ Location _____

Grand Convention Date: _____ Location _____

(as Incoming)

Visitation Dates at Aeries – send letters of request to each Aerie with proposed dates

Joint Travels with Prov. Madam President?

AES Exec. Meeting (Sept.)

Date: _____ Time: _____ Location _____

Dress code _____

PNWRC

Date: _____ Location _____

(submit expenses to PSEC)

Zone Conferences:

Zone 1 Date: _____ Location _____

Zone 2 Date: _____ Location _____

Zone 3 Date: _____ Location _____

Zone 4 Date: _____ Location _____

SES Exec. Meeting (Mar.)

Date: _____ Time: _____ Location _____

Dress code _____

Plans for Memorial Team [Sitting President's choice]

Coach _____

Team members: _____

[Coach chooses music]

Plans for GA Conv. Welcome Room

Charity Reps - invite to Convention

(plan for cheque presentation with Charities Coordinator)

PCS Exec. Meeting (Wed. night)

Time: _____ Location _____

Select Anthem singer(s) for Thurs. AM Joint Ceremony:

Prov. Convention (as Chair)

Date: _____ Location _____
(organize chairs for Joint Ceremony on Thursday morning)

Joint Ceremony (Thurs. AM usu. at 11 AM)

Time: _____ Location _____

Opening Session (Thurs. PM; not later than 1 PM)

Anthem Singer(s) _____

Choose Rep for Obligation _____

Introduction of Hon. Prov. President (if any) _____

Meet with PPPs (Thurs. Dinner)

Conv. Memorial (Fri. 8:00 AM)

Location _____

Fri. Morning Session (Fri. 9:30 AM)

Choose Rep for Obligation _____

Fri. Afternoon Session (Fri. 1 PM)

Announce Elections for Sat. – polls open from 7 AM to 9 AM – Location _____

Joint Conv. Banquet (Fri. night)

Charity Rep presentations of cheque(s)

Elections (Sat. 7 AM) – Location _____

Sat. Morning Session (9 AM)

Choose Rep for Obligation _____

Grand Convention

Date: _____ Location _____

(as PJPWP – Rep for BC - Outgoing)

GA Welcome Room

Location: _____

Personnel: _____

[SAMPLE] AGENDA – th ANNUAL BC PROVINCIAL AERIE CONVENTION

WEDNESDAY JUNE XX, 20

Provincial Aerie Pre-Convention Executive Session @ 7:00 PM @ _____

THURSDAY JUNE XX, 20

JOINT CEREMONY

11:00 AM @ _____ (_____ Rd.)

Lunch: 12 PM to 1:00 PM

Provincial Aerie – Opening Session @ 1:00 PM @ _____

- 1 - Officers March-In
- 2 - Opening Ceremony
- 3 - Roll Call of Officers
- 4 - Introduction to Dais of Grand Aerie Reps and Honored Guests and Parliamentarian
- 5 - One Minute of Silence for Departed Brothers
- 6 - Provincial Aerie Obligation by _____
- 7 - Confirmation of all Provincial Committees
- 8 - Greetings from Provincial Aerie to Provincial Auxiliary
- 9 - Credentials Committee Report
- 10 - Adoption of Minutes from 20__ Convention
- 11 - Business Arising from 20__ Convention / Unfinished Business
- 12 - Communications
- 13 - 1st Reading of Proposed By-Law Changes

Recess until Friday, June XX @ 9:30 AM

Past Provincial Presidents Dinner at _____

Cocktails _____ PM Dinner _____ PM

[Evening Entertainment at Aerie]

FRIDAY JUNE XX, 20

JOINT MEMORIAL SERVICE @ _____ (_____ Rd.) 8:00 AM SHARP

Provincial Aerie – Friday Morning Session @ 9:30 AM @ _____

- 1 - Roll Call of Officers
- 2 - Provincial Obligation by _____
- 3 - Address by Grand Aerie Representative or Other Guest
- 4 - Credentials Committee Report
- 5 - Report of Provincial Treasurer
- 6 - Report of Provincial Secretary
- 7 - 2nd Reading of Proposed By-Law Changes
- 8 - Reports of Provincial Aerie Committees
- 9 - Address by Grand Aerie Representative or Other Guest
- 10 - Report of the Provincial Nominations Committee

Recess until 1:00 PM

Lunch 12:00 PM to 1:00 PM

Provincial Aerie – Friday Afternoon Session @ 1:00 PM @ _____

- 11 - Address by Grand Aerie Representative or Other Guest
- 12 - Credentials Committee Report
- 13 - Report of Provincial Auditor
- 14 - 3rd Reading of Proposed By-Law Changes (& Voting)
- 15 - Report of Provincial Membership Board
- 16 - Reports of Provincial Aerie Committees

Recess until Saturday, June XX, 20__ @ 9:00 AM

Joint Banquet @ _____

Cocktails at ____ PM Dinner at ____ PM

[Evening Entertainment at Aerie to follow]

SATURDAY JUNE 7, 2014

AERIE ELECTIONS – polls open from 7:00 to 9:00 AM @ _____

Provincial Aerie – Saturday Morning Session @ 9:00 AM @ _____

- 1 - Roll Call of Officers
- 2 - Provincial Aerie Obligation by _____
- 3 - Remaining Provincial Committee Reports -
- 4 - Address by Grand Aerie Representative(s) and/or Other Guests
- 5 - New Business
- 6 - Bullthrower's Trophy
- 7 - Report of New Membership Board
- 8 - Provincial President's Address
- 9 - Good of the Order
- 10 - Closing in form of the ___th BC Provincial Convention

JOINT INSTALLATION @ _____

____ PM Photographs

____ PM Installation

Welcome Get-Together for Installed Presidents @ _____ - ____ PM to ____ PM

[Dinner at _____]

[Cocktails at ____ PM Dinner at ____ PM]

<u>EXECUTIVE COMMITTEES</u>	<u>CHAIRMEN</u>	<u>SOCIAL COMMITTEES</u>	<u>CHAIRMEN</u>
AUDITOR [should be PPP]		EAGLES ON WHEELS	
BY-LAWS & RESOLUTIONS		EAGLE RIDERS	
PUBLICITY		EAGLES ON WHEELS	
GRIEVANCES		GOLF	
LICENSE & LEGISLATION		R.E.A.C.	
NEW AERIES		SPORTS	
PROV. COMPLIANCE OFFICER (<i>Troubled Aeries & Aerie Advisor</i>)		VISITATIONS	
RE-ENROLLMENT		<u>SUPPORT COMMITTEES</u>	
MEMBERSHIP BOARD		HOME & FAMILY <i>Family-related events or activities, i.e. picnics, etc.</i>	
RITUAL		COMMUNITY SUPPORT <i>Support of local tourism, police and fire depts..</i>	
FINANCE COMMITTEE		YOUTH GUIDANCE <i>Programs or events that keep your community's children active and learning (non-Sports-related)</i>	
<u>COMMUNICATIONS COMMITTEES</u>			
<u>COMMITTEE CHAIRMEN COMMITTEE CHAIRMEN</u>			
ARCHIVIST		MR. & MRS. EAGLE	
BC PINS		PROV. INFO OFFICER	
BULLETIN EDITOR		WEBMASTER	
HALL OF FAME BOARD	PPP K. Cross #2101 (Chair) PPP G. Middlehurst #3318		
<u>CHARITY & STATUTORY F.O.E. COMMITTEES</u>	<u>CHAIRMEN</u>	NOTES	
PROV. CHARITIES COORDINATOR			
ALZHEIMER FUND			

ART EHRMANN CANCER FUND		
ARTHRITIS		
BC CHILDRENS HOSPITAL (DURANTE CHILDRENS FUND)		
BC LUNG		
CHILDREN'S AIDS AND AWARENESS		
D.D DUNLAP KIDNEY FUND		
DISASTER RELIEF FUND		
BURSARIES & EDUCATION		
GOLDEN EAGLE FUND		
JIMMY DURANTE CHILD ABUSE FUND		
LEW REED SPINAL CORD INJURY FUND		
MAX BAER HEART FUND		
MEMORIAL FOUNDATION		
MULTIPLE SCLEROSIS		
MUSCULAR DYSTROPHY FUND		
PARKINSON'S DISEASE RESEARCH & AWARENESS		
ROBERT W. HANSEN DIABETES FUND		
SCHIZOPHRENIA		

SAMPLE

BY-LAWS OF

_____ Aerie No. _____, Fraternal Order of Eagles, instituted by authority of the Grand Aerie of the Fraternal Order of Eagles.

This Aerie was instituted on the _____ day of _____ in the year of _____.

This Aerie was incorporated under the laws of the State of _____ on _____.

MEETINGS

Section 1.1 The meetings of this Aerie 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 72.2 Statutes for Local Aeries, or Laws amendatory thereof.

NOMINATION AND ELECTIONS

Section 2.1 The annual nomination, election and installation of Officers shall be as provided in Section 91.1 to 91.5, inclusive, Statutes, F.O.E., or Laws amendatory thereof. Vacancies in office shall be filled as provided in Section 92.1, Statutes, F.O.E. or Laws amendatory thereof.

Section 2.2 The office of Worthy Conductor shall be filled each year by, Election _____ or by appointment by the Worthy President _____.

Section 2.3 ELECTION OF AERIE OFFICERS. (Adopt one provision only, a or b).

(a) The election of officers shall be by WRITTEN OR PRINTED BALLOT during the Aerie meeting on the date of election. _____ yes.

(b) The election of officers shall be by PRINTED BALLOT, the polls shall open at _____ M.

The polls shall close at _____ .M.

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

Section 2.5 The term of office of the Secretary of this Aerie shall be for _____ years.

Section 2.6 The term of office of the Treasurer of this Aerie shall be for _____ years.

Section 2.7 There shall be _____ elected Trustees, and they shall be elected for a term of _____ years each.

Section 2.7(a) In addition to the _____ elected Trustees, the Junior Past Worthy President, while serving as such, (shall) (shall not) serve as a member of the Board of Trustees of this Aerie.

Section 2.7(b) In addition to the _____ elected Trustees, the Secretary of this Aerie, while serving as

such, (shall) (shall not) serve as a member of the Board of Trustees of this Aerie.

AERIE MEMBERSHIP

Section 3.1 The fee for membership by initiation shall be \$ _____ .

Section 3.1A The fee for re-enrollment shall be \$ _____ .

Section 3.2 The minimum age that members will be accepted into this Aerie will be _____ years of age on the date of initiation.

Section 3.3 The method used by this Aerie 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 Aerie. The fee for such Non-Beneficial Life Membership shall be \$ _____ . (Must be at least \$250.00)

Section 3.4A The Per-Capita Tax for the Life Member shall be paid by the Aerie _____ or the Life Member _____ . (SELECT ONE)

FUNDS

Section 4.1 The following funds are hereby established for this Aerie:

- (a) The Benefit Fund (b) The General Fund
(c) _____ (d) _____
(e) _____ (f) _____

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

DUES

Section 5.1 Dues of Beneficial Members shall be \$ _____ per year, payable in advance.

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

- (a) Benefit Fund \$ _____ . (b) General Fund \$ _____ .
(c) _____ . (d) _____ .

Section 5.3 Dues of Non-Beneficial Members shall be \$ _____ per year, payable in advance.

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

- (a) Benefit Fund \$ _____ . (b) General Fund \$ _____ .
(c) _____ . (d) _____ .

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 his dues in advance in his original Local Aerie. (This section must be completed)

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

- (a) Benefit Fund \$ _____ . (b) General Fund \$ _____ .
(c) _____ . (d) _____ .

Section 5.7 Any qualified member (may) (may not) make application for a “Golden Age Eagle” Membership.

DUTIES OF OFFICERS

Section 6.1 Upon having received due notice of a member being in dire circumstances, the Worthy President may provide temporary financial aid to said member, not to exceed the sum of \$ _____ to be paid from the _____ Fund. (Must be General or Social Fund)

Section 6.2 If any officer absents himself from _____ consecutive meetings of this Aerie, or duly called or stated officers' meetings or trustees' meetings, or any combination thereof, so long as they are consecutive, without being excused by a vote of the Aerie in regular session, the office of such officer so absenting himself shall be declared vacant by the presiding officer.

Section 6.3 House Rules governing the premises and the conduct of members thereon shall be adopted by this Aerie, and such House Rules as adopted shall at all times be posted in a conspicuous place in the Aerie premises. House Rules shall be adopted and amended in the same manner as the By-Laws of the Aerie.

Section 6.4 The Secretary of the Aerie (shall) (shall not) serve as the Secretary of the Board of Trustees of this Aerie, and receive for such services, the compensation as provided in these By-Laws in addition to the per capita compensation as provided in these same By-Laws. •

OPTIONAL PROVISIONS “ A “ BENEFIT PAYMENTS IF PROVISIONS “A” ARE ADOPTED. DO NOT ADOPT PROVISIONS “B”

DISABILITY BENEFITS

Section 7.1A Every member having been initiated into this Aerie, prior to his having passed his 50th birthday and paying the amount of dues as set forth in Section 5.1 of these By-Laws and is otherwise qualified to receive sick and/or disability benefits, subject to all the provisions, limitations and prohibitions contained in Sections 115.1 to 115.6, inclusive, Statutes, F.O.E., or Laws amendatory thereof, which Sections above referred to are made a part hereof, shall receive as follows:

(a) For the first week of his disability after notice to the Worthy President or Secretary, nothing.

(b) At the rate of \$ _____ per week for the next _____ weeks, should such disability so long continue.

FUNERAL BENEFITS

Section 8.1A On the death of a member having been initiated into this Aerie prior to having passed his 50th birthday and paying the amount of dues as set forth in Section 5.1 of these By-Laws, and entitled to funeral benefits, and subject to all the provisions, limitations and prohibitions contained in Section 115.3 to 115.6, inclusive, Statutes, F .O.E., or Laws amendatory thereof, which. Sections above referred to are made a part hereof, the sum of \$ _____ shall be paid.

Section 8.2A On the death of a member having been initiated into this Aerie after having passed his 50th and before reaching his 55th birthday, and has paid the amount of dues as set forth in Section 5.1 of these By-laws, subject to all the provisions, limitations and prohibitions contained in Sections 115.3 to 115.6, inclusive, Statutes, F O.E., or laws amendatory thereof, which Sections above referred to are made a part hereof, the sum of \$ _____ shall be paid.

PROVISIONS "B" BENEFIT PAYMENTS
IF PROVISIONS "B" ARE ADOPTED. DO NOT ADOPT PROVISIONS "A"

DISABILITY BENEFITS

Section 7. IB This Aerie does not pay benefits for any sickness or disability.

FUNERAL BENEFITS

Section 8. IB On the death of a member having been initiated into this Aerie prior to having passed his 55th birthday and paying the amount of dues as set forth in Section 5.1 of these By-Laws, and entitled to funeral benefits, and subject to all the provisions, limitations and prohibitions contained in Section 115.3 to 115.6, inclusive, Statutes, F .O.E., or Laws amendatory thereof, which Sections above referred to are made a part hereof, a funeral benefit, in accordance with the following schedule, subject to the number of years of LAST GOOD STANDING MEMBERSHIP will be paid:

If death occurs in the first year	\$150.00
Second year	\$175.00
Third year	\$200.00
Fourth year	\$225.00
Fifth year	\$250.00
Thereafter	\$250.00

Section 8.2 On the death of a member, the Aerie shall provide a suitable floral or other form of tribute, cost not to exceed the sum of \$ _____ to be paid from the _____ Fund. (Must be General or Social)

SALARIES

Section 9.1 For the faithful performance of their respective duties, the Worthy President and Worthy Vice-President shall each receive the sum of \$ _____ per annum, payable _____ .

Section 9.2 For the faithful performance of his secretarial duties, the Secretary shall receive a per capita compensation, payable _____ , and based upon the number of members who are in good standing and who are not more than three months in arrears as follows, _____ cents per month, per member.

Section 9.3 For the faithful performance of his duties, the Treasurer shall receive \$ _____ per annum, payable _____ .

Section 9.4 For the faithful performance of his and their duties, each Trustee shall receive \$ _____ per annum, payable _____ .

Section 9.5 For the faithful performance of his duties as Secretary of the Board of Trustees, the Secretary of the Aerie shall receive the sum of \$ _____ per _____ in addition to his per capita compensation.

Section 9.6 For the faithful performance of his duties the Aerie Auditor shall receive not in excess of \$ _____ per annum, payable _____ .

SALARIES (continued)

Section 9.7 The salary of the Aerie Auditor and Aerie officers shall not be paid until such time as the duties required of them by the Laws of the Order and the By-Laws of this Aerie have been fulfilled, and all reports then due have been completed, presented and transmitted to those entitled to receive them.

Section 9.8 The salary of Aerie Employees shall be fixed by the Board of Trustees and not to exceed the maximum amounts shown below. (Must meet all Minimum Wage Laws)

Section 9.9 Whenever the Aerie, by properly adopted resolution, sends its accredited representatives to the Grand Aerie Convention, the State or Provincial Aerie Convention, Zone Conference, District Meetings, Officers' or Committee Meetings, Conference or School, 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.

Section 10.1 The Worthy President, Worthy Vice-President, Secretary, Treasurer and each Trustee and other employees/volunteers of the Aerie who handle moneys of the Aerie shall be bonded. Bond to be purchased by the Aerie in the amount and according to the following schedule:

PLEASE CIRCLE CLASSIFICATION NUMBER THAT APPLIES TO YOUR AERIE BASED ON ANNUAL GROSS RECEIPTS.

Classification Number

- (1).....under \$10,000.00.....amount of Bond \$ 1,500.00
- (2).....under \$20,000.00.....amount of Bond \$ 3,500.00
- (3).....under \$40,000.00.....amount of Bond \$ 6,500.00
- (4).....under \$60,000.00.....amount of Bond \$10,000.00
- (5).....\$60,000.00 and up..... amount of Bond \$13,500.00

Section 10.2 No officer or employee shall be permitted to assume or discharge the duties of his office or employment until bonded.

MILITARY SERVICE RECEIPT

Section 11.1 Upon a vote of the Aerie 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 his term of Military Service and for thirty (30) days thereafter, shall not be obligated to pay dues to the Aerie but shall be carried on the rolls of the Aerie as a member in good standing.

Section 11.2 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

MISCELLANEOUS

Section 12.1 In appreciation of services rendered by the retiring Worthy President, the Aerie may, by resolution adopted by the Aerie, present some suitable gratuity to the retiring Worthy President, at a cost not to exceed the sum of \$ _____ to be paid from the _____ Fund.

Section 12.2 Where the Constitution and Statutes of the Fraternal Order of Eagles, the Rituals, and the By-Laws do not cover or control, then Roberts' Rules of Order, (revised) shall govern the actions and deliberations of this Aerie.

BY-LAWS COMMITTEE: _____

Proposed at regular meeting held _____ day of 20

Second reading at regular meeting held _____ day of _____ 20

Adopted at regular meeting held _____ day of

Attest:

AERIE SECRETARY

AERIE PRESIDENT

SEAL OF
AERIE

Approved this _____ day of _____, 20 _____ .

(DO NOT WRITE ON THE ABOVE LINE, GRAND SECRETARY USE ONLY!)

GRAND SECRETARY, FRATERNAL ORDER OF EAGLES

EAGLES TRIVIA

1. How many miles did Pres. Teddy Roosevelt ride on horseback to get to his own initiation?
 - a. 23 Miles
 - b. 45 Miles
 - c. 57 Miles
 - d. 0- Nobody would make the President of the United States ride a horse to his own initiation.

2. How many people were sitting on the lumber pile at Moran's Shipyard, on February 6, 1898?
 - a. 4 b. 5
 - c. 6 d. 7

3. Why was the number 13 significant during the first year of the Fraternal Order of Eagles?
 - a. The first actual meeting was held on Friday the 13th.
 - b. The Grand Aerie was chartered on May 13.
 - c. It cost 13 dimes to join the Eagles in 1898.

4. The name "Fraternal Order of Eagles" was thought of while John Cort and a group of Brothers were at:
 - a. The Bella Union theater, after an Aerie meeting.
 - b. The Odd Fellows Hall celebrating John Considine's birthday.
 - c. Red Mans Hall, at a dinner honoring Spanish American War veterans.
 - d. No one is quite sure where.

5. On that fateful day on February 6, 1898, our forefathers left that meeting with a motto which was:
 - a. Not God, Heaven, Hereafter, but Man, Earth, Now.
 - b. If I can not speak well of a man, I will not speak ill of him.
 - c. "Skin' Em".
 - d. It was the middle of winter—who wanted to come up with mottos?!

6. The first public plea for a nation-wide observance of Mothers Day was made by Eagle Statesman and P.G.W.P. Frank. Hering on:
 - a. February 7, 1902 b. February 7, 1904
 - c. February 7, 1906 d. None of these of dates.

7. In 1910 a writer in McClure's magazine described the Eagles as "a Great National Organization of"
 - a. "Trades people, craftsman, laborers, and all other salts of the earth."
 - b. "Sporting men, bartenders, politicians, thieves, and professional criminals."
 - c. "Statesmen, theatrical entertainers, religious lay, business people."
 - d. No words can describe the people who were members of the Eagles in 1910.

8. The "Riding of the Goat" has been mentioned as part of the secret work of our initiation since the inception of our organization, and if the truth was to be known we would find out it is:
 - a. A person dressed up as a goat. b. A mechanical device
 - c. A real live goat d. There has never been such a thing.

9. By 1908, there were _____ Aeries with _____ members:
 - a. 1600, 500,000 b. 1700, 380,000

c. 1800, 350,000 d. 1900, 300,000

10. The First Deputy Grand Worthy President was sent in to:

- a. To stop violent initiation practices.
- b. To stop Aeries from leaving the Grand Aerie to form their own organization.
- c. To stop over serving of alcohol in Aerie Social rooms.
- d. Aeries never have problems.

11. What state/province has the most Aeries?

- a. California b. Washington
- c. Ohio d. Ontario.

12. If you belonged to Aerie/Auxiliary #99999, where would it be located and what is its name?

13. For one point each, name the locations of the first six Aeries in Eagle history.

14. How many Aeries are there in Canada?

15. How many Grand Conventions have been held in Canada?

16. How many Grand Worthy Presidents and Grand Madam Presidents have been from Canada? For bonus points, name them.

17. What BC city has hosted the most BC Provincial F.O.E. Conventions, and how many has it hosted?

18. How many Aeries have been instituted in B.C.?

19. What BC Aerie has produced the most Provincial Presidents?

20. What particular detail do the following B.C. Aeries have in common:

Aeries 2075, 2101, 2546, 2638, 3032, 3037, 3318, 3453, 3557 and 4106?

21. How many days does an Interviewing Committee have to conduct an interview of a candidate?

22. How many black balls does it take to reject a candidate?

23. If a vacancy in the position of Vice-President occurs, what is the process required to fill the chair?

24. How long does a Treasurer have to deposit moneys once receiving them?

25. When is Installation held?

26. When do officers assume their newly-elected positions?

27. How long can the Auxiliary hold its charter if its Aerie folds?

28. What is the difference between grace and an invocation?

29. How many members constitute a quorum?

30. Who is responsible for the Membership Roster?

ANSWERS

1. C.
2. B. Many early writings, Seattle #1 records, and the First Grand Worthy Presidents report, all indicate there were only 5 on the woodpile.
3. A&B. Both answers are true.
4. Several writings indicate that was the event that the name came from 5. {C}
6. B
7. B
8. B
9. C
10. B
11. C
12. Grove City, Ohio – The Victory Aerie
13. Seattle, Spokane, Tacoma, Portland, San Francisco, Vancouver.
14. Sixty.
15. Four, In 2005, Calgary; 1959 and 1965, Toronto; 1900, Vancouver.
16. Five, all but one of which have been from BC: Grand Madam President Bess Lenarduzzi (Aux #2838), Grand Worthy Presidents Ken Stewardson (Aerie #20), Ken Cross (Aerie #2101), John Potter (Aerie #2098, Calgary, AB) and Walter J.S. Laurie (Aerie #2075, Honorary).
17. New Westminster with seven.
18. Seventy-five.
19. Vancouver Aerie #2075 (with nine).
20. All are not the original Aeries chartered in those communities.
21. Sixty days.
22. Majority.
23. Election.
24. Forty-eight hours.
25. After last meeting in May and before the first meeting in June.
26. If installed before the first meeting in June, they assume their new positions at the start of the first meeting in June; if not installed before, they take their new positions at the first June meeting under New Business.
27. Thirty days.
28. We sit for grace; we stand for an invocation.
29. Seven, two of which must be officers.
30. The Secretary and/or the Chairman of the Membership Security Committee.

I AM A NEW MEMBER

I see you at the meetings, but you never say hello,
You are busy all the time with those you already know,
I sit among the Brothers, yet I am a lonesome guy,
New ones are strange to me, the old ones pass me by.

Darn it, you fellows ask us in, and you talk of Fellowship,
You could just step across the room, but you never make the trip.
Why can't you nod and say hello, or stop and shake a hand?
Then, go and sit among your friends, that I can understand.

I will be at your next meeting,
Perhaps a nighttime to spend,
Do you think you could introduce yourself?
I want to be your friend.

I Volunteer

Two strong words to celebrate volunteers.

I Volunteer.

Two powerful words that encompass the tremendous range and diversity of how and why people give of themselves.

I Volunteer. We Volunteer.

There are seven and a half million of us in Canada. Celebrate us. Recognize Us. Talk about us.

There are as many reasons to volunteer as there are volunteers.

There are millions of us out there, and what we do is only sometimes glamorous and it is sometimes hard and sometimes wet or lonely. And sometimes immediately gratifying, but not always.

We read and coach and walk and drive and visit and cook and telephone and canvas and run and protest and feed. We write and paint and organize and coordinate and sew and speak and clean and prepare and direct and chair and give.

We are parents and friends and seniors and children and teenagers and people who work for a living and people who don't. We are from everywhere.

We are Canada.

Some of us call it volunteering and some of us have other words for what we do: Helping out. Doing what's right. Giving our time. Giving back. Having fun.

Through volunteering we connect - to each other, to what matters within us, to our vision of what we want this country to be.

We create plays and music and festivals of authors and dinners and little league games and comfort and research funds and awareness. We make a difference.

We find friends and experience and satisfaction and meaning and fulfillment and each other. It gives our lives meaning - often more meaning than what we do to put bread on the table.

When we put our hearts and minds to it, we find there is nothing we can't do.

We can change the world.

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions

No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

NEW OFFICERS' INFORMATION BROCHURE

CONGRATULATIONS on your election to the BC Provincial Aerie!

Your position is such that it will make certain demands of your time and effort over the term.

Soon after Convention, you will receive a copy of the Provincial By-Laws (updated, once they have been approved by the Grand Secretary, if necessary). Please become familiar with their structure and content, since during two Executive Sessions, an Executive Teleconference and next year's Convention you will be asked to consider and vote upon matters of concern to the members of our Fraternity throughout the province. They have, with their vote, placed you in the position to represent them in matters of guidance and leadership. You will best serve them by developing your capacity of empathy, knowledge and positive attitude. You best serve the Provincial Aerie by listening to complaints and challenges you may encounter and then bringing them to the Provincial Aerie Executive Sessions for discussion and decision. Remember, it is the entire Provincial Aerie that decides policy and actions; it is not the job of any one Brother to represent his own view or position as that of the Provincial Aerie, which only speaks with a single voice and communicates with both Local Aeries and Grand Aerie in formal, written form. The other side of this responsibility is to treat the business of the Provincial Aerie as something you hold in trust for others; it is not in your authority to communicate such business in any way with any curious or contentious Brothers you may encounter – one word from you can lead to numerous speculations, rumors and half-baked theories amongst those who trade in that type of cheap currency. While the support of your Local Aerie is instrumental in your qualifying for Provincial Office, your duty, once elected, is to every Aerie in the province, not just your Home Aerie – based on this principle, your Home Aerie business should be discussed there, and the concerns within your Zone should be discussed at your Zone's Conference, leaving you independent to consider and be responsible for issues only from a provincial point of view.

Your ideas are welcome and your concerns are now a part of our concerns as a Provincial Body; both speak about your subjects of interest and ask questions of your Brothers on the Provincial Aerie. We encourage this.

Develop your thoughts before you speak; take your time and be thorough. The better job you do of presenting a well-considered plan, the less time the discussion will take and the more business we will be able to accomplish. Bouncing the idea early off of your fellow Officers can help you get the details down.

As the job of a Provincial Officer entails familiarity and understanding of the current Constitution and Statutes of the Fraternal Order of Eagles, we strongly suggest that you keep up with all current changes made to the Statutes; please make the effort to have a copy of the most recent edition of the Statutes so that you will keep pace with your fellow officers on the Executive. This level of mastery expected also includes more than just a passing knowledge of the By-Laws of the Provincial Aerie because they are the chief administrative document in regard to the Aeries within our province.

Within every term at the Provincial level, you will be expected to attend all sessions of the Provincial Aerie, if at all possible, and if you must miss attending them, please submit a letter to the Provincial Secretary informing him that you are requesting to be excused. In case of an emergency, please email or phone the Provincial Secretary as soon as you can.

The dress code for Sessions, unless otherwise stipulated by the Provincial Worthy President, will at the least be smart-but-casual – this indicates no jeans, no shorts, no flip-flops, or the like – when you are in any formal setting (which also stipulates that your Provincial Name Badge must be worn). Back at your room or socializing elsewhere, dress comfortably but tidy.

- 1) **Executive Term Kick-Off (TKO) Meeting** – at Convention - held the Saturday afternoon following Installation (or the following Sunday morning) to acquaint the Provincial Officers with each other and with the new term's Committee Chairmen from around the province. Ask questions about your appointments and positions, and you will receive encouragement and guidance for the year.
- 2) **Autumn Executive Session (AES)** – roughly, the third Saturday in September (location to be announced)
Spouses and significant others may accompany you socially for these events, which is usually structured where officers arrive the Friday night, take accommodations both Friday and Saturday nights and then journey homeward on the Sunday.
Description: With the first half of an Aerie-only Session held in the morning, a Joint Session held with our Sisters of the Provincial Auxiliary after lunch, and then the second half of the Aerie-only Session held immediately following the Joint Session.
Details: This Executive Aerie Session at the one-third point of the term is to bring together all information including coming events and pressing business. It is primarily conducted with the formality and content like a Local Aerie Meeting, and features communications, bills, reports, and both Unfinished and New Business, and Good of the Order. The dress is smart-but-casual for these sessions (unless the Worthy Provincial President announces a change from this standard before we all leave for the Session) and your Provincial Name Badge is required. Fines are levied by the Provincial Conductor.

Further: Following the adjournment of the Sessions, the Brothers and Sisters are free to socialize for Saturday evening, dining either at the Local Aerie or in private concert with others.

- 3) **Executive Teleconference (ETC)** – roughly, held the third Wednesday of January. This Executive Session is conducted at the halfway point through the term, entirely by telephone, with the Aerie Meeting structure observed as much as possible; good cheer and good work are both encouraged in this Session which usually lasts no more than an hour. Any issues that require more detailed conversation between two (or a select few) can be done by those officers on their own time and on their own dime.
- 4) **Spring Executive Session (SES)** – roughly, on the third Saturday in March (location to be announced) -- refer to particulars of the Autumn Executive Session.
- 5) **Pre-Convention Session (PCS)**– at Convention – held the Wednesday evening before Convention, usually at 7:30 p.m. This Executive Session consists of finalizing details for the term before the Opening Session of the Convention held the following afternoon. Dress smart but casual (unless directed other).
- 6) **Joint Ceremony** – The Joint Ceremony shall commence on Thursday morning no later than 11:00. Full uniform is required.
- 7) **PROVINCIAL CONVENTION SESSIONS** – These open Thursday afternoon in full uniform, Friday morning session following the Joint Memorial Service (Local Aerie formal dress), resume Friday afternoon (smart but casual dress) wherein the nominees for Provincial Office are announced, and the evening concludes with a Convention Banquet (dress is semi-formal).
Elections are held early Saturday morning.
The Closing Session is then held, wherein the election results are announced, and the Convention Sessions close approximately around noon on Saturday. A photograph session in full formal uniform occurs in the afternoon, and the Installation of Officers takes place immediately after (to take no more than an hour). The two new Provincial Presidents make introductions and speeches, give thanks, dismiss all Delegates, then host a Welcoming Room.
- 8) **Zone Conferences** – It all possible, you are encouraged to attend and participate in your local Zone Conference, which takes place in the spring of each year. Your opportunity to learn from your Brother and Sister Eagles is seldom any better than at one of these events. Involve yourself, if possible, in the Ritual Competitions; if not as a participant on a team of some variety then your help as a judge or score marker is much appreciated. Ritual training is invaluable because of the questions we are asked as Provincial Representatives, at least half of them can be found in the words of the Ritual Ceremony. Dress code is smart but casual, and wearing your Provincial Name Badge is a practical choice since those who attend Conventions also attend the Zone Conferences. Your continued elections to Provincial Offices will owe a significant amount to voters from within your Home Zone who remember you and your name.

[Roll Calls will be recorded for Events 1 through 8 above.]

PROVINCIAL UNIFORM

The Provincial Uniform is required dress during the Joint Ceremony, the Opening Session of Convention and the Saturday afternoon Photography Session and the Provincial Installation of Officers. As soon as possible after election, the new Brothers shall make haste to borrow/purchase the required uniform composed of navy blue blazer, grey trousers, black socks, black shoes and bow tie. You will be reimbursed for the Provincial Uniform you purchase, so be sure to keep the sales slip(s)! Standardized shades of the navy blue and grey are available from Moore's Men's Clothing, and **be sure to ask for the Eagles Discount**. Please submit the sales slip(s) [yours or, if necessary, those paid for by someone else] to the Provincial Aerie Secretary for reimbursement of the above items. Please contact the Provincial Secretary regarding your name badge.

Enjoy the new position to which you have been elected. Remember always that we serve at the pleasure of the membership of our province. We do not vote either Home Aerie or Zone policies at the Provincial level – our decisions must be beneficial to all Aeries everywhere in BC. Be diplomatic, be discrete, be generous and be on time. Enjoy the spirit of service that we all enjoy, and remember to conduct yourself with decorum and grace anywhere you can be seen by anyone who votes. Everyone will appreciate it, and your election may just count on it.

For further information, please contact the Provincial Aerie Secretary:

Will Heigh

Secretary, BC Provincial Aerie, F.O.E.

301-33430 Bourquin Place

Abbotsford, B. C. V2S 6V8

604-852-9183 wbh@telus.net

Parliamentary Procedure and Your Vote

As members of the Fraternal Order of Eagles, both Aerie and Auxiliary, we possess numerous rights that we all become familiar if we study our Ritual. The concept of Equality that is the one of the cornerstones of our Order is something that too many of us either do not believe or understand. It will always be true, however, that one member's rights and those of another fellow Eagle are precisely the same. This was guaranteed when our founders many years ago selected Robert's Rules of Order as our point of reference concerning matters of business and conduct.

While true of most reference guides on meeting procedures, Robert's Rules has become the standard bearer due almost entirely to its comprehensive scholarship regarding the possible types of motions that can be made in meeting sessions between committee and board members, representative officers and those they represent, all the way through General Meetings of societies and incorporated organizations. Many Eagles who have no points of experience to draw on often feel completely out of touch when confronted with a copy of the newest edition of Robert's Rules that they have ordered from Grand Aerie's Supply department: it sits there, gold-covered, an inch-and-a-half thick, full from cover to cover with densely-packed prose that we're sure was sneezed out of some lawyer somewhere.

Although true that its content has been amended and polished by various individuals who may also have been lawyers, Robert's Rules has been improved and expanded by parliamentary scholars who focused on the main reason that parliamentary procedure exists in the first place: the rights of one human being to be heard within a system that no other human being can withhold from them. Any platform of communication is only as strong as its methods of treatment for its weakest member – when you are guaranteed the opportunity to speak, despite how solitary or singular your ideas or opinions are, then you know that you are part of an organization in which you have an equal share and play an equal role with everyone else. This true if you are speaking to a meeting floor as a newly-initiated member of the Order yourself, whether you are an experienced officer raising a point of information of which the assembly may not be aware (such as some point in the Statutes or local By-Laws that would be contravened by a subsequent Yes or No vote), as well as whether some detail of procedural propriety is being forgotten or intentionally superseded (this type of statement usually follows some member rising suddenly and stating “Worthy/Madam President, point of order...”).

The average member of the Fraternal Order of Eagles is, sadly uninformed, unprepared and uncomfortable about the formal goings-on in an Aerie or Auxiliary. The remedy for these conditions is both easy and quick.

In a nutshell, parliamentary procedure in general – and Robert's Rules in particular – exist for one unique purpose: to guarantee that the minority opinion on any topic has the protected opportunity to be heard.

First, if truth be told, the “average” member of

our Order cannot be bothered to attend the regular meetings. Indeed, if we look around on our meeting nights at those who do attend, it can be safely concluded that they are most certainly not “average”. They have in common the understanding that meetings are where actual business is conducted and that only decisions made by motions and votes held on the meeting floor have any actual authority within the Aerie. They also understand a principle that seems to have escaped a great number of members who cannot be bothered to attend – that while it is based upon a democratic model (in that it gives its members an automatic and guaranteed vote), the Fraternal Order of Eagles is not a democracy. It is a representational system of government. Individuals are elected to represent the membership in the capacity of their respective positions. It is the responsibility of these elected individuals to be informed, to discuss ideas and issues, and to make decisions of greatest benefit to the Aerie/Auxiliary.

Executives of Aeries and Auxiliaries all across North America are composed of the same positions, observe the same Statutes, are obligated to follow their local By-Laws, and must follow the municipal, regional and federal laws that exist. But if you looked at them on a one-to-one level, you don't necessarily find the most intelligent or skilled Local members. Neither are they the most clumsy nor ignorant people. They all, however, can be bothered to attend, they volunteer to take on tasks, they put in the time and effort — in short, they do the thankless necessary tasks that enable the bulk of the membership to be Patron Eagles (those who support the Aerie/Auxiliary through participation in club events and causes and actively support the revenue generation occurring within the club).

When we look at the conditions of being uninformed, unprepared and uncomfortable, our members need only do three things to remedy them: they need to ask, they need to read and they need to remember.

First, on a regular basis, every member must be encouraged to ask questions.

Second, on at least half of those occasions that they do ask questions, show them where they can find the answer to their question and then leave them to make the final steps on their own; this is likely to become habit as their curiosity and involvement increase, and very soon they may just be the best “prepared” members in the meeting room.

Third, comfort comes from familiarity, and in regard to familiarity, our fraternity has a jump-start on most other organizations because every meeting is exactly the same: we open every meeting the same way, the same actions and lines of Ritual are spoken, the same Order of Business happens in exactly the same sequence every time, we initiate the same way, we vote the same way, we close the meetings the same way. Exactly. Every time.

Anyone who cannot be comfortable at an Eagles meeting may just be someone who likely should not be let wander around unaccompanied [*I'm just kidding here*].

It is also an important point here to remind our Worthy Presidents that while they may open every meeting by including a welcome to all visitors seated in the Aerie room, this occurs BEFORE any initiates are actually in the room, so a moment should be taken for the newest Brothers to be made comfortable and for them to relax [*I would write inclusive of Auxiliary practices here if I had ever been permitted to attend a regular Auxiliary meeting, but I have not, so I write only of the Aerie experience here*].

Idea...

In a small number of Aeries so far, one clever practice has been to print up, in brochure-sized format, copies of the Aerie's Order of Business with little explanations of each section. These brochures are then presented to new members immediately upon their taking their seats after being initiated; they are told at what juncture the meeting is in terms of its progress, and they can follow along and learn that the structure of the meeting will always follow the pattern laid out for them in the brochure.

Your Vote on Issues Decided by Majority

There are instances where a member serves in some capacity as a representative of the Aerie/Auxiliary, and there are times when each solitary member's vote stands on its own. Everyone's vote is a sacred thing, and it should be treated by each member who holds that vote as the special privilege that it is. While at meetings of the Local Aerie/Auxiliary, most members are aware that the right to vote is held by everyone with one exception. The President is to vote on issues of interest to the Aerie/Auxiliary only if the resultant vote called has ended in a tie and a deciding vote is required. If you were to ask Eagle Presidents if there was one thing they missed during their term as President, their most common answer

Reminder...

An additional time when a two-thirds vote is required is on a motion to Take an Issue from the Table (in other words, to bring up again some issue that was previously "tabled"). Motions/topics remain tabled until a motion to Take from the Table receives a two-thirds vote by the members present. If the two-thirds ratio is not achieved, the topic/issue remains un-discussed and un-voted upon until the members assembled are able to produce that two-thirds vote in favor. It is of tremendous importance that members who wish to postpone a motion until some future date/time (that is usually specified as part of the Motion to Postpone) very clearly use the term "postpone" in their motion. If they accidentally use the term "table", or some other member who does not want the topic discussed uses the term "table", then all it will take to perennially avoid the discussion is a group of 35% of the members present and the topic stays tabled indefinitely. As Elmer Fudd was known to say from time to time, "Be vewwy vewwy careful...". No honest group of Eagle members should ever have to table an issue in the first place. Use the term "postpone" instead.

might just be that they regret not having had the right to vote on the issues that came up for discussion that year.

It is during discussion of this tie-breaker's role that the President should be remembered

by all members when it comes time to vote on any particular issue. Here we have a Member in Good Standing who would vote if permitted to do so but on almost every issue for an entire term, said members MUST sit on their hands. I advise every member to remember this Brother or Sister excluded from the process, especially if you are for some unknown (and completely insane) reason considering abstaining from voting upon a matter of interest to the Aerie/Auxiliary. Especially if you are an elected official in an Aerie/Auxiliary, the concept of abstention should be the furthest thing from your mind – there are far too often precious few people around to get involved in discussions, to present arguments either for or against ideas, and to actually shoulder the responsibilities of doing Eagle business. Anyone in such position as an officer owes it to the membership that they represent an absolute guarantee that they will choose a side of an issue and vote accordingly. Those who abstain, in my opinion, are a waste of space. Decisions are made by those who show up. Showing up and then not becoming a part of that decision is utterly useless and does not contribute to the "Good of the Order" in any way whatsoever.

As an example of how the slimmest of majority results can be achieved by an actual minority of those present in the meeting room. This example will make clear how abstaining from voting by any officers present at a meeting can permit for an actual "minority" of members to get a motion of their choice passed.

In most decisions made at the Local Aerie/Auxiliary level, a mere majority result is enough to decide on a motion. There have been numerous attempts to define the term majority, using everything from two decimal points to visual aids, but the most accurate explanation is simply "more than half". One stipulation not often kept in mind that when a vote to pass a motion is taken – usually by a show of hands – if the votes are counted, the Conductor is supposed to count the number of "members present and voting", NOT the total number of eligible voters in the meeting room.

For the sake of our example, let's use the Abbotsford Aerie Executive roster. With no Outside Guard, the Abbotsford Aerie Executive has 13 officers: JPWP, WP, WVP, WChaplain, WConductor, WInside Guard, WSecretary, WTreasurer, and 5 WTrustees. 13 people, one of whom (the Worthy President) is ineligible to vote except to break a tie. We can see that with 12 potential people voting the result of any vote could very well be tied. This is not a problem because that's what the President's vote is there for, to make a decision one way or another.

Let's say for the sake of our example that we introduce a motion by one officer to have the Aerie spend \$10,000.00 on renovating the kitchen. The motion is properly seconded and discussion is held, and then the vote is called. Let's say the result was 7 votes against and 5 votes for. 7 out of 12 Brothers is more than half, so the majority condition is met, there is no tie for the Worthy President's vote to decide, and the motion is therefore defeated. This is with all 12 voters actively voting. The result could just as easily have been 8 in favor, 4 against. Either way, up or down, it was a valid motion that was properly decided. Now let's have the same motion made, but this time let's have three of the officers in the room choose to abstain:

Abstaining:	3
Therefore, the total number of voters present and voting:	9
Total Yes votes:	5
Total No votes:	4
(The President is ineligible to vote because no tie result exists.)	

Five out of nine meets the necessary conditions for a majority result (remember, the three abstainers may very well be present in the room but they most definitely are not VOTING, therefore the total number of possible votes is only nine). However, only after the \$10,000.00 has been authorized to be spent does anyone in the room notice that despite there being 13 Brothers in the room, it only took five of them to agree to go ahead and spend the money. Perfectly legal and perfectly proper. In reality, what happened was that a minority of members were successful in getting the money they wanted without even needing a physical majority to get it.

Such results (which happen more often than they should) illuminate the necessity for when a member is an elected representative they must be sure to never abstain. If you are confused by the topic, ask the President for clarification. Even if the vote has been called by the President, you can leap to your feet and blurt out "Question of Privilege, Worthy/Madam President, I am unsure about..." (or "I do not understand enough on this issue, could the pros and cons about this motion be summarized for me, please?") and the President must stop and clarify the motion and its potential residual effect on the Aerie/Auxiliary before proceeding with the call for the vote.

Remember, as a representative, whether it's as an officer, a committee leader or as a Jack/Jill average member of the Order, you have the right to ask questions and you have the right to understand clearly every matter upon which you are voting. And since our fraternity is a representative government, every single representative should vote on every issue that comes before the Aerie/Auxiliary at every meeting.

Your Vote on Issues Decided by More Than a Majority

Under Robert's Rules, there are occasions where a member will encounter votes that must be unanimous; I have not been aware of any issues at the Local Eagles Aerie/Auxiliary level that have ever required an unanimous vote (known in most circles as *Formal Consent*).

Most often encountered by Eagle members is the condition of a necessary two-thirds vote. One instance would be when the members present wish to extend or close the current debate – such as when a member has already spoken twice on an issue and wishes the floor's permission to speak a final

time on that single issue: it takes two-thirds of the members present to agree to let the member have the third and final opportunity to complete their point.

Another instance would be on a motion to close either nominations or to close the election polls: two-thirds of the members present must agree with the motion for it to be approved.

A third instance would be if some member makes a motion to Suspend the Rules; two-thirds of the members assembled would be necessary to approve such a motion [*this type of motion would be permitted when the formality of the existing rules would make the issue being discussed take inordinately long because of the existence of the formality, such as discussions of proposed By-Laws or House Rules*].

Everyone popping up and down, directing their comments through the President, and everyone waiting to be acknowledged before speaking, or crossing the meeting room formally when one member wants to show a piece of paper to another member could all be very tedious and time-consuming indeed. A Suspension of the Rules would allow everyone to banter back and forth freely and quickly, resolving any problems and answering any questions that the members present may have. When the free-for-all has concluded smoothly and quickly, a motion to Resume the Rules is approved by general consensus of the members present through a simple declaration by the President. Once resumed, all normal and formal behavioral criteria of the Aerie/Auxiliary meeting continue as before. Presidents must remember to Resume the Rules before any votes take place on the issues discussed during the Suspension.

The second most common encounter that Eagle members will have with a necessary two-thirds vote result whenever their Aerie/Auxiliary amends their By-Laws [and when the Aerie amends the House Rules] or any internal satellite of the Aerie (such as Under 35 Clubs and R.E.A.C.s) makes changes to their own By-Laws. According to the Statutes, By-Law amendments must be read at three subsequent meetings, and following the third reading discussion takes place, amendment are made (if necessary) and adoption of any changes take place.

Lastly, the most common occurrence of the two-thirds vote takes place usually without the members' knowledge. A two-thirds approval vote is necessary every time the Aerie floor amends a motion put to it.

Clarification...

At this point in the discussion of amending motions, I'd like to quickly cover an often-misunderstood detail that if you've never been informed about it a more experienced member may try to use it to their advantage. In fact, it is a status most often claimed to be true by those who have made motions.

The situation:

A motion is made, seconded, and discussion ensues. Suddenly, another member rises to make an amendment to the first (known as the main) motion. The member who made the main motion stands up to agree to allow the amendment to take place, in essence, to give permission for the amendment. Possibly, the moving member may completely disagree wish to talk against the amendment, going so far sometimes as to say "I do not give my permission for my motion to be amended."

The fact:

Once made and seconded, a motion belongs to the floor of the assembly, not to any individual, including not to the member who made the motion. Based on the wishes of the assembly, the motion can be amended with no permission from anyone. And if someone who makes the motion states that since they disagree with the amendment they are therefore going to withdraw their motion. They may do this if they want, but the motion remains already on the floor, and the assembly will do with the amendment what it wishes. In essence, the amended form of the first motion instantly becomes the main motion being considered.

The one thing to remember:

Often what happens is that members vote and approve an amendment (as is correct) but then they move on to another item of business without going back to approve the first (main) motion – which *must* be done.

I'll outline this quickly: let's say the main motion is to paint the fence. Someone makes an amendment to use blue paint. The assembly votes and approves the amendment. At this juncture, all that has been approved is the use of blue paint (but not for what purpose or project where it will used). The assembly now votes on the main motion, approving it, with the result being that the assembly has approved the use of blue paint to paint the fence. Now the matter is approved and complete.

Under the Question, motions get discussed and their details changed all the time, usually on the fly using general consensus. However, formally and properly, an amendment to a motion requires a two-thirds approval vote by the floor.

Your Vote as a Member of a Committee or Board

There are two places within the Aerie/Auxiliary where you hold the right to vote:

- 1) You possess a vote if you serve as the member of a Committee (or in the case of the Aerie Executive, as a member of the Board (of Trustees). At meetings of committees (or boards), topics and issues and ideas come up for discussion, and any votes held are merely to formulate a consensus of the group regarding what the group will recommend to the regular meeting floor. Such votes are referred to as collective (or positional) votes;
- 2) You possess a vote on the regular meeting floor as a private member of the Eagles. This vote is the vote that truly decided things. This vote belongs to you and is not conditional upon your membership in any committee or board.

The confusion arises here because members often think they are beholden to the group to which they belong and therefore judge the group's consensus to be of more importance than their vote as individual members. Nothing could be further from the truth. Your vote as an individual member of the Order is the dearest commodity you possess, and if you are a representative officer of your Aerie/Auxiliary, it matters even more.

Conflict of Interest...or Not?

Here's a practical case in point wherein some members get confused about where their assumed loyalties reside:

Member A is a member of the Trustees, which in their own meeting have decided unanimously decided to recommend the Aerie pay for some service contract.

Whether Member A agrees with the decision of the Board or not, Member A is not bound in any way to vote with the Board's recommendation once it hits the regular meeting floor. Thus Member A may have been in favor of the recommendation at the Board meeting and may freely vote against the recommendation when it came to the meeting floor. The two votes are, and will remain, independent of one another – the first was a vote on what the recommendation to the floor would be, the second is asking a room full of individual members to approve (or deny) the recommendation itself. Since the member serves a different role for each of the votes, there is no conflict of interest, and no member is beholden to anyone or any group whatsoever.

Always remember that your personal vote is ALWAYS yours and yours alone. Others may win it through effective argument Under the Question, superior analysis of trends may cause you to change your mind, but on which side of an issue that you place your vote is entirely up to you. Nobody has the right to coerce you to vote in any way whatsoever, and no matter their position (or seniority that they may attempt to claim) they hold no authority over how your vote will be cast.

Your Vote as an Aerie/Auxiliary Representative

There are times when you may serve as a representative of your Aerie/Auxiliary at a Zone Conference, Workshop, or Convention. If your Aerie/Auxiliary has not had a motion passed authorizing representatives to vote either Yes or No on a particular issue, then you hold the authority to vote your conscience when you are in attendance. If a consensus has been decided at the Aerie/Auxiliary level, then you are indeed obligated to vote with that consensus in your role as a representative.

The best two examples I can give to explain the difference is as follows:

- 1) In the months before the Provincial Convention, a Resolution is circulated by the Provincial By-Laws and Resolutions Committee to all the Local Aeries/Auxiliaries in the province for their consideration. Your Local Aerie/Auxiliary decides to support the Resolution. Therefore, when you go to the Convention as a representative – specifically as a Delegate – then when the vote is called on that Resolution, you would vote in favor of it, because that was the consensus of your Local Aerie/Auxiliary.
- 2) In the matter of Provincial Officers, the Provincial Nominations Committee makes its report in recommending which individuals it feels are best qualified for the Provincial positions available. You as a Delegate are free to choose which of the nominees you will vote for at the Convention poll during Elections.

In this second instance, a number of Aeries/Auxiliaries prior to the polls opening may call their Delegates together for what is known as a Caucus. In the Caucus, some senior member of your Aerie/Auxiliary contingent reviews the list of nominees for the various positions and may attempt to convince you that certain choices are superior to others. You may accept these opinions or you may decide for yourself. If you wish to discuss who you should choose, you are perfectly free to do so. But never think that because someone states that the Caucus is (or will be) voting for specific individuals, never forget that your vote belongs to you.

One Caucus purpose that is, of course, very practical is when your Local Aerie/Auxiliary has a member who is running for a provincial office, they stand a much better chance if all the Delegates and Past Presidents from your Aerie/Auxiliary vote with one mind in one block.

In case you are still confused after various discussions, one simple fact may just be your saving grace: in more than 90% of cases, Delegates and Past Presidents at Convention vote exactly for the people recommended by the Nominations Committee.

Conclusion

Hopefully this small guide has served somewhat useful to you and clarified some of the grey areas. If you have any more specific questions, please feel free to contact me by e-mail at wbh@telus.net, by phone at 604-852-9183 or by mail at 301-33430 Bourquin Place, Abbotsford, BC, V2S 6V8.

Fraternal regards,

Will Heigh, Secretary
BC Provincial Aerie, F.O.E.

BC PROVINCIAL AERIE

ORDER OF BUSINESS

DATE: _____

- 1. OPENING - [double-gavel] “We convene the British Columbia Provincial Aerie at this time and I ask the Provincial Worthy Chaplain to give our Opening Prayer.” [gavel]**
- 2. OPENING PRAYER – after “Amen”, ask for**
- 3. MINUTE OF SILENCE FOR DEPARTED BROTHERS**
- 4. “I now declare this Provincial Executive Session OPEN.” [gavel]**
- 5. ROLL CALL OF OFFICERS**
- 6. READING OF MINUTES OF PREVIOUS MEETING**
- 7. SICK & VISITING REPORT**
- 8. RECEPTION/DISPOSITION OF BILLS & COMMUNICATIONS**
 - BILLS**
 - COMMUNICATIONS**
- 9. REPORTS OF SPECIAL COMMITTEES**
 - NEW AERIES**
 - TROUBLED AERIES**
- 10. REPORTS OF STANDING COMMITTEES**
 - UPCOMING CONVENTION**
- 11. UNFINISHED BUSINESS**
- 12. NEW BUSINESS**
- 13. REPORT OF THE PROV. TREASURER**
- 14. REPORT OF THE PROV. SECRETARY**
- 15. REPORT OF THE FINANCE COMMITTEE**
- 16. REPORTS OF MEMBERSHIP CAMPAIGN**
 - MEMBERSHIP CHAIRMAN REPORT**
 - MEMBERSHIP SECRETARY REPORT**
- 17. PROV. PRESIDENT’S COMMENTS**
- 18. GOOD OF THE ORDER**
- 19. CLOSING - “As we have concluded all matters presented for our consideration, Provincial Worthy Chaplain, you will give our Closing Prayer” [gavel]**
- 20. CLOSING PRAYER**
- 21. ADJOURNMENT - “I now declare the British Columbia Provincial Aerie closed until _____ unless convened earlier by notice to the Officers.”**
[gavel] TIME: _____

CURSORY SURVEY - PREP SHEET

For every Cursory Survey, you will require the collection of the following materials:

FINANCIAL

- Secretary's Cash Book (or electronic equivalent from accounting software, such as Monthly Gen/Soc/Ben/Bldg. Account ledgers)
- General Account bank statement
- Secretary's Report (Secretary to Aerie Meeting)
- Treasurer's Monthly Report (Treasurer to Aerie Meeting) or equivalent that shows deposits and list of cashed/outstanding cheques
- Monthly Profit and Loss Statement (Trustees to Aerie Meeting)
- Weekly Buffet & Social Room statement (Trustees to Aerie Meeting)

RECORDS

Aerie Meeting Minutes- by Statute, they must contain:

- Affiliation Agreement (*signed, with copy to Grand Secretary*)
- Secretary's Report
- Treasurer's Report
- Trustees' Profit and Loss Statement (for time period between meetings)
- Finance Committee Report - recommending the list of bills to be paid

MMS Records

- Officers List (incl. Chairmen of Membership and Publicity Committees)
- List of Chairmen of Statutory Committees (By-Laws, Visiting, Attendance & Interviewing)

Trustees' Records

- Insurance Policy- Bonding of Aerie money-handlers (*signed, with copy to Grand Secretary*)
- Manager's Contract (*signed, with copy to Grand Secretary*) [if applicable]
- Secretary and/or JPWP (are)/(are not) ex-officio members of Board
- Employees in Compliance
- Trustee Meeting Minutes (first meeting incl. election of Chairman and Secretary)
- Copies of all Profit and Loss Statements
- Annual Inventory
- Monthly Inventory Sheets
- Weekly P&L Sheets

Members' Access to Statutes

- Aerie By-Laws posted in the Aerie Home
- Aerie House Rules posted in the Aerie Home
- Harassment Policy posted in the Aerie Home

Auditor's Records

- Books of Trustees, Secretary, Treasurer and subordinate clubs of Aerie audited monthly
- Monthly Reports on file (*with copy of Annual Report to Grand Secretary*)

The Board of Trustees *'Do's* & *'Don't's*

Courtesy of British Columbia Lower Mainland Zone Conference, Fraternal Order of Eagles © 2004

The Board of Trustees

In a healthy Aerie, Trustees are like the children of the proverb: seen and not heard. Their work is competently and appropriately conducted based solely upon the methods clearly stipulated in the Constitution, Statutes and By-Laws of the Fraternal Order of Eagles.

The reverse of this—in Troubled Aeries—the Trustees are both verbal and known to all members. The actual authority of the Board is often surpassed, as control of everything possible is both methodically sought and often acquired, most often while exercising both force of personality and numerous tactics of professional intimidation. The result of this behaviour is usually that some form of malfeasance is in effect. While a Board of Trustees that does nothing usually suggests an Aerie where apathy reigns and no plans for the future are known, a worse scenario exists: a Trustee Board that does everything.

In the hopes that an active and involved Aerie membership learns the scope of the position of Trustee, numerous cases of troubled aeries have been studied and the following examples of improper conduct by Boards of Trustees have been seen to be causes of not only internal dissention in their Aeries but also often represent direct violations of the Constitution and Statutes of the Fraternal Order of Eagles, municipal/State/Provincial/federal laws and/or by-laws.

Keeping in mind that all laws particular to the geography of an individual Aerie supersede any that may be constitutional for that Aerie of the Order, the first part of this report will present the most common examples of wrongdoing; the second part will contain a clear summary of the only duties that all Boards of Trustees are obligated to perform and authorized to conduct.

Part One: What a Board of Trustees *May Not Do*

- a) The Board of Trustees does not have the authority to make purchases or lease of any equipment, repairs, remodeling, etc. without previous approval of the Aerie membership at an Aerie meeting.
- b) The Board of Trustees does not have the authority to hire or pay any employee not specifically delineated in the Local Aerie By-Laws.
- c) The Board of Trustees, while enabled to enforce all House Rules, may not impinge upon the personal freedoms of any human being that are guaranteed by law, namely the freedoms of conscience, religion,

thought, belief, opinion and expression, freedom of the press and other media of communication, freedom of peaceful assembly, and freedom of association.

d) The Board of Trustees has no authority to change the provisions of any House Rule. Aerie House Rules, like Aerie By-Laws, may be accomplished only through proper revision by the members of the Aerie (by a two-thirds margin of those voting).

e) The Board of Trustees may not interfere with the duties of the other Officers of the Aerie. This includes the following specifics:

1) All equipment, goods, paperwork and assorted chattel entrusted to the Brothers Secretary and Treasurer, the Worthy Conductor, the Aerie Auditor and the Ladies Auxiliary to the Aerie.

2) Any violation of the Worthy President's sworn obligation to maintain harmony and equality within the Aerie.

3) Any violation of the Worthy Vice-President's dutiful influence to confirm that all official matters of interest to the Aerie are being discussed only in the Aerie Room.

f) The Board of Trustees does not have the authority to expel any member of the Order; it may only suspend the buffet and social room privileges of a member, and then only in a manner consistent with the Aerie's House Rules.

g) No Trustee may interfere with, or commandeer, or arbitrarily alter the duties of any employee. All changes to job descriptions and/or the described function of an employee may only be made following an official meeting of the Board of Trustees. If a change/issue has occurred, the employee is subsequently informed of the decision/response of the entire Board by the Chairman of the Board of Trustees only, both verbally and in writing. Many an Aerie has become entangled in a lawsuit launched by an employee that has been interfered with in the performance of their duties by a solitary Trustee. Each Trustee is encouraged to remember that from a legal standpoint, the Board of Trustees as a whole is the employer, not any individual Trustee.

h) If any Bar Steward(s) or Buffet/Social Room Manager is employed by the Board of Trustees and is on duty, s/he/they are empowered with the protection of the Aerie and therefore said employee(s) are to be the only one(s) who are/is to intercede in calling local authorities regarding any violent outbursts by guests or members. Every human being has the right to defend oneself from bodily harm, but any member that enters into a physical altercation while on Aerie premises, is instantly subject to disciplinary action by the Board of Trustees due a direct violation of the House Rules.

Part Two: What a Board of Trustees *Must Do*

a) Immediately upon installation into office each year, the Board of Trustees shall elect one member of the Board as Chairman and another as Secretary. The Chairman is the only spokesman for the Board of Trustees when dealing with employees, members, or when making recommendations and/or reports to the Aerie floor. The Chairman does not speak for himself until he declares himself as a member of the Order; all comments he makes otherwise are interpreted as being made based solely upon the consensus of the entire Board of Trustees at all times.

b) The Board of Trustees is to hold in trust all real property belonging to the Aerie, and all personal property not entrusted to any other officer by the Laws of our Order. This includes all furniture, fixtures, equipment, buffet/social room merchandise, assets and encumbrances, both owned and leased.

c) The Board of Trustees must procure and maintain adequate insurance for the current term against all losses to the Aerie.

d) The Local Aerie By-Laws stipulate wages/salaries of the employees of the Aerie, and all dealings and contracts with employees must be conducted within the laws and stipulations regarding employees' rights, i.e. compensation organizations, employment laws, etc. If the Board of Trustees employs a Buffet and Social Rooms Manager, that employee must have a written contract (a copy of which must be forwarded to the Grand Secretary each and every time it is amended in any manner whatsoever. If the only change in the contract is a raise in pay not yet in the By-Laws, then a proper By-Law amendment is

expected as soon as possible, since it is only legal to pay the manager/employee the increased wage after the By-Law amendment has been approved and returned to the Aerie by the Grand Secretary).

e) The Board of Trustees shall hold regular weekly meetings and must keep minutes of those meetings only in the Trustees Minute Book. Meetings of the Board of Trustees are assumed to be open to the membership unless a meeting has been previously announced that the agenda will consist only of details regarding Aerie employees or of any actions that are disciplinary in nature.

f) The Board of Trustees must maintain all of their required books and records (Trustees Minute Book, Trustees Weekly Report of Buffet and Social Rooms, etc.), which must be presented to the Aerie Auditor upon demand (not less than once per month). Therefore each month, the Aerie Auditor is to be presented at least four Trustees Weekly Reports, minutes of four meetings, one monthly Profit and Loss Statement, and one monthly Inventory of Buffet Goods.

g) The Board of Trustees shall supervise buffet and social room activities with the concern of profitability as its primary focus.

h) Purchase of supplies and merchandise for resale is made as needed and thereafter must be reported upon each week on the Trustees' Weekly Report of the Buffet and Social Rooms.

i) The Board of Trustees must take inventory of said supplies and merchandise at the start of every 4- or 5-week period.

j) Before each regular Aerie meeting, the Board of Trustees must pay all money received by it to the Aerie Secretary and receive his Miscellaneous Receipt therefor.

k) A Physical Inventory of all furniture and contents of the Aerie Home must be performed by the Board of Trustees and updated (including details of any disposition of any previously inventoried items) at least once per year. All previous copies of the Physical Inventory are kept in trust with the Aerie Treasurer for his safekeeping.

In conclusion, it is hoped that this information, when combined with (and confirmed by) the Constitution and Statutes, Fraternal Order of Eagles, The Fraternal Order of Eagles Ritual book and the Fraternal Order of Eagles Officers' Handbook, will aid any current and future members and officers of the Order to understand precisely what an Aerie Board of Trustees is obligated to perform as well as what they are not authorized to do. As is true in any organization, when those responsible do their jobs and only their jobs, the workplace is both more enjoyable and more productive.

At its core, the Board of Trustees is yet another example of an Aerie Committee. Although made up of potentially diverse individual members, it functions properly only when it functions as a cohesive unit—very much the same as our Order does. It can only do the ultimate good when every Aerie, officer, and member are bonded together—each with equal power, equal intention, and equal status. Any member considering accepting the responsibilities of an Aerie Trustee either now or in the future may now more fully recognize that there is possibly no more fulfilling role in any Aerie. The responsibilities can be daunting indeed; but the self-satisfaction that comes from knowing that you served the membership as well and as fairly as you could may have no equal.

Good Trustees contribute to the growth of an Aerie in every way. Bad Trustees are rarely re-elected. And this is as it should be.

The Duties of the Board of Trustees

During the installation of Aerie Trustees, the following is proclaimed by the Installing Officer:

“Upon your fidelity depends much of the permanent success of your Local Aerie.”

FIDELITY is defined as *exhibiting the qualities of truth, devotion, and faithfulness.*

The word *fidelity* can also easily serve as a reminder of the duties of the Board of Trustees:

- F** Foremen of Employees – the hiring, direction, and firing of all Aerie employees.
- I** Insurance – the acquisition and maintenance of all required insurance for the Aerie.
- D** Discipline – the respect of, and judicial enforcement regarding any infractions of, the House Rules.
- E** Estate – the proper care and maintenance of the Aerie Home and its possessions.
- L** Legality – the proper conduct of, and completion of, all required meetings, forms, books and reports.
- I** Inventory – the full listing of all of the Aerie’s items once yearly, of all sellable goods once monthly.
- T** Territory – the responsible management of the Aerie’s Buffet and Social Rooms.
- Y** Yearly – the election of both a Chairman of, and a Secretary of, the Board of Trustees.

HALLMARKS OF ANY SUCCESSFUL COMMITTEE OF THE FRATERNAL ORDER OF EAGLES

A properly-functioning committee observes and practices the following criteria:

The committee operates as a cohesive unit.

All decisions reached by the committee are by votes cast by all its constituent members at proper meetings, with those votes and decisions

properly minuted, and the decision of the majority acted upon with dispatch and proper attention to detail.

All decisions of the committee may not extend beyond the committee's area of authority.

The committee has as its only spokesman the elected/appointed Chairman.

The committee presents its decisions as recommendations to the membership as a whole on the floor of an Aerie meeting (if so required).

When requested on the Aerie floor by the membership for justification and details of its decisions, the Chairman shall be complete, honest,

and forthcoming with any requested information. Although in most cases impropriety is not the case, any committee that exhibits reluctance

to disclose any processes it has employed instantly acquires an air of suspicion and mistrust. Any potential misunderstandings and/or

misconceptions can easily be corrected by a direct revelation of all details requested by the membership during an Aerie meeting.

The Chairman must be seen to call as many meetings of the committee as are required to reach a correct and informed decision of the committee as a whole.

REMINDER:

Concurrent with the Aerie President's authority to appoint any committee Chair or members, he also retains the right to remove any committee chairs or members as he sees fit.

The three exceptions to this is for the Finance Committee, the Trial Committee and the position of Auditor.

Once appointed, the three-member Finance Committee serves until the end of the one-year term for which it is appointed. Only once an opening occurs on the Finance Committee may a replacement be appointed by the Worthy President. This is also true for the This limitation of the Worthy President's influence is one of many protections against endangerment to the Aerie's most valued resource: its funds.

If you were an employer...

AND HIRED MANAGERS TO:

- Hold in trust all of your real estate
- Protect and maintain all of your possessions
- Supervise all of your other employees
- Accurately and completely acquire and sustain all of your insurance policies

WOULD YOU NOT FIRST BE CERTAIN THAT THEY:

- 1) Can be trusted to be completely accountable for all their decisions?
- 2) Conduct themselves at all time with complete professionalism?
- 3) Are entirely honest and forthcoming in everything they do and are planning to do?
- 4) Are detached from everything except confirmable facts and accurate figures?
- 5) Maintain impartial treatment of (and unbiased consideration of) all people over whom they have authority?

***If you are a member of an Aerie of the Fraternal Order of Eagles, the members of The Board of Trustees ARE such managers, and they work for your business –
YOUR AERIE.***

THE BOARD OF TRUSTEES

The Board of Trustees shall hold in trust all real property belonging to the Aerie, and all personal property...Personal Property would be construed as to mean, the furniture and fixtures in the Aerie Home, etc., not entrusted to some other Officer, the Buffet and/or Social Room merchandise, etc.

The Chairman of the Board would be the Spokesman when carrying out the actions of the Board.

The Board of Trustees shall hold regular weekly meetings and **keep minutes of those meetings** in the "Trustee's Minute Book."

The Board of Trustees **do not** have the authority to make purchases of any equipment, repairs, remodeling, etc., without having first received the approval of the Aerie by a vote of the members in regular meeting. The purchase of supplies, merchandise, etc., for resale, of course, must be made as needed; however, the bills for these items must be included each week on the "Trustees weekly report of the Buffet and Social Rooms" and be approved by the Finance Committee and the Aerie just the same as any other bills against the Aerie--remember, it's the Aerie's funds that you are spending, and every member has the right to voice his approval or disapproval.

The Board of Trustees shall, at or before each regular meeting, pay all money received by it to the Secretary of the Aerie and take his receipt therefor.

The Board of Trustees are also charged with the maintenance of the orderly and manly conduct of the members and their guests while in the Buffet and Social Rules or on the premises of the Aerie. If the House Rules provide for a disciplinary penalty of suspension of Buffet and Social Room privileges to be imposed and enforced for misconduct, such misconduct should not be tolerated by the Board or Employees.

THE BOARD OF TRUSTEES DO NOT HAVE THE AUTHORITY AND/OR POWER TO "EXPEL" A MEMBER OF THE ORDER, THEIR AUTHORITY RESTS WITH THE SUSPENSION OF BUFFET AND SOCIAL ROOM PRIVILEGES ONLY, AND IT IS ONLY THE LOCAL AERIE TRIBUNAL WHO HAVE THE POWER TO EXPEL A MEMBER FROM OUR ORDER.

The Board of Trustees have no authority to change the provisions of any House Rule. This can only be accomplished as provided in Section 122.4, Statutes, F.O.E.

The Board of Trustees must maintain all of their required books and records in the proper manner so that they may be audited by the Aerie Auditor from time to time. It is the required duty of the Board of Trustees to deliver their books and records to the Aerie Auditor upon demand, and it is the required duty of the Auditor to audit the books and records of the Board of Trustees each month at the same time the books and records of the other finance officers of the Aerie are audited. (See Section 102.1, Statutes, F.O.E.)

The Board of Trustees is to see that the Aerie procures and maintains in full force and effect at all times adequate insurance coverage against all losses to the Aerie, including public liability insurance coverage. The total insurance package for your Aerie should include Fire and Extended Coverage on all buildings and all contents, boiler and machinery, messenger theft, liability, workman's compensation, officer omissions and liquor liability. Contact your insurance agent to make sure your Aerie has adequate coverage.

A physical inventory that consists of all furniture, fixtures and contents of the Aerie Home must be taken at least once per year. A copy of the inventory should be given to your Treasurer so that he can place it in the Aerie's safe deposit box for safe keeping so that it will be available in case of fire.

In the event that a local Aerie shall authorize an expenditure to be made from any fund of the Aerie, other than the Benefit Fund, over the objection of the majority of the members of the Board of Trustees and the majority of

the Board of Trustees believe that such expenditure is unwise, unjustified and not in the best financial interests of the Aerie, the decision of the Aerie may be appealed by the Board of Trustees to the Financial Advisor of the Grand Aerie. The Financial Advisor may approve the expenditure, prohibit it, or remand the matter back to the Aerie for further consideration and another vote on it, and so inform the Aerie in letter form.

~ QUESTIONS / NOTES ~

WORKSHOP QUESTIONS

1. How many proposers are needed on an application form? 1 2 3 4 5
2. In the Auxiliary, do the proposers have to be Aux. Members?
3. How many members constitute the Interviewing Committee? 1 2 3 4 5
4. How many days does the committee have to do the interview?
5. Can the Interviewing Committee withdraw an application?
6. How many black balls does it take to reject a candidate?
7. How long does a candidate have to be initiated?
8. Does a re-enrollee have to be balloted on?
9. Does a re-enrollee have to be initiated?
10. What is the minimum number of meetings required every month? 1 2 3 4 5
11. How many members make a quorum?
12. Who may call a “special meeting”?
13. How many officers’ meetings are required every month? 1 2 3 4 5
14. Who may attend officers’ meetings?
15. Is the Ritual considered to be part of the Rules and Regulations?
16. Can a member hold more than one office in a local aerie/auxiliary?
17. How is a vacancy in the office of Jr. Past President filled?
18. How is a vacancy in the office of President filled?
19. How is a vacancy in the office of Vice-President filled?
20. Can the President appoint a member to a vacant office?
21. Who appoints all Committees?
22. How many members constitute the Membership Committee? 1 2 3 4 5
23. How many members constitute the Finance Committee? 1 2 3 4 5
24. Who has charge and custody of the Ritual?
25. Does the President serve on Committees?
26. Who receives ALL money?
27. Can the Secretary appoint an Assistant?
28. Does ALL money have to be deposited?
29. How long does the Treasurer have to deposit money received?
30. Who signs cheques?
31. Who is responsible for the Membership Roster?
32. Who is responsible for arranging and dismantling the meeting room?
33. When are nominations for elective offices held?
34. When are elections held?
35. Who appoints the Installing Officers?
36. Does the Installing President have to be a Past President?
37. When is Installation held?
38. Who determines how much to spend on Installation?
39. When do new officers assume their duties?
40. Who appoints the Auditor?
41. Who can be the Auditor?
42. How often are the books and records to be audited?
43. Can money be transferred from the General to the Social Fund?
44. Can money be transferred from the Social to the General Fund?
45. How long can the Auxiliary hold its Charter if its Aerie folds?
46. What must a member do before addressing the President?
47. When may a member pass between the President and the Altar?
48. May a member leave the room during Initiation?
49. If a member enters the room during initiation, what does he do?
50. May an Officer wear the regalia when not performing his/her duties?

51. What is the highest office in the Lodge?
52. Where is our country's flag placed at the Altar?
53. What can be placed on a station and/or Altar?
54. When the Pres. wishes to give a report/debate, who takes the Chair?
55. When can the President sit?
56. If an officer is going to miss a meeting, what should he/she do?
57. What is the difference between invocation and grace?
58. Can money be transferred from the Benefit Acct. to the General Acct.?
59. What are the official colours for the Fraternal Order of Eagles?
60. Does the Ritual have to be memorized?

ANSWERS

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. 2. 2. Yes. 3. No less than three. 4. 60 days. 5. No. 6. Majority. 7. Six months. 8. Yes, and interviewed. 9. No. 10. No less than two. 11. Seven – 2 must be elected officers. 12. The WP or ten members submitting a letter asking for said meeting. 13. No less than two. 14. Any member in good standing. 15. Yes. 16. Not within the same Aerie. 17. PWP appointed by President. 18. Vice President moves up. 19. Election. 20. Yes, if he asks permission and a motion is made to give him that permission. 21. President. 22. No less than three. 23. No less than three. 24. President. 25. Yes, just one: the Membership Committee. 26. Secretary. 27. Yes. 28. Yes. 29. 48 hours. 30. Secretary, President, and Treasurer. The VP may sub for any of those missing | <ol style="list-style-type: none"> 31. Secretary. 32. Conductor. 33. Last meeting in April. 34. First meeting in May. 35. Incoming President. 36. Yes. 37. After last meeting in May or at 1st meeting in June under New Business. 38. Members in meeting. 39. 1st meeting in June under New Business unless installed in May. 40. President. 41. Any person not bonded by the Aerie. 42. Monthly. 43. Yes. 44. Yes. 45. 30 days. 46. Stand then give Salutation. 47. During Installation. 48. Yes. He exits directly. 49. Takes a seat. 50. No. 51. Junior Past President. 52. Closest to the Door. 53. Nothing except paraphernalia. 54. Vice-President. 55. During reading of the minutes and reports. 56. Tell the President. 57. Stand for invocation; sit for grace. 58. .Not without permission from the Grand Aerie Financial Advisor. 59. Red, white & blue. 60. Yes. |
|---|--|

AGENDA – _____th ANNUAL BC PROVINCIAL AERIE CONVENTION

WEDNESDAY, JUNE _____, 20_____

Provincial Aerie Pre-Convention Executive Session @ 7:00 PM @ _____

THURSDAY, JUNE _____, 20_____

JOINT CEREMONY

11:00 AM @ _____ (_____ Rd.)

Lunch: 12 PM to 1:00 PM

Provincial Aerie – Opening Session @ 1:00 PM @ _____

- 1 - Officers March-In
- 2 - Opening Ceremony
- 3 - Roll Call of Officers
- 4 - Introduction to Dais of Grand Aerie Reps and Honored Guests and Parliamentarian
- 5 - One Minute of Silence for Departed Brothers
- 6 - Provincial Aerie Obligation by _____
- 7 - Confirmation of all Provincial Committees
- 8 - Greetings from Provincial Aerie to Provincial Auxiliary
- 9 - Credentials Committee Report
- 10 - Adoption of Minutes from 20__ Convention
- 11 - Business Arising from 20__ Convention / Unfinished Business
- 12 - Communications
- 13 - 1st Reading of Proposed By-Law Changes

Recess until Friday, June ____ @ 9:30 AM

Past Provincial Presidents Dinner at _____
Cocktails _____ PM Dinner _____ PM

[Evening Entertainment at Aerie]

FRIDAY, JUNE _____, 20_____

JOINT MEMORIAL SERVICE @ _____ (_____ Rd.) 8:00 AM SHARP

Provincial Aerie – Friday Morning Session @ 9:30 AM @ _____

- 1 - Roll Call of Officers
- 2 - Provincial Obligation by _____
- 3 - Address by Grand Aerie Representative or Other Guest
- 4 - Credentials Committee Report
- 5 - Report of Provincial Treasurer
- 6 - Report of Provincial Secretary
- 7 - 2nd Reading of Proposed By-Law Changes
- 8 - Reports of Provincial Aerie Committees
- 9 - Address by Grand Aerie Representative or Other Guest
- 10 - Report of the Provincial Nominations Committee

Recess until 1:00 PM

Lunch 12:00 PM to 1:00 PM

Provincial Aerie – Friday Afternoon Session @ 1:00 PM @ _____

- 11 - Address by Grand Aerie Representative or Other Guest
- 12 - Credentials Committee Report
- 13 - Report of Provincial Auditor
- 14 - 3rd Reading of Proposed By-Law Changes (& Voting)
- 15 - Report of Provincial Membership Board
- 16 - Reports of Provincial Aerie Committees

Recess until Saturday, June ____, 20__ @ 9:00 AM

Joint Banquet @ _____
Cocktails at ____ PM Dinner at ____ PM

[Evening Entertainment at Aerie to follow]

SATURDAY, JUNE , 20

AERIE ELECTIONS – polls open from 7:00 to 9:00 AM @ _____

Provincial Aerie – Saturday Morning Session @ 9:00 AM @ _____

- 1 - Roll Call of Officers
- 2 - Provincial Aerie Obligation by _____
- 3 - Remaining Provincial Committee Reports -
- 4 - Address by Grand Aerie Representative(s) and/or Other Guests
- 5 - New Business
- 6 - Bullthrower's Trophy
- 7 - Report of New Membership Board
- 8 - Provincial President's Address
- 9 - Good of the Order
- 10 - Closing in form of the __th BC Provincial Convention

JOINT INSTALLATION @ _____

2:00 PM Photographs
3:00 PM Installation

Hospitality Get-Together for Installed Presidents @ _____ - ____ PM to ____ PM

Provincial Aerie Executive Term-Kick-Off Meeting @ 4:00 PM @ _____

[Cocktails at ____ PM Dinner at ____ PM]

~ IDEAS / NOTES / QUESTIONS TO BE ANSWERED ~

~ below is a sample format letter for endorsement to the Provincial Aerie. Sections and descriptions can be made specific to the Brother that is being endorsed. Each term, the current Provincial JPWPP is the Chairman of the Nominations Committee. ~

_____, 20__

Bro. _____, JPPP
Chairman, Nominations Committee
British Columbia Provincial Aerie
Fraternal Order of Eagles

Dear Brother _____,

It is my great pleasure to recommend _____ at this time in all his future endeavors. In the time that we have known _____, we have found him to be an entirely reliable individual, possessed of admirable devotion to the task at hand and exhibits both personal and moral fiber. We have on numerous occasions relied upon him to conduct projects of varying length and intensity, and he has never let our Aerie down.

Jovial, focused, energetic, and thorough, _____ remains one of our most trustworthy associates and friends. His character and sense of duty is strong indeed, and we know he will succeed in anything he undertakes primarily because he cares. Service and commitment are two traits which he takes perhaps more seriously than any others. For instance, he currently serves our local Aerie as its _____ after having been a member of the Fraternal Order of Eagles in excess of ___ years. All the while, he has been entirely successful in both planning and administration while also being the first to roll up his sleeves to pitch in where direct action is required.

Able to work on numerous tasks concurrently, he can both successfully complete and professionally manage them all if he has been requested to do so.

In conclusion, we proudly endorse _____ for his continued service in the British Columbia Provincial Aerie over the _____ term, decided by a majority vote on the floor of our Aerie, held on this day, _____, 20__.

Respectfully yours,

Worthy President
_____ Aerie #_____
Fraternal Order of Eagles

Worthy Secretary
_____ Aerie #_____
Fraternal Order of Eagles

**AERIE
SEAL**

Cc: Provincial Aerie Secretary _____; file.

<p>5 Things to Do Instead of Complain Practice Gratitude - Research shows when we count 3 blessings a day, we get a huge boost in happiness. It's impossible for your mind to occupy 2 thoughts at the same time. Focus on gratitude so you can't be negative. Praise Others - Instead of complaining about what others are doing wrong, focus on what they are doing right. Give 3xs more praise than criticism and watch as the person learns and grows. Focus on Success - Start a success journal. Each night write down the one great thing about your day. Focus on your success and you'll look forward to creating more success tomorrow. Let Go - Focus on the things you have the power to change, and let go of the things that are beyond your control. If you stop trying to control everything, it will all somehow work out. Pray and Meditate - Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality and longevity. When you are faced with the urge to complain, stop, be still, plug-in to the ultimate power; and recharge!</p>	<p>Train Your Mind to Think Positive The But—Positive Techniques When you realize you are complaining, simply add the word but and then add a positive thought or positive action! Focus on "Get to" instead of "Have to" Shift your perspective and realize you don't have to do anything. Instead of thinking, "I have to go to work", tell yourself "I get to go to work when so many are unemployed!" Turn Complaints into Solutions Mindless complaining only focuses on the negative. Justified complaining allows you to identify a problem and move toward a solution. Use a complaint to your benefit to rectify it. Every complaint represents an opportunity to turn a negative into a positive!</p>
<p>5 Things to Do Instead of Complain Practice Gratitude - Research shows when we count 3 blessings a day, we get a huge boost in happiness. It's impossible for your mind to occupy 2 thoughts at the same time. Focus on gratitude so you can't be negative. Praise Others - Instead of complaining about what others are doing wrong, focus on what they are doing right. Give 3xs more praise than criticism and watch as the person learns and grows. Focus on Success - Start a success journal. Each night write down the one great thing about your day. Focus on your success and you'll look forward to creating more success tomorrow. Let Go - Focus on the things you have the power to change, and let go of the things that are beyond your control. If you stop trying to control everything, it will all somehow work out. Pray and Meditate - Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality and longevity. When you are faced with the urge to complain, stop, be still, plug-in to the ultimate power; and recharge!</p>	<p>Train Your Mind to Think Positive The But—Positive Techniques When you realize you are complaining, simply add the word but and then add a positive thought or positive action! Focus on "Get to" instead of "Have to" Shift your perspective and realize you don't have to do anything. Instead of thinking, "I have to go to work", tell yourself "I get to go to work when so many are unemployed!" Turn Complaints into Solutions Mindless complaining only focuses on the negative. Justified complaining allows you to identify a problem and move toward a solution. Use a complaint to your benefit to rectify it. Every complaint represents an opportunity to turn a negative into a positive!</p>
<p>5 Things to Do Instead of Complain Practice Gratitude - Research shows when we count 3 blessings a day, we get a huge boost in happiness. It's impossible for your mind to occupy 2 thoughts at the same time. Focus on gratitude so you can't be negative. Praise Others - Instead of complaining about what others are doing wrong, focus on what they are doing right. Give 3xs more praise than criticism and watch as the person learns and grows. Focus on Success - Start a success journal. Each night write down the one great thing about your day. Focus on your success and you'll look forward to creating more success tomorrow. Let Go - Focus on the things you have the power to change, and let go of the things that are beyond your control. If you stop trying to control everything, it will all somehow work out. Pray and Meditate - Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality and longevity. When you are faced with the urge to complain, stop, be still, plug-in to the ultimate power; and recharge!</p>	<p>Train Your Mind to Think Positive The But—Positive Techniques When you realize you are complaining, simply add the word but and then add a positive thought or positive action! Focus on "Get to" instead of "Have to" Shift your perspective and realize you don't have to do anything. Instead of thinking, "I have to go to work", tell yourself "I get to go to work when so many are unemployed!" Turn Complaints into Solutions Mindless complaining only focuses on the negative. Justified complaining allows you to identify a problem and move toward a solution. Use a complaint to your benefit to rectify it. Every complaint represents an opportunity to turn a negative into a positive!</p>
<p>5 Things to Do Instead of Complain Practice Gratitude - Research shows when we count 3 blessings a day, we get a huge boost in happiness. It's impossible for your mind to occupy 2 thoughts at the same time. Focus on gratitude so you can't be negative. Praise Others - Instead of complaining about what others are doing wrong, focus on what they are doing right. Give 3xs more praise than criticism and watch as the person learns and grows. Focus on Success - Start a success journal. Each night write down the one great thing about your day. Focus on your success and you'll look forward to creating more success tomorrow. Let Go - Focus on the things you have the power to change, and let go of the things that are beyond your control. If you stop trying to control everything, it will all somehow work out. Pray and Meditate - Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality and longevity. When you are faced with the urge to complain, stop, be still, plug-in to the ultimate power; and recharge!</p>	<p>Train Your Mind to Think Positive The But—Positive Techniques When you realize you are complaining, simply add the word but and then add a positive thought or positive action! Focus on "Get to" instead of "Have to" Shift your perspective and realize you don't have to do anything. Instead of thinking, "I have to go to work", tell yourself "I get to go to work when so many are unemployed!" Turn Complaints into Solutions Mindless complaining only focuses on the negative. Justified complaining allows you to identify a problem and move toward a solution. Use a complaint to your benefit to rectify it. Every complaint represents an opportunity to turn a negative into a positive!</p>
<p>5 Things to Do Instead of Complain Practice Gratitude - Research shows when we count 3 blessings a day, we get a huge boost in happiness. It's impossible for your mind to occupy 2 thoughts at the same time. Focus on gratitude so you can't be negative. Praise Others - Instead of complaining about what others are doing wrong, focus on what they are doing right. Give 3xs more praise than criticism and watch as the person learns and grows. Focus on Success - Start a success journal. Each night write down the one great thing about your day. Focus on your success and you'll look forward to creating more success tomorrow. Let Go - Focus on the things you have the power to change, and let go of the things that are beyond your control. If you stop trying to control everything, it will all somehow work out. Pray and Meditate - Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality and longevity. When you are faced with the urge to complain, stop, be still, plug-in to the ultimate power; and recharge!</p>	<p>Train Your Mind to Think Positive The But—Positive Techniques When you realize you are complaining, simply add the word but and then add a positive thought or positive action! Focus on "Get to" instead of "Have to" Shift your perspective and realize you don't have to do anything. Instead of thinking, "I have to go to work", tell yourself "I get to go to work when so many are unemployed!" Turn Complaints into Solutions Mindless complaining only focuses on the negative. Justified complaining allows you to identify a problem and move toward a solution. Use a complaint to your benefit to rectify it. Every complaint represents an opportunity to turn a negative into a positive!</p>

THE BOARD OF TRUSTEES “The Watchdogs of the Treasury”

It takes a complete set of Aerie Officers working together to make a successful Aerie. Much of the responsibility for the success and good name of the Eagles rests upon the shoulders of the Board of Trustees. An Aerie that is so unfortunate as to have a poor Board of Trustees will never reach the height of success to which the members are entitled.

Profitable Management of the social rooms of a fraternal society is now, more than ever, a highly specialized job combining sound business reasoning with fraternal dispatch. It seems to be human nature for a member to expect far more from his club social rooms than from a public tavern and perhaps justifiable: he pays dues. Things that would be tolerated in a public bar will not be accepted in a fraternal club.

A difficult problem in Club Management is to sense developing problems before they become critical. When the Aerie funds are insufficient to pay the bills, or the sales drop to a dangerous level, it is evident that something is radically wrong. These are the problems that good management will reflect in time to take corrective measures.

It is just as important to have efficient administration in an Aerie as it is in large businesses. That involves careful planning in advance, as well as establishing estimates of expected performance and results. In large concerns these things are done with computerized equipment. In our Aeries, we have simple books and records, but if kept properly, will give us all the information we need of past operations as well as a means of planning the future. Keep in mind that much of the Aerie income is handled by the Trustees and this booklet has been planned to assist you in maintaining a profitable, well-run Aerie Social Room: a CLUB MANAGEMENT requisite.

CLUB MANAGEMENT

A. BASIC PRINCIPLES OF GOOD MANAGEMENT

1. Organization and Planning.
Signing up Board with Chairman and Secretary Planning 60 to 90 days in advance
2. Records and Books History of your Business Foundation of Future
3. Buying Properly for Resale Seasonable Goods Proper Amounts
4. Pricing Your Merchandise Price for Profit Meet Prevailing Price
5. Maintaining Inventories Means of Control Basis of Reordering
6. Analysis of Profit and Loss Statement Reflects Weakness and Strength Aids Future Planning
7. Gross Profit vs. Expenses to Assure Net Profit Ratio of Sales and Cost of Goods Controllable Expenses
8. How to Correct Losses and Adjust Profits Adjust Pricing and Expenses Increase Sales

B. MEMBERSHIP PATRONAGE: Retaining and Increasing

1. Maintaining Orderly Social Rooms
Avoid Arguing and Swearing
Avoid Chronic Nuisances
2. Good Service
Friendly and neat Stewards
Prompt and Courteous Service
3. Good Housekeeping
Neat Interiors
Clean Washrooms
4. Serving Merchandise Properly
Properly Mixed Drinks
Properly Kept Merchandise
5. Aerie Activities Program and Activities Department
Keeping Members Informed of Activities

C. ADMINISTRATION: Protective Measures

1. Bonding of Officers and Employees
Statutes and By-Laws Requirement
Protecting the Future of Aerie
2. Aerie Auditor and Auditing
Counsel and Recommendations
3. Aid to Profitable Operations
Tax Exemptions and Internal Revenue
Closed or Open Door Operation
Your Hearings and Rights

D. AERIE HOMES: Consider Before Remodeling or Buying:

1. Prospects of Future in this Location
 - Type of Neighborhood
 - Condition of Buildings in Vicinity
2. Cost of Doing Business in Present Location
 - Study Floor Plans
 - Number of Floors
3. Parking Problems
 - Free Street Parking
 - Off Street Parking
4. Costs to Remodel to Suit Needs
 - Is Building Worth Costs?
 - Does it Increase Sale Value?
5. Finances and Necessity of Indebtedness
 - Avoid Large Encumbrances
 - Character of Neighborhood Future
6. Contact Financial Advisor
 - Requirements of Statutes
 - Counsel Available

THE BOARD OF TRUSTEES: The Aerie Club Manager

There has been a vast change in the operation of any business over the last few years. The business field has become highly competitive, with only the strong surviving the struggle for existence. This is true in the fraternal and private clubs as well as the commercial. Each year more and more restrictions are placed on clubs. Years ago it was mainly a case of honesty and how much of the income was "salvaged for the future". Management was of little importance with the flow of easy money from machines, tickets, and other devices. We are now in that "future" and CLUB MANAGEMENT now is the tool of success. Nominations and elections can no longer be based upon popularity, but rather in the ability to do a job required of the office of Trustee. An Aerie today must have the best in management in order to remain solvent. Most Aeries are now operating, not only in competition with other clubs, but with the public tavern. This came about by the taverns complaining that clubs had various means of income not permitted in the taverns, and paid a smaller license fee. Now with the tightening of club operations, and in many cases, increased licenses, rivalry is keen, and to add to this, the Aerie is limited in patronage to the membership. Therefore, CLUB MANAGEMENT has become not only important, but a necessity in the Aerie. CLUB MANAGEMENT is the Board of Trustees, even though the By-Laws may provide a manager, who represents the Board of Trustees.

RESPONSIBILITIES:

The Statutes plainly cover the duties of the officers. Some are limited to the regular meetings, others mostly administrative in character. But the Trustees have the responsibility of operation of the Aerie Home and Social room, under the direction of the Aerie. All the properties of the Aerie, both real and personal and not entrusted to others, come under control of the Board of Trustees. The Trustees should acquaint themselves with the Statutes and annotations of opinions, which are reprinted and updated regularly. The Aerie Secretary should have the latest copy in his office, containing opinions and clarification of the Laws. As there are booklets on the duties of various officers, including the Board of Trustees, we will not cover all in detail. It is important that the Trustees know that they are responsible for the employment and discharge of all help as set up in the Aerie By-Laws, with exception of help that may be used by the Secretary. Keep in mind, the By-Laws set up the maximum to be paid, which does not necessitate payment to that extent. The purchase of all insurance and the proper amounts, comes under the Trustees. This should be done under recommendation of an insurance agent from a reliable company, who will recommend only amounts needed. Fidelity bonding is the duty of the Worthy President, however, burglary, robbery, as well as fire and all liability policies are the responsibility of the Trustees. In the larger Aerie where the By-Laws provide a Club Manager, the Manager is an employee of the Trustees, and they are accountable for his actions. The Manager at no time has greater powers than those given the Board of Trustees by the Laws of the Order or the Aerie By-Laws.

DUTIES:

It is the duty of the Board of Trustees, as a Board and not as individuals, to enforce all rules governing the premises and conduct of the members thereon, as adopted by the Aerie in the Rouse Rules. A copy of the House Rules must be posted in the Aerie Home. It is their duty to maintain and operate the Club and Social Rooms in an orderly and businesslike manner, which of course contributes to a profitable income; to make all reports to the Aerie, and to turn over all money received by the Board since the last meeting to the Secretary, and receive his receipt for the same; to hold regular meetings of the Board with brief but intelligent minutes kept in a book provided for that purpose. Such Board Meetings are for the purpose of taking up the problems of intelligently operating the Aerie, combining the wisdom and efforts of the Trustees, as agents of the Membership and with the interest of the Aerie in mind.

THE TRUSTEES SHOULD KNOW:

Their duties and responsibilities to the Aerie Membership, and in expediting these duties, not to assume duties of other Officers or Committees. Naturally, the interests of the Board of Trustees should be in Membership Campaigns and all Aerie Activities. To fulfill these interests, a properly operating Board of Trustees, maintaining an orderly Social Room, offers the members conditions they will appreciate and will sign new members and participate in activities. All members, including new members, should have full knowledge of the powers and responsibilities vested in the Trustees, including the very important matter of CLUB MANAGEMENT. Much of the financial burden of an Aerie operation is handled through the Social Fund or in the event of only two funds, the General Fund. The Trustees should be very knowledgeable in the matter of depositing monies handled by them and assure themselves that these monies are being deposited in the proper funds.

The source of income that passes through the Board of Trustees is mainly that which reflects on the operation of the Aerie Social Room, which as previously stated, is under the direction of the Board of Trustees. Therefore, we are most interested in matters that will assist the Board of Trustees in retaining the membership patronage they now enjoy and to attract others into the Aerie Home as new members. It is the responsibility of all officers and members to assist the Trustees in realizing proper profits from the various avenues of income they now have and to encourage increased activities to bring more members into the Aerie and more customers into the Aerie Home.

BASIC PRINCIPLES OF GOOD MANAGEMENT

ORGANIZATION AND PLANNING:

Organization and planning is an essential element for the success of any business. Without it, it is like a sailboat without a sail—you just drift along with the prevailing currents. If you lack planning in your aerie, you have failed to have organization. At the start of the year, the Trustees should organize the Board, electing a Chairman and a Secretary, neither of which have greater powers than the others. The Chairman conducts the meeting in a business-like manner and the Secretary records the important discussions for fixture reference, and keeps other reports and records, as required. As previously covered, the Board should early in its inception, read, and discuss the Statutes, particularly Sections 89.1 through 89.11 along with the updated annotations of opinions. After organizing the Board, the long-range policies and planning should be done. Planning should be done well in advance of the event. At the weekly meetings, after the buffet checkout, details for the coming week's operation should be covered, taking into consideration any weak spot reflected in records of the past week. Properly-kept minutes will offer smooth operations and there will be less chance for faulty memories. With proper organization and planning, and there is no substitution for it, there is but little need to make the same mistakes repeatedly.

BOOKS AND RECORDS:

These are an essential tool to any business. Whenever money is handled, it constitutes a business, whether it is a religious or fraternal organization. Bookkeeping is the art of practice of keeping systematic records of transactions to show their relations and the state of business. Money is used as a medium of exchange and may be measured in goods, assets or profits. Therefore, books and money are closely related, with money depending a great deal upon bookkeeping. An adequate bookkeeping system helps reduce the probability of failures and increases the chances of staying in business and making a profit. The various surveys made of business failures reflect as much as 90% of the failures are due to improper records. Failure to take and maintain inventory accounted for 39% of the difficulties. In 82% of the cases, adequate records would have disclosed in time certain conditions and corrective action could have been taken. This should acquaint you with the importance of books and records. The books and records to be kept by the Trustees are not complicated and do not require a great knowledge of bookkeeping, nor a lot of time. Yet they will give you vital information on your buffet when properly kept. However, no matter how good the records, if the Trustees do not study and note the trend, they will reveal but little.

As Trustees you are required to keep the following books and records:

TRUSTEES MINUTE BOOK:

A brief outline of all regular meeting and special meetings, matters discussed, attendance.

TRUSTEES WEEKLY REPORT:

Form No.500 - A record of all cash income; tabulation of sales; weekly direct expenses.

Form No.501 - A record of goods received and all cash payouts.

TRUSTEES INVENTORY REPORT: (Form No.502)

-A listing of all merchandise on hand at the close of business for month, to be taken on the last turnover of month.

TRUSTEES MONTHLY SUMMARY: (Form No.503)

- The summary of 4 or 5 weeks' operation taken from the Weekly Reports, using the starting and closing inventory.

The above records are those required, however, there are many additional records that may be kept, such as:
Daily record of sales,

Sales during certain periods of the day,
Perpetual inventory, with daily requisitions of merchandise taken from inventory, or placed in inventory.

Such records should be verified at least quarterly. All these are efficiency records and although not required, will add personal interest to your operation.

PROPER BUYING FOR RESALE:

The basic functions in any retailing business are buying and selling merchandise at a profit. All other activities are carried on in order to facilitate the efficient performance of these functions—buying and selling. Buying merchandise of proper quality, in correct quantity, at advantageous prices, often means the difference between profits and losses. How much to buy is probably more difficult to decide than what to buy. This may be taken from inventory records, reflecting fast moving items over the slow moving. Factors affecting buying may be briefed as:

- (1) -Stockturn- the rate at which the average stock on hand is sold.
- (2) - Delivery time, number of days required to receive.
- (3)-Basic items - goods that should be kept in stock.
- (4)-Seasonable items -goods that sell better in one season than the other

Inventory must be kept at a low level to safeguard losses and to avoid heavy investments and extra insurance premiums for fire and theft. Keep in mind that sometimes buying a deal and saving a few dollars will in the long run cost more than buying conservatively. So, buying proper merchandise, in the proper amounts, is a must for good club management and profit.

PRICING YOUR MERCHANDISE:

This is very important in any business. In the past, when devices were common, not too much attention was paid to prices as the devices paid a handsome income. The old theory that 'we are a club and should sell the drinks cheaper' is a thing of the past, although selling price may be slightly under the public taverns. Fortunately, most Trustees realize that to remain in business today requires sound reasoning. That there must be ready cash in the funds to pay current obligations and keep the credit rating, is not only the Secretary's worries, but the Trustees, too. So in selling goods at the buffet, the sales price must be more than enough to just pay for the goods sold. It must be great enough to not only pay for the goods sold, but to pay the wages; the direct expenses, as well as indirect expenses, and still leave a NET PROFIT. Planning should be based on percentages: what percent of the selling prices is needed for proper Net Profit, as the gross is controllable as it is merely the sales less the cost of goods. From the Gross Profit must come all expenses, direct and indirect, leaving the Net Profit which still must be great enough to carry the rising costs of operation.

So, it is plain to see that the Selling Price must be controlled, not guessed at. The Profit must be large enough to induce you to continue in business, rather than to hire yourself out to the distributors who are making a profit on the goods they are selling you.

Draft Beer prices may be controlled by the size of the glass dispensed, whereas bottle beer may become competitive with local club prices. In such instances, the prevailing price should result in a fair profit and close watching of expenses, a fair profit will be derived from the sales.

Things to consider then in pricing your merchandise are:

- The profit you want to make,
- Operating and overhead expenses;
- Wholesale costs including possible delivery charges;
- The customary price being paid for like goods in what you consider competition.

MAINTAINING INVENTORIES:

This is as important in a small business as it is to a large volume operation. Some system of control is necessary to insure intelligent records and information required to determine profits. It also insures prompt reordering of fast moving goods and a means of preventing reordering of slow moving items which are costly to carry. There are many different control systems and of course various requirements, depending on the volume of sales. But, for the average Aerie, the simple record Form No.502 which is a part of the Trustees Report Forms, will give all the information needed. An Inventory is the only way in which a true profit can be determined, and therefore is essential in our work. A perpetual inventory is only as good as the manner in which it is kept. Generally, a card system is used for each item of inventory. All deliveries must be recorded and the goods kept in a locked stockroom. Release of stock is only by a requisition signed by the buffet needing the stock. It is filled by the person in charge of the stockroom, and shows the person requesting and the person delivering. These requisitions are posted regularly, and the entire Board should take a complete Inventory at least quarterly and verify the postings. No matter what form is used for Inventory purposes, be accurate in taking the counts and pricing, so that you get true figures in your Monthly Summary Form. An Inventory to be used in figuring the cost of goods sold must be taken at the time of the last register reading, not before or after. In this way only, will get you a true cost of goods sold.

ANALYSIS OF PROFIT AND LOSS STATEMENT:

This is important to you for it reflects your past months operation. The monthly summary of the Trustees Weekly Reports has totals necessary for figuring percentages of profit, which may be on Gross Profit; Wages and other expenses; and, Net Profit. By using the figures on the Monthly Summary Report, it is possible to make up sheets to show the comparative sales and profits for one month over another, or for months of previous years.

The suggested items that could be used for a percentage comparison to Sales are: Cost of goods; Gross Profit; Salaries; Expenses, direct and other; and, Net Profit. In fact, from the Profit and Loss Statement (Summary), any analysis may be made, which will prove interesting to watch, and helpful in tracking the trend of the business. Following the P&L Statement carefully will reflect items that need adjusting. Naturally when the Net Profit drops, there one or more contributing factors need prompt attention.

The first place to look is the Sales and if they show a continual drop, there should be a reduction in Direct Expenses immediately. However, if the Sales remain about the same and direct expenses have been kept in line, your difficulty could be the Cost of Goods: too much being poured at the selling price. With the analysis, there is no need to continue a losing buffet. Percentage should be figured on the actual operation of the buffet and not subsidized with income from other sources. A properly-operated buffet should carry its own expenses, direct and indirect. Then in the event you would lose some source of 'other income', you would not suffer a setback, as many Aeries have in the past.

GROSS PROFIT AND EXPENSES:

Gross profit and Expenses naturally control the Profits. Knowing the Gross Profit, you are in a position to assure a satisfactory Net Profit by controlling Expenses. Gross Profit is based simply upon Sales less Cost of Goods sold. Cost of Goods sold is based upon a properly maintained Inventory, with a true total at the start of the period, additions of all goods purchased during the period, and a complete Inventory taken at the time of the ending register reading. The difference between the starting and ending Inventory is the Cost of Goods sold. If the drinks sold have been priced properly, the Gross Profit should average not less than 60% for our buffets. The common practice in public food and drink establishments, is to price the sales at four times the cost. This would bring a Gross Profit of 75% of sales. With a Gross of 75%, if expenses ran as much as 50% of sales, a Net Profit of 25% would result. That would be considered a good business profit, but there are so many indirect expenses that creep into a fraternal organization that are covered only in higher accounting, such as insurance and taxes that many fail to consider fully as a buffet expense.

HOW TO CORRECT LOSSES AND ADJUST PROFITS:

One of the first steps to take to correct losses and adjust profits is to analyze the MONTHLY SUMMARY REPORT on the buffet operation, taking into consideration bar sales only, no other income. The most serious leaks are those that cannot be detected easily, primarily due to guesswork and lack of records. Adjust these first, then interpret the figures that you have compiled on the Trustees Report. Knowing the Net Profit is the last item in the buffet report, and if there are difficulties, they have happened before this figure—You are interested in Sales less Cost of Goods, which gives you the Gross Profit, from which all Expenses are deducted to give you the Net. The mere oversight or neglect of a few pennies in the operation could mean the difference between a profit and loss.

Direct your attention first to the Gross Profit to see if it is in line with the 65% (or more) recommended Gross. As Gross Profit is the result of Sales less the Cost of Goods Sold, if not in line, too much is being served for the selling price. To adjust, either increase the Selling Price or reduce the size of the shot glass or measuring pourer. Reducing the size of a shot glass is not difficult. Shot glasses may be had in any size you want, all may look the same, but the amount they hold is not discernable. Using this type of glass is not deceiving your members. Since prices have increased, concerns to hold a selling price have reduced the size contents. Distillers reduced the proof from 90% to 80% to hold prices, and now liquor has increased in costs. Gross Profit is the easiest item to control and is paramount in adjusting profits. When the Gross Profit appears to be under control and the Net Profit is too low, the problem is Expenses. Operating costs (Expenses) are a viselike situation and needs constant attention. Today, wages will be the major item among the many expenses charged to the buffet operation, and this adjustment should instinctive. Look to the hours of operating—they may be too long for the business, but never overlook the prospects of increasing sales with more activity, all without additional expense. Remember, TRAFFIC, through added activities, determines an increase in sales, resulting in profit. Some expenses continue whether or not the Club is open, such as rent, taxes, and heat. However, if there is no business in the mornings, there is no need to add to the expenses with buffet employees. Make a trial breakdown on the sales during certain periods of the day, and adjust hours of operation upon your findings. From the above break-down of one drink, each time you reduce the cost of goods sold or the expenses, just one penny, you increase either the Gross or Net Profit 1%. Likewise, increasing cost of goods or expenses by one penny, you decrease profits by the same amounts. Figured on quantity sales, you can readily see what watching the pennies means in profit or loss. Keep in mind however, that the study of the records is not the complete cure: it merely points a warning finger at what needs to be done. From there, it is up to the Board of Trustees to follow through.

SUMMARY:

PROFIT can only come through the goods bought and sold. If control is lacking, an operator loses. Profitable operations can be realized only if the Trustees maintain control over all supplies from the stock room; over the amounts served in a drink; limiting free drinks, and, control over money received. If a drink is given free, the Trustees should make a ring on the register for the amount of the drink, and a paid-out to cover.

It is important to know that goods being charged to the buffet have been received, and that the correct number of empty cases have been credited to your bill.

NET PROFIT cannot be determined simply on the weekly report, but must be determined on the Monthly Summary Report. A large volume of sales does not mean a large profit. It is quite possible that the more you sell, the more you lose—if control is not complete and exacting.

CLUB MANAGEMENT may be referred to as efficient administration. Efficient administration is dependent upon wise planning and organization in advance. Planning and organization are management's best tools for obtaining the best results. You have your Officers meetings, which the Trustees share, and you have your Trustees meetings. All organizing and planning should be done in these meetings and well in advance of actual application. The Officers meetings are the general planning, while the Trustees meetings, the special planning for operation of the Aerie Home and Social Rooms. At the Trustees meetings, careful consideration to all possible avenues for increasing income should be taken.

MEMBERSHIP PATRONAGE: RETAINING and INCREASING

GOOD HOUSEKEEPING:

Good housekeeping (or the lack of good housekeeping) is one of the first things noticed by a person in entering any business establishment. Good Housekeeping starts at the front door and ends with a clean back entrance. An Aerie Home does not need all the modern fixtures to be inviting, but a good janitorial service will keep the interior neat and that is inviting to the members. Good housekeeping means a clean place inside and out, as well as clean glasses, ash trays and neat bar help. Rooms should be well ventilated so that they do not become strong of smoke and stale odors. The members will do much to help keep the home clean if they are encouraged by the manner in which the janitor does his work. The janitor and social room employees are under the supervision of the Board of Trustees and if they become lax in their duties, they should be informed of the fact. Cleanliness will do much to help you gain the patronage of the members. This may be best shown by the fact that oil companies spend thousands of dollars to call attention to the motorists of cleanliness of their stations—it applies to all businesses.

GOOD SERVICE:

Good service is expected and of course a paying customer is entitled to it. A social room may attract members in many ways: good drinks, pleasant surroundings, and entertainment. But one of the greatest ways is prompt and friendly service. Service, no matter how prompt it may be is not complete without friendliness on the part of the steward. One way to get new business is to satisfy the old. Surely no business can hold customers without prompt and friendly service. One thing that upsets a member is to sit at his Aerie bar and feel he is imposing upon the steward each time he wants a drink. However friendly a steward may be, he should not be permitted to get into lengthy talks when others are waiting for service. And, if the TV is on, a steward must not get too deeply interested in the program with members waiting for service. The fact remains that the member in most cases does not have to come to the club for a drink but may stop at any number of places on his way to the Aerie. Protect your sales by being friendly and prompt in serving, for each serving represents money in the cash register.

MAINTAINING ORDERLY SOCIAL ROOMS:

This is just as necessary as it is for a tavern to keep order. Do not permit loud and vulgar language to be used. There are many who do not care for such talk and disturbing conditions. The average member comes to his club for sociability and relaxation. Arguments do not lend much to one who wants to relax and enjoy the club. Then too, there are the 'chronic nuisances' or habitual bar pests. The steward knows these individuals and should politely see that they return to their stool and stop annoying the members. Many a substantial member drifts away from clubs due to internal conditions that can be easily remedied.

SERVING MERCHANDISE PROPERLY:

This can be a factor in holding the present patronage of members, and will tend to increase business. This starts with a cleanly-wiped bar and for the ladies in particular, a cocktail napkin or small mat under the drink. Proportions should be followed in making cocktails and mixed drinks. If one dash of bitters make a drink taste good, two dashes may ruin it. This holds true in any drink. The proper amount of ingredients is what counts. Using the correct glass has much to do with the proper drink being served. Many people connect a certain drink with a glass and if served in some other glass, it just doesn't taste right. If you serve wine, know the types served cool and the types served at room temperature. Beer requires better treatment than is usually given in the average Aerie. Bottle beer should be kept in a dark cool place while being stored, and the oldest delivery used first. It should be served in clean glasses, properly rinsed after the washes. Kegs should be stored in cool places and tapping should be through clean lines, regularly serviced by any of the accepted methods of sterilizing. The first drink served a customer usually decides how long they stay—if served properly it may mean a longer stay and more frequent visits.

AERIE ACTIVITIES:

Aerie activities play the major part in holding and increasing the patronage of an Aerie. There is nothing mysterious in the statement that increased attendance or patronage of an Aerie activity will increase the buffet sales and should increase the profits. The Program and Activities Department of the Grand Aerie has many programs to offer just for the asking. They are on various activities that have

proven increased attendance and an interested membership. Perhaps out of the more than a hundred programs, not all will be the answer to your needs, but surely a few of them will fit into any Aerie program, bringing new ideas. Programs for meeting nights; social room programs, sports activities; civic programs, are but a few of the things that increase attendance and interest. An Aerie must take advantage of everything they can legally do to raise the income. Things that did not work a few years ago may work now and should be given a fair trial. Some Aeries have found that even though the members have a TV set at home, a few cold cuts and cheese on the sport night TV program, will increase social room attendance and that will increase sales. Not all things have to be free. Aerie feeds at a nominal charge will more than pay for themselves and besides giving the members something, usually for the family, they will increase the cash register receipts considerably. The ability of the Trustees is displayed in the number of attractions that are offered the member. Of course, the members have to know what is taking place and the best way to keep them informed is by bulletin or a newsletter. If not a regular mailing, a quarterly or occasional flyer, calling the attention of the member to the activities within the Aerie, will bring a greater percentage of the members into the Aerie than the usual attendance. Any mailing to the member, such as dues receipt, should be accompanied by some mimeo form as to the Club Activities. Get the member who never comes into the Aerie to drop in once in awhile. Census records indicate 15% of the people move away each year. Based upon this, you need to keep attracting new customers, in the form of members.

SUMMARY

THE AERIE'S IMAGE:

Every organization has a "Club Image", a reputation, the way people see you and get to know you from your actions, associations and publicity. Therefore, the moral issues of management are highly important and directly related to your success as Trustees and to the success of your Aerie. These issues are the sense of fight and wrong, and generally referred to as business ethics. The pattern that is set by your ethical judgment controls our Aerie's "image" as the public sees us--the attitude or impression people have of us. Some form this impression by what they read about us in the newspaper or by the outward appearance of our Aerie Home. Others, who deal with us direct, form mental pictures from our business associations and dealing with them. Still others are influenced by our financial performances: how we meet our debts. All the groups are influenced by word-of-mouth impressions passed about among the public, dissatisfied members or their wives. Much of the responsibility for the reputation and good name of the Aerie in each Eagle Community rests upon the shoulders of the Board of Trustees.

Important factors on establishing and maintaining the good name of the Aerie are:

- (1)-The management of the Social Rooms and of the entertainment conducted in the Aerie.
- (2)-The cleanliness of the Aerie Home and employees.
- (3)-The financial credit of the Aerie.
- (4)-The publicity received from civic programs.

ADMINISTRATION: PROTECTIVE MEASURES:

BONDING OF OFFICERS AND EMPLOYEES:

Although the Worthy President is responsible for the bonding of the Officers and employees, the Trustees should make certain all help are under bond. At the of installation, the Board of Trustees were admonished to guard well the trust imposed upon them and to see that the funds were carefully protected, to safeguard the permanent success of the Aerie. Acts of dishonesty in an organization can and does slow the progress. The Statues and the Aerie By-Laws require an Aerie to be bonded, either with the EAGLES BOND FUND or locally. Such coverage reimburses the Aerie in the event of dishonesty. It does not necessarily prevent it but tends to reduce such acts. If each Officer performs his duties and does not accept alibis from the others as to questionable procedures, shortages will be lessened. With the required records, and if properly kept, the Board of Trustees will know what they are doing, as well as the employees knowing that intelligent records are maintained. It is said that bonding companies have discovered that, of all employees they bond, about 25% are considered honest, 25% dishonest, the other 50% honest as they have to be. In other words, there are a number of people who will remain honest if they are being watched or checked. If not, they have a tendency of drifting toward dishonesty. Protect the weak, protect your Aerie, and protect yourself by seeing that all business is conducted in your Aerie on a business-like basis, with records and reasons for everything. See that all employees handling funds of the Aerie are under proper bond.

AERIE AUDITOR AND AUDITING:

Important to the Board of Trustees is the Aerie Auditor. Presuming the Worthy President has appointed as experienced and competent Aerie Auditor, as required in Section 102.1 of the Statues, the Trustees should receive and welcome his counsel and recommendations. Every effort should be made to have regular audits made of the financial records and procedures and verification made to the members at regular meetings. A proper audit and report to the Aerie will tend to protect the officers and the "image" of the Aerie, by detecting and preventing misuse or misapplication of funds, and of course, setting up profitable operations. The Auditor of course must conduct himself without fear or favor to have a value to the Aerie.

TAX EXEMPTIONS AND THE INTERNAL REVENUE:

For many years, our local Aeries have enjoyed, and still do, an exemption from the payment of Federal Income taxes. This exemption, of course, is based on the fact that the business affairs of the Aerie are operated under guidelines laid down by the Internal Revenue Service and these guidelines are constantly changing, never getting less restrictive but instead getting more restrictive. For that reason, because of the constantly changing State and Federal Government laws and regulations, we are not going into this matter except to

mention it in passing. If we did at length and gave you today's available information, by the time you got this book, the information may very well be incorrect. Therefore, if you have any questions regarding the Aerie exemption status, any information regarding licenses necessary for the playing of music on our premises, and in fact, any matters that you deal with laws or legislation affecting the operation of your Aerie Home, we suggest you write to the Grand Aerie Legal Advisor, Fraternal Order of Eagles, 1623 Gateway Circle South, Grove City, Ohio 43123.

AERIE HOMES:

THINGS TO CONSIDER BEFORE REMODELING OR BUYING:

PROSPECTS OF THE FUTURE OFA LOCATION:

This means a great deal to any type of business, and of course to us in the event an Aerie intends to buy a building or even remodel the present one. Naturally the present operation of the Aerie must be considered, but too, what will the fixture hold for the Aerie in the present location? Will the neighborhood change into one that would not be desirable in the next twenty or even ten years? Will they come into that neighborhood at night? If you are in a semi-residential district, what is the trend at the present time? Are the buildings being kept in repair? These are matters that now have many Aeries stymied as to progress, some of which could have been corrected in the past.

COST OF DOING BUSINESS IN THE PRESENT LOCATION:

Cost of doing business in the present location or in an intended location, is a big factor to the Aerie of today. The cost of doing business or of running the Aerie Home may be greater in one building than in another. The average Aerie today has found that it is far more profitable to operate on one floor; where the meeting room may be opened into an enlarged social room. This gives the Aerie ample space for regular meetings, but when it comes to activities, they have larger facilities than if each room were a separate closed room. Operating on one floor reduces heat bills and the number of employees needed.

PARKING PROBLEM:

Parking problems have increased for all businesses. This is so critical that in some towns, buildings will not be permitted without off the street parking provided before a permit will be issued to build. Parking should be considered before purchasing a new home, remodeling the old one, or even buying a lot for a future building. Some Aeries have been fortunate in having a supermarket near them and have made arrangements to make use of their parking lot at times the store is not open. An Aerie with suitable parking can pick up many an extra dollar from members with but a few minutes to spare and a place for the member to park.

COST OF REMODELING:

Cost of remodeling should be given careful consideration as to the net results. The money that is put into an old building is often a poor investment from the standpoint of increasing the value of the building. An Aerie housed in a residence will often find that upon selling the building difficulty arises over the fact that walls have been removed. In other words it is sometimes cheaper to sell a building and seek different quarters than to invest a lot of money in fixing it suitable for fraternal usage. Therefore, based upon these facts, act wisely in the event you are considering remodeling.

AVOID LARGE INDEBTEDNESS:

Avoid large indebtedness in either buying or remodeling an Aerie Home. Besides the fact that no one knows what the future holds for us in the way of income, there is the element of lower valuation on the building by the time the indebtedness is paid. A neighborhood changes in the course of twenty years, and with large debt on a building and a long term loan, the district could become deteriorated with lower values. Then too, it may be difficult to secure officers who will assume the debts of another administration, with perhaps a curtailed income.

SUMMARY

CONTACT THE FINANCIAL ADVISOR:

Contact the financial advisor in advance of any commitments for purchase under contract, leasehold, mortgage or encumbrance of any real property of the Aerie. The Laws of the Order still require a written approval from this office as is set forth in Section 110.4 of the Statues. This department will assist you with your problems of building or remodeling, based upon your ability to finance such endeavors. And of course, all of the proceeding matters have been based upon the thought that proper authorization will be received prior to any commitments.

IMPORTANT INFORMATION

Contents and income from bottles and kegs:

1. USE OF THE FIFTH (25.6 oz.) or 750 ML BOTTLE (25.4 oz.)

SIZE OF	DRINKS	PRICES @		
Shot Glass	Per Bottle	\$1.00	\$1.25	\$1.50
3/4 oz.	34	\$34.00	\$42.50	\$51.00
7/8 oz.	29	\$29.00	\$36.25	\$43.50
1 oz.	25	\$25.00	\$31.25	\$37.50

2. USE OF THE 1LITER (L) BOTTLE (33.8 oz.)

SIZE OF	DRINKS	PRICES @		
Shot Glass	Per Bottle	\$1.00	\$1.25	\$1.50
3/4 oz.	45	\$45.00	\$56.25	\$67.50
7/8 oz.	38	\$38.00	\$47.50	\$57.00
1 oz.	33	\$33.00	\$41.25	\$49.50

3. USE OF THE 1.5 LITER (1.5L) BOTTLE (59 oz.)

SIZE OF	DRINKS	PRICES @		
SHOT GLASS	PER BOTTLE	\$1.00	\$1.25	\$1.50
3/4 oz.	78	\$78.00	\$97.50	\$117.00
7/8 oz.	68	\$68.00	\$85.00	\$102.00
1 oz.	59	\$59.00	\$73.75	\$88.50

4. BEER:

Bottle beer is easy to figure. There are 24 bottles per case. You know the cost so the selling price can be adjusted to bring in the required profit. When figuring the cost of the beer, remember to figure the entire cost—beer cost plus sales tax paid, if applicable.

DRAFT BEER is controlled by the price you charge; the size of glass; and how the steward draws the beer.

HALF BARRELS OF BEER - contents 1,984 ounces, or:

Size of Glass	No. of Glasses	@ \$1.00	@ \$1.25	@ \$1.50	@ \$1.75
16 oz.	124	\$124.00	\$155.00	\$186.00	217.00
10 oz.	198	\$198.00	\$247.50	\$297.00	\$346.50
08 oz.	248	\$248.00	\$310.00	\$372.00	\$434.00
06 oz.	330	\$330.00	\$412.50	\$495.00	\$577.50

There is good profit in draft beer, if served properly. The size of your shot glass determines the number of drinks served from the bottle. The Steward must realize that every drink not paid for, or over-poured, reduces the NET PROFIT, which is the justification for the Steward's very employment. REMEMBER, profit is the last portion of the bottle you pour. Be sure you receive the required number of drinks from each bottle, with money in the register.

FRATERNAL ORDER OF EAGLES

AERIE # _____

~ The Aerie Meeting (not a General Meeting) ~

ORDER OF BUSINESS

DATE: _____

1. ***OPENING CEREMONY.***
2. **ROLL CALL OF OFFICERS.**
3. **READING OF MINUTES OF PREVIOUS MEETING.**
4. **PROPOSITIONS FOR MEMBERSHIP.**
5. **REPORT OF INTERVIEWING COMMITTEE.**
6. **BALLOTING ON APPLICATIONS.**
7. **INITIATORY CEREMONY.**
8. **REPORT OF THE AERIE PHYSICIAN.**
9. **SICK AND VISITING COMMITTEE.**
10. **ORDERING WARRANTS FOR BENEFITS.**
11. **RECEPTION AND DISPOSITION OF BILLS & COMMUNICATIONS, ETC.**
12. **REPORTS OF STANDING COMMITTEES.**
 - a) BY-LAWS COMMITTEE
 - b) TRIAL COMMITTEE
 - c) MEETINGS ATTENDANCE COMMITTEE
 - d) PUBLICITY COMMITTEE
 - e) WAYS & MEANS COMMITTEE
 - f) BAR COMMITTEE

13. **REPORTS OF SPECIAL COMMITTEES.**

- a) CALENDAR COMMITTEE
- b) SPORTS COMMITTEE
- c) VISITATIONS COMMITTEE
- d) SPECIAL EVENT 1: _____
- e) SPECIAL EVENT 2: _____

14. **EXCUSES OF ABSENTEES.**

15. **UNFINISHED BUSINESS.**

16. **NEW BUSINESS.**

17. **REPORTS OF OFFICERS CONCERNING THE FINANCES OF THE AERIE AND THE STATUS OF MEMBERS.**

- a) REPORT OF THE AERIE TREASURER
- b) REPORT OF THE AERIE TRUSTEES
- c) REPORT OF THE FINANCE COMMITTEE

18. **REPORT OF THE AERIE AUDITOR.**

19. **REPORTS OF MEMBERSHIP CAMPAIGN
AND MEMBERSHIP SECURITY COMMITTEES.**

20. **GOOD OF THE ORDER.**

21. *CLOSING CEREMONY.* MEETING CLOSED AT _____ .

NEXT MEETING DATE: _____

ROBERTS RULES MADE SIMPLE

Points

The following three points are always in order:

1. **Point of Order:** *a question about process, or objection and suggestion of alternative process.* May include a request for the facilitator to rule on process.
2. **Point of Information:** *a request for information on a specific question, either about process or about the content of a motion.* This is not a way to get the floor to say something you think people should know. People misusing points of information in this fashion will be defenestrated, or otherwise sanctioned forcefully.
3. **Point of Personal Privilege:** *a comment addressing a personal need* - a direct response to a comment defaming one's character, a plea to open the windows, etc.

Motions

All motions must be seconded, and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e., don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. **Motion to Adjourn:** *not debatable*; goes to immediate majority vote.
2. **Motion to Recess:** *not debatable*. May be for a specific time.
3. **Motion to Appeal the Facilitator's Decision:** *Not debatable; goes to immediate vote*. Allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. *Debatable; requires 2/3 vote*.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. *Not debatable; requires 2/3 vote*.
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. *Not debatable*.
7. **Motion to Refer to Committee:** applies *only to the main motion*. Refers question to a specific group with a specific time and charge.
8. **Motion to Divide the Question:** *breaks the motion on the floor into two parts*, in manner suggested by mover.
9. **Motion to Amend:** *must be voted for by a majority to be considered and by a 2/3 to be passed*. If amendment is accepted as “friendly” by the proposer of the amendment then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
10. **Main Motion:** what it is you're debating and amending.



A guide for
establishing
New Aeries
of the
Fraternal Order of Eagles



Foreword..... 59

Introduction..... 59

 Necessity..... 61

 Eligibility..... 62

 W5..... 63

 Action..... 66

 Enthusiasm..... 69

 Resolve..... 70

 Idealism..... 71

 Education..... 72

 Support..... 73

Appendixes: Checklists and Examples..... 74

EPILOGUE..... 75

Foreword

The challenge awaiting us all who believe in new Aeries is to bring before our needful land the plain facts and beauty of our Order—how we help countless people every year less fortunate than ourselves. Our work both with, and for, others makes us all wealthier people. It is this devotion that makes us so very special.

As we add both sound and fury to the cause of new Aeries we must always listen to the echoes of our traditional past—we could not go far wrong by emulating those who took our fraternity from a solitary hall in 1898 to the vast membership that we know today. Tradition and pride are the hallmarks they left for us to present to the world and this document is written in the spirit of leadership and honour that they possessed, and it is to their dedication that we dedicate this.

~ J.G.M. & W.B.H., May 31, 2002 ~



Introduction

This platform is to forward a single idea: to move the format of organizing a new Aerie from that of an Owner's Manual to that of a User's Guide. This proven approach provides examples of all the steps and stages necessary for a new Aerie from conception through growth to autonomy.



Necessity - of bringing advancement and growth of the fraternity to all corners of our continent.

Eligibility - of both the location and the prospective members.

W5 - who, what, etc. – the planning and implementation of the new Aerie itself.



Action - the simultaneous implementation of all the planned steps.

Enthusiasm - the presentation of the positive nature of every Eagle, toward the ultimate goal of helping those who cannot help themselves.

Resolve - the dedication and organization required to achieve the goal.

Idealism - the leadership and examples based upon the beautiful history and the positive future.

Education - the wisdom to present everything they need to know when they need to know it.

Support - the full-term availability following the new charter. We must be willing to stay involved as organizers—from attendance of the meetings to aid in regard to:

- 1) Technology,
- 2) Teamwork (including tolerance) and
- 3) Troubleshooting.

N
E
W

A
E
R
I
E
S

|

A

M
O
D
U
L
A
R

A
P
P
R
O
A
C
H



Necessity

“Lend me the stone strength of the past and I will lend you the wings of the future, for I have them.”

-- Robinson Jeffers

Our order has come a long way in 105 years. We have gone from a few adjacent Aeries in Washington State to a continent-wide collection touching both oceans. As we converge on 2000 Aeries we must always keep in mind the rules of our organization but further still must grow with new people and new places.

Aeries come into being through hard work and dedication by those who already belong, who already know and already believe in liberty, truth, justice and equality (and personally support and practice them). Individuals who also understand the needs to stress home, country, motherhood and God in our world today will be the cornerstones of any community. And, as is true when building anything, the strength of a proper foundation is represented by its cornerstones -- the honored showcases of its overall structure. To build is therefore to show faith in our collective future -- as a society, as an Order, as a world.

Consider this quote from the CATO Handbook for the 105th US Congress, published just as our new century was being born:

“No challenge is more serious today than the restoration of civil society. Pundits cite violent crime; family breakdown; the waning of some traditional institutions; blighted inner cities; and a decline in civility, honesty, and trust as evidence of a crisis in civil society. And few topics have received as much attention in recent years as this one. Politicians and pundits on both left and right have attempted to exploit the theme for their own purposes, which often hinge on expanding governmental powers to manipulate citizens in order to attain whatever outcomes the manipulators desire. The impulse to do so, however, is fundamentally at odds with civil society, as it has been commonly understood for centuries. As the distinguished historian of civil society Antony Black has noted, ‘We may identify the central ideal of civil society as personal independence, and its central imperative as respect for persons.’ “

We have never been more needed than now—we Eagles, who are— “People Helping People”.



Eligibility

“The best man in his dwelling loves the earth. In his heart, he loves what is profound. In his associations, he loves humanity. In his words, he loves faithfulness. In government, he loves order. In handling affairs, he loves competence. In his activities, he loves timeliness. It is because he does not compete that he is without reproach.”

-- Lao Tsu

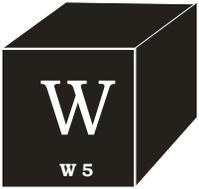
When the explorers Lewis and Clark were dispatched westward by Thomas Jefferson, the president envied their opportunities to learn and to explore -- the chance to record new places and peoples still unseen and untouched.

Each rough-edged river, stretch of rolling hills and turn of flora and fauna alike was looked upon with wonder and with awe. In the 200 years since the Corps of Discovery stumbled bravely into the newness of uncharted territory, mankind has become much less an explorer and much more a traveler. With the exception of the depths of the planet's great oceans and the silent distances of space, there seems to be no new frontiers. But the soil of our own states and provinces is ripe with opportunities for those who still want to know what is just beyond the next turn in the road. Every new town. Every old town. Our own city. All are peopled by those looking to belong -- many with untapped resources and strengths as yet unknown. As Eagles we are always looking for just that one extra person in that one extra place. All that is required for us to find that person and place is but to look.

Those people eligible to be an Aerie Organizer are:

- any member in good standing of the Fraternal Order of Eagles
- any member who receives approval of both the State/Provincial and Grand Aeries
- Any member fully aware of the Grand Aerie outline on New Aerie Organization (included as an appendix below).
- Any member with both good personal and language skills (both verbal and written).

Considering this list, and its acquirable skills and conditions, should there not be at least ten million members of the Order? We can make it happen!



W5

“We must ask where we are, and whither we are tending.” -- Abraham Lincoln

At the heart of reportage lies W5. Every story we hear in our lives contains these. Every editor demands them from every reporter. Stick to these and you cannot go wrong.

As with news, the planning of a new Aerie must address the five Ws.

First W – **Who** - Who are the cornerstones for the new Aerie? Who will lead? Who can be relied upon for support? Who will record the steps and proceedings?

Second W – **What** - 'What' is a new Aerie, obviously, but more precisely: What are the steps of the required actions? What forms do we need to get started? What help can we count on from our State/Provincial and Grand assemblies? What plans and programs are already underway?

Third W – **Where** - Where can the initial gatherings take place? Where are the best potential venues available to house the proposed Aerie? Where do we go to find the prospective members and leaders?

Fourth W – **When** - When do the various steps and plans begin and end? Gatherings - when? Canvassing sessions -- when? When do we move from this step to that step?

Fifth W – **Why** - the ‘why’ is because we have the best kept secret in North America. The ‘why’ is because there are countless people needing to feel like they belong to a family. The ‘why’ is because our time and our resources and our sacred honor is, and always has been, what we owe to those less fortunate than ourselves.

Let’s break these down into a practical approach.

Who

- Make personal contact with civic and business leaders and request their assistance.
- Keep a list of all contacts for future reference, and touch base with them on a regular basis (weekly at the start, more often as the project gets rolling on its own).

- Who will communicate? -- Phone: committee?
-- Fax: machine?
- Who will speak?
- Who will record?
- Who will lead?
- Who will join?
- State/Provincial and Grand Aeries – contact them any time you need to: they are where they are because they are experienced and truly want the Order to succeed, and this means ‘you first’, so call on them!

What

- “Meet, Greet and Complete”
 - Meet -- introduce yourself and the fraternity
 - Greet – confirm that there is a place for them, and,
 - Complete -- get them actively involved in future meetings.
- Meetings themselves should be kept short (no longer than an hour) always with a social event (such as an informal buffet which provides everyone the opportunity to relax and question and talk).
- Follow-up with them soon after and for those who show the keenest interest, get them working as part of the team as soon as you can.

Where

- Locate a place for meetings which will be able to handle the initial meetings. The optimum meeting places are those which, as the series of future meetings progress, can be counted upon for their quality of openness, comfort and availability (since meetings may move from sporadic to weekly at any time).
- Schedule and maintain a regular presence in the community. Reliability and stability must be seen as one of the qualities of the Order. People will be more likely to affiliate themselves with a new organization if those spearheading it respect their intelligence and their time.

When

- All times must be formally stated and respected – never be late (in fact, be both early and eager).

Why

- it is our chance to brag and relay the best kept secret in North America
- In every human being is desire: to belong, to improve, to be appreciated and to be needed. Are we not already the best at accepting others, helping others, applauding others and involving others? Of course we are.

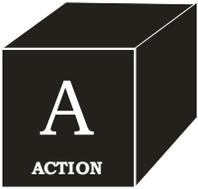
Every story requires these five Ws, but an editor also demands an 'H' be included:

How

'How's are the most daunting and vast because they effect everything we do in the eyes of the public. Therefore, let's make this detail a practical plan. We have just listed five Ws; let's reduce 'How' to another list of five, so that they can be recalled with equal ease. We have chosen the letter 'P', which could stand for pride, perfection or countless other qualities. However, our example presents the following:

- **Personality** – There is an Eagle personality. Fun-loving, honest, practical, human...all good brothers and sisters have absorbed this from each other. Make sure these personality traits are what prospective members see in us. It may be the sole thing they may remember from the first meeting, so make sure it is there for them to remember.
- **Positivity** – Attitude is of paramount importance. If you are cheerful and genuinely look forward to seeing them again, they will feel the same towards you.
- **Presentability** – Always dress with some degree of formality; be tidy and well-groomed. In further regard to dress, more than one potential new brother has given in to curiosity about a colorful vest or a unique Eagle pin—such things lessen the distance between strangers and have been known to initiate conversations, most of which are light-hearted and definitely informal. If we can get to the informal level as soon as possible with any potential member, the chances of their becoming involved increases tenfold.
- **Professionalism** – Appear as just what you are: a representative of a very valid and valuable service organization which places people first. With such cornerstones as liberty, truth, justice and equality how could we do anything else? These four qualities practically define respect of one person for another. Represent them.
- **'Prior Planning Prevents Poor Performance'**. Period.

If you remember nothing else from this document, remember these five 'How's. They will benefit the successes of both you as organizer and the Order as a whole.



Action

“Leadership is action, not position.”-- Donald H. McGannon

The momentum of a worthy cause is impossible to impede. Although many may drag their feet or jump off, they are only abandoning themselves -- the happy ship never misses those distraught few who leap free of the craft; in fact, the vessel rides higher and happier ever after. Human action also functions in this way.

Every movement towards the goal fuels the very trip, and the light we move towards makes each new step easier for all. And it is good that this is true because there are so many of us moving that way. Mutual effort has always produced our finest achievements, and the Eagle way has from the outset been furthered by those who simply rolled up their sleeves and did the work. Talk to those yet unknown people you encounter every day. Let them feel the friendly openness and ease we exhibit when relating to each other. Let them voice their dreams and opinions unimpeded -- theirs are not really all that different from ours, are they?

Before we realize it, we will have another ally moving forward beside us.

1) *Meetings* – To grow we need to meet, so the meetings we have must be the equivalent of a business card—crisp, to the point but with the atmosphere of a welcome mat. Meetings are comprised of three types:

- a) **First Meetings:** 80% perspiration, 20% affiliation – all the details are up to you. The hardest work you will do takes place before this type of meeting; once underway, your goal is to get as many of them on-board and wanting the next meeting.
- b) **Successive Meetings:** 80% conspiracy , 20% nomination – here is where you let the dynamic of the group establish itself; find the natural leaders, find the workers, the detail people, the communicators. Get these markers in place and in action.
- c) **Special Meetings:** 80% inspiration, 20% information.
Internal: those taking place in an existing Aerie, such as an Open House and the like. These should show the best of what we already are. If possible, have marquis Eagles present who can speak on how much good we do.

External: those taking place in public places, such as community picnics

and/or sporting events. These should show us in action—coordinating, helping, having fun.

2) *Phone calls* – These must be of the “hope to see you there” style. Emphasize that you are looking forward to the new Aerie, the good that it can do for the community and how much you want to work with them. Do not talk only Eagles subject matter; find out what other things are of interest to them, and if possible, develop these mutual interests.

3) *Discussion* – Conversation can be either the birth or death of any human interaction—ask any politician (or other type of salesman). The tone and intelligence of a speaker, the honesty and humanity of his message will remain much longer than the message’s content. When we consider that our content is both irrefutable and indispensable, we must concern ourselves with style and approach.

➤ *Style* – If we are too sweet and/or sentimental, we risk acquiring the image of drummers of snake oil; if we are too pat in our short message, we risk being considered as brainwashed robots. As in all dealings with others, a pleasant but appropriate demeanor is required: be happy to be there, be serious as the need arises, but predominantly represent the fun and sociable volunteer that all true Eagles are.

The best possible style will come from just being you. Alter the mindset of “Behaving yourself, naturally” to “Behaving yourself naturally”. In terms of what to talk about, try ‘Why I joined’ – this will always be of interest to others.

➤ *Approach* – Be open, both in mind and spirit. Encourage while not passing judgment; relate but do not dictate. Meet and greet—always, and in all ways.

4) *Information* –

a) *Literature* – must be concise and yet not too fact-laden; remember how too many statistics/dates and not enough people ruined history class? Let’s not do the same. A few well-chosen bits of trivia create curiosity in the one doing the reading—if you compel a reader, they will turn the page.

~ make certain you have multiple copies of all literature available for everyone ~

Available resources:

Booklets: “Membership – The Lifeblood of the Order”

Brochures: *Value Packs* (collections of several Eagles brochures and forms)
State/Provincial Aerie brochures

Flyers: "We Are the Eagles"
"People Helping People"
"The Eagles Memorial Foundation"
"The Eagles Keeness of Vision"
"Milestones of Eagle Progress"
"Eagle Village"

Magazine: *The Eagle* magazine

Pamphlets: "Eagles are People Helping People"
"Welcome Eagle"
"Fire and Policeman's Benefits"

Books: The Fraternal Order of Eagles Constitution and Statutes
Officers Handbooks
Club Management
The Fraternal Order of Eagles International Directory

b) *Other media* –

- The Internet – many Aeries have websites now, and the features available on the Grand Aerie site, www.foe.com, have never been better.
- Video Recordings – "People Helping People", "We Are the Eagles".



Enthusiasm

“Nothing great was ever achieved without enthusiasm.”-- Ralph Waldo Emerson

There is never any one more attractive than the individual who smiles and looks forward. We all have been encumbered with those who recalled their past speeches and their resumes. Winning new people requires that part of us which is still open—the corner of the mind that still wants to learn. Such people are perennially young and therefore appeal to the young. We need the young and then you—these features are our complimentary tickets to the future, for if we do not grow and change we will stagnate and ultimately die a slow and unnecessary death.

Every good idea enthusiastically spearheaded must be endorsed; in fact, is our duty to do so.

Taking chances is simply the only way we ever discover anything—and discovery feeds our enthusiasm.

At times, particularly it can be very hard to maintain a positive attitude and stay motivated.

- have organized activities to force you to manage your time and to do something every day
- give yourself positive feedback for tasks you do complete
- Set daily/weekly/monthly goals and, if possible, use a “buddy system” where you and another new Aerie worker meet at regular intervals to review your progress. In the planning stages especially, things go much easier if you have someone to bounce ideas off of and to give you feedback.
- The *divide-and-conquer* strategy works on a day-to-day level as well. Identify tasks that you can do in an hour or less; then you can come up with a realistic daily schedule. Remember, every step you complete gets you closer to the goal of a new Aerie.



Resolve

“If history teaches us anything, it is that man, in his quest for knowledge and progress, is determined and cannot be deterred.”

-- John F. Kennedy

- All of us feel frustration when our goals and purposes are interfered with. Enough frustration can trigger enough hurt so that we experience anger. This is energy which can be used for motivation.
- We tend to feel anger when we are hurt and focus on what is being done to us instead of what we can do about that situation. When we are frustrated or angry, and when we begin to pay attention to what we can do to make things better, we can become determined. Ultimately, frustration and anger give us energy which can be used as motivation.
- Motivation + What we can do to make improvements = Determination
- When we are determined, the universe seems to come to our aid, and other persons often willingly co-operate with us. There will be opportunities for you to back off, but just absolutely refuse to be moved. Many people try very hard but they are not determined to win.
- You can live with faith, but not by it. Trying won't get it done--trying again will.
- Adversity brings something out of the winner that losers never experience, and that something is courage.
- When you're on the brink of a breakthrough, the pressure always intensifies. Commitment, however, builds spiritual and mental toughness. It enables you to persevere no matter how impossible your circumstances may be.

Always remember: achievement comes from people who are frustrated, not from those who are content. The more dissatisfied you are, the more energy you have to make things better.

- **(YOUR) GOALS minus (YOUR) DOUBTS = (YOUR) REALITY**



Idealism

“Ideals are like stars; you will not succeed in touching them with your hands. But like the seafaring man on the desert of waters, you choose them as your guides, and following them you will reach your destiny.”

-- Karl Schurz

Idealism, by definition, is an antonym of materialism. Given the chance to do things to raise money, an idealist can be found to be raising that money for others, not he. To be a true idealist, you have an inherent belief in a concept of achievable perfection.

Ideals are nothing, however, without a code of ethics behind them. Based on many sources, the following is a list of ethics attributable to an idealist. See how many are your own...

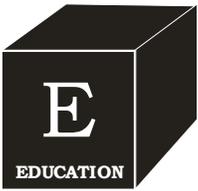
- To not purposely cause harm to any other human being.
- To promote and demonstrate my ideals through my actions not through enforcing them on others.
- To respect the ideas, lifestyles, religions, and ideals of others.
- To abide by the rules, codes of conduct, and laws of the community around me as long as they are not in conflict with my higher principles.
- To be honest and trustworthy, and to honestly disclose my feelings.
- To respect the property of others.
- To promote better understanding of the world around me.
- To give proper credit to others.
- To honor confidentiality.
- To promote a higher quality of life for all people.
- To live a healthy lifestyle and do things that will aid others in healthy living.
- To not have others fear me--in any way, for any reason.

Sound familiar? The above twelve can be reduced by two-thirds into an all-encompassing quartet:

The Four Tenets of the Fraternal Order of Eagles

- *To Preserve Liberty* -- to maintain the power of choice for the positive enjoyment of various social, political, or economic rights and privileges.
- *To Insist on Truth* - keeping statements true.
- *To Demand Justice* - to establish rights according to the rules of law or equity and to have the qualities of being impartial and fair.
- *To Promote Equality* - regarding or affecting all objects in the same way for each member of a group, class, or society.

We are certain you have heard of these—you ***idealist*** you!



Education

“The direction in which education starts a man will determine his future life.”-- Plato

- a) For all present: by-laws, officers’ duties, motto, dues (explain where they go) (make certain you mention that every dollar goes to charity: all administrative costs are covered by dues).
- b) For potential charter members: history, great causes, great deeds (incl. social pioneering – Mother’s Day, for instance).

The Formal

The Ritual
Aerie Meetings
Conventions

The Social

Dances
Raffles
Picnics
Sporting events

The Causes

Nationally, we raise over \$10 million per year for:

The Max Baer Heart Fund
The Art Ehrmann Cancer Fund
The Jimmy Durante Children’s Fund
The “Doc” Dunlap Kidney Fund
The Diabetes Fund
Golden Eagle

Locally, we regularly contribute to:

Little League
Boy Scouts
Meals on Wheels
DARE
Community improvements

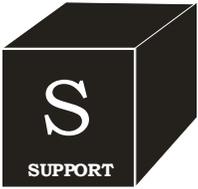
WELL-KNOWN EAGLES

Max Baer
John F. Kennedy
Bob Hope
Theodore Roosevelt
Lyndon B. Johnson
Jimmy Durante
Harry S. Truman
Danny Thomas
Jimmy Carter

~~~~~

### **Members of the F.O.E. HALL of FAME**

Wayne Newton  
Don Newcombe  
Bart Starr  
Billy Ray Cyrus



## ***Support***

“We must cultivate our garden.” -- Voltaire

**Support** includes three keys:  
**Technology, Teamwork and Troubleshooting**

### **Technology**

Correct training regarding reports, forms and various other communications between Aeries and the Grand Secretary is necessary, as well as all required information about faxing, computerized record keeping, and available e-mails.

### **Teamwork**

The Dynamics of Working with Others  
Pulling the Team Together on Committees  
Functioning as a Unit during Ritual

### **Troubleshooting**

Aeries can get into trouble if their strongest personalities begin to supercede their authority and the Constitution. Shortcuts taken and one-man committees are just the start of a pattern, which if allowed to go unchecked, can bring about disaster in any Aerie. This cannot happen if organizers and neighboring Aerie members make more than just a few visits to the new Aerie following its institution. Never being more than a phone call away is the paramount responsibility of the organizer. If proper procedures are followed at all times, there is no chance for abuses to occur. All Aeries in jeopardy of being lost can be saved—every one of them—and it is our duty to give existing Aeries, whether new or old, equal respect and equal effort.

## **Appendixes: Checklists and Examples**

### *DO NOTs and DOs*

#### **DO NOTs**

Do not make rash promises that cannot be kept—always state facts.

Do not become entwined in local politics or favor one political side over another while selecting the people for your charter list

Do not favor one labor union over another

Do not give any ground to charges that you favor any particular religion

Do not promise any applicant an office in the Aerie because all officers are appointed and installed by the instituting deputy

Do not borrow money from your prospective members

Do not be impressed by your own importance

Do not paint a flowery picture regarding the duties and responsibilities of Aerie officers and committeemen—each has a job to do and, if the Aerie is to succeed, they all must work equally hard

#### ***DOs***

Do be well groomed

Do be willing to accompany an applicant to talk with another prospective applicant

Do be interested in local civic affairs

Do be sure to have plenty of application forms with you

Do be sure to visit any sick candidates

Do be sure to visit each businessmen weekly who have signed applications—they will refer you to other possible applicants

Do always know the total number of candidates you have signed for the charter

Do advise of your intentions when soliciting cooperation

Do at least one of the following (preferably both):

➤ **“Add a Link to the Chain”**

Use the various Aeries closest to the site of proposed Aerie to supply personnel who can work together to establish it—this cuts the work in half and provides the prospective Aerie and its members numerous experienced people with experience who will help them take both their first steps and their future steps.

➤ **“Add a Prize to the Pot”**

Establish and maintain an inter-regional award for the entire region to which you belong. A plaque or trophy promotes both competition and results. The award itself can physically travel to all the new Aeries within the state/province during the term following its presentation at each year’s Regional Conference.

---

## EPILOGUE

It has been our wish to aid anyone who has considered the opportunity of taking an active hand in establishing a new Aerie of The Fraternal Order of Eagles. If we have made the decision or process any easier—or the steps any simpler—then we are gratified by the knowledge. Our hope is that others will read, use and add to the content here so that each new year we can expand our Order through more activity while employing newer members. We all build the future of tomorrow through our actions today.

Fraternal regards,

Joseph G. Millette & William B. Heigh, May 31, 2002

# The Board of Trustees

In a healthy Aerie, Trustees are like the children of the proverb: seen and not heard. Their work is competently and appropriately conducted based solely upon the methods clearly stipulated in the Constitution, Statutes and By-Laws of the Fraternal Order of Eagles.

The reverse of this—in Troubled Aeries—the Trustees are both verbal and known to all members. The actual authority of the Board is often surpassed, as control of everything possible is both methodically sought and often acquired, most often while exercising both force of personality and numerous tactics of professional intimidation. The result of this behaviour usually results in some form of malfeasance being in effect. While a Board of Trustees that does nothing usually suggests an Aerie where apathy reigns and no plans for the future are known, a worse scenario exists: a Trustee Board that does everything.

In the hopes that an active and involved Aerie membership learns the scope of the position of Trustee, numerous cases of troubled aeries have been studied and the following examples of improper conduct by Boards of Trustees have been seen to be causes of not only internal dissention in their Aeries but also often represent direct violations of the Constitution and Statutes of the Fraternal Order of Eagles, municipal/State/Provincial/federal laws and/or by-laws. Keeping in mind that all laws particular to the geography of an individual Aerie supersede any that may be constitutional for that Aerie of the Order, the first part of this report will present the most common examples of wrongdoing; the second part will contain a clear summary of the only duties that all Boards of Trustees are obligated to perform and authorized to conduct.

## Part One: What a Board of Trustees *May Not Do*

- a) The Board of Trustees does not have the authority to make purchases or lease of any equipment, repairs, remodeling, etc. without previous approval of the Aerie membership at an Aerie meeting.
- b) The Board of Trustees does not have the authority to hire or pay any employee not specifically delineated in the Local Aerie By-Laws.
- c) The Board of Trustees, while enabled to enforce all House Rules, may not impinge upon the personal freedoms of any human being that are guaranteed by law, namely the freedoms of conscience, religion, thought, belief, opinion and expression, freedom of the press and other media of communication, freedom of peaceful assembly, and freedom of association.
- d) The Board of Trustees has no authority to change the provisions of any House Rule. Aerie House Rules, like Aerie By-Laws, may be accomplished only through proper revision by the members of the Aerie (by a two-thirds margin of those voting).
- e) The Board of Trustees may not interfere with the duties of the other Officers of the Aerie. This includes the following specifics:
  - 1) All equipment, goods, paperwork and assorted chattel entrusted to the Brothers Secretary and Treasurer, the Worthy Conductor, the Aerie Auditor and the Ladies Auxiliary to the Aerie.
  - 2) Any violation of the Worthy President's sworn obligation to maintain harmony and equality within the Aerie.
  - 3) Any violation of the Worthy Vice-President's dutiful influence to confirm that all official matters of interest to the Aerie are being discussed only in the Aerie Room.
- f) The Board of Trustees does not have the authority to expel any member of the Order; it may only suspend the buffet and social room privileges of a member, and then only in a manner consistent with the Aerie's House Rules.
- g) No Trustee may interfere with, or commandeer, or arbitrarily alter the duties of any employee. All changes to job descriptions and/or the described function of an employee may only be made following an official meeting of the Board of Trustees. If a change/issue has occurred, the employee is subsequently informed of the decision/response of the entire Board by the Chairman of the Board of Trustees only, both verbally and in writing. Many an Aerie has become entangled in a lawsuit launched

by an employee that has been interfered with in the performance of their duties by a solitary Trustee. Each Trustee is encouraged to remember that from a legal standpoint, the Board of Trustees as a whole is the employer, not any individual Trustee.

- h) If any Bar Steward(s) or Buffet/Social Room Manager is employed by the Board of Trustees and is on duty, s/he/they are empowered with the protection of the Aerie and therefore said employee(s) are to be the only one(s) who are/is to intercede in calling local authorities regarding any violent outbursts by guests or members. Every human being has the right to defend oneself from bodily harm, but any member that enters into a physical altercation while on Aerie premises, is instantly subject to disciplinary action by the Board of Trustees due a direct violation of the House Rules.

## **Part Two: What a Board of Trustees *Must Do***

- a) Immediately upon installation into office each year, the Board of Trustees shall elect one member of the Board as Chairman and another as Secretary. The Chairman is the only spokesman for the Board of Trustees when dealing with employees, members, or when making recommendations and/or reports to the Aerie floor. The Chairman does not speak for himself until he declares himself as a member of the Order; all comments he makes otherwise are interpreted as being made based solely upon the consensus of the entire Board of Trustees at all times.
- b) The Board of Trustees is to hold in trust all real property belonging to the Aerie, and all personal property not entrusted to any other officer by the Laws of our Order. This includes all furniture, fixtures, equipment, buffet/social room merchandise, assets and encumbrances, both owned and leased.
- c) The Board of Trustees must procure and maintain adequate insurance for the current term against all losses to the Aerie.
- d) The Local Aerie By-Laws stipulate wages/salaries of the employees of the Aerie, and all dealings and contracts with employees must be conducted within the laws and stipulations regarding employees' rights, i.e. compensation organizations, employment laws, etc. If the Board of Trustees employs a Buffet and Social Rooms Manager, that employee must have a written contract (a copy of which must be forwarded to the Grand Secretary each and every time it is amended in any manner whatsoever. If the only change in the contract is a raise in pay not yet in the By-Laws, then a proper By-Law amendment is expected as soon as possible, since it is only legal to pay the manager/employee the increased wage after the By-Law amendment has been approved and returned to the Aerie by the Grand Secretary).
- e) The Board of Trustees shall hold regular weekly meetings and must keep minutes of those meetings only in the Trustees Minute Book. Meetings of the Board of Trustees are assumed be open to the membership unless a meeting has been previously announced that the agenda will consist only of details regarding Aerie employees or of any actions that are disciplinary in nature.
- f) The Board of Trustees must maintain all of their required books and records (Trustees Minute Book, Trustees Weekly Report of Buffet and Social Rooms, etc.), which must be presented to the Aerie Auditor upon demand (not less than once per month). Therefore each month, the Aerie Auditor is to be presented at least four Trustees Weekly Reports, minutes of four meetings, one monthly Profit and Loss Statement, and one monthly Inventory of Buffet Goods.
- g) The Board of Trustees shall supervise buffet and social room activities with the concern of profitability as its primary focus.
- h) Purchase of supplies and merchandise for resale is made as needed and thereafter must be reported upon each week on the Trustees' Weekly Report of the Buffet and Social Rooms.
- i) The Board of Trustees must take inventory of said supplies and merchandise at the start of every 4-week period.
- j) Before each regular Aerie meeting, the Board of Trustees must pay all money received by it to the Aerie Secretary and receive his Miscellaneous Receipt therefor.
- k) A Physical Inventory of all furniture and contents of the Aerie Home must be performed by the Board of Trustees and updated (including details of any disposition of any previously inventoried items) at least

once per year. All previous copies of the Physical Inventory are kept in trust with the Aerie Treasurer for his safekeeping.

In conclusion, it is hoped that this information, when combined with (and confirmed by) the Constitution and Statutes, Fraternal Order of Eagles, The Fraternal Order of Eagles Ritual book and the Fraternal Order of Eagles Officers' Handbook, will aid any current and future members and officers of the Order to understand precisely what an Aerie Board of Trustees is obligated to perform as well as what they are not authorized to do. As is true in any organization, when those responsible do their jobs and only their jobs, the workplace is both more enjoyable and more productive.

Although made up of potentially diverse individual members, it functions properly only when it functions as a cohesive unit—very much the same as our Order does. It can only do the ultimate good when every Aerie, officer, and member are bonded together—each with equal power, equal intention, and equal status. Any member considering accepting the responsibilities of an Aerie Trustee either now or in the future may now more fully recognize that there is possibly no more fulfilling role in any Aerie. The responsibilities can be daunting indeed; but the self-satisfaction that comes from knowing that you served the membership as well and fairly as you could may have no equal. Good Trustees contribute to the growth of an Aerie in every way. Bad Trustees are rarely re-elected. And this is as it should be.

## REPORT OF INTERVIEWING COMMITTEE (revised June, 1999)

(APPLICANTS ARE REQUESTED TO FILL FIELDS/ANSWER QUESTIONS MARKED IN BOLD)

**NAME** \_\_\_\_\_ **SPOUSE'S NAME** \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_

**CHILDRENS' NAMES & AGES** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

1. Do you believe in the existence of a Supreme Being? \_\_\_\_\_
2. Do you object to taking a solemn obligation? \_\_\_\_\_
3. Are you willing to support Canada and pledge loyalty to her flag under any and all circumstances?  
\_\_\_\_\_
4. Were you ever rejected, expelled, or did you ever withdraw application from any club, organization, fraternity, society or lodge? \_\_\_\_\_
5. At the present time, of what other organizations, fraternities, clubs, societies or lodges are you a member? \_\_\_\_\_

6. Would you be willing to serve on a committee at some time? \_\_\_\_\_ (indicate which below)

|                           |                          |                         |
|---------------------------|--------------------------|-------------------------|
| Bartend _____             | Cook _____               | Serve Food _____        |
| Clean-up/Set-up _____     | Bulletin/Webmaster _____ | Publicity _____         |
| Social Committee _____    | Building _____           | Chair an Activity _____ |
| Interviewing Cttee. _____ | Ritual Team _____        | Other _____             |

7. What special skill do you have, i.e. carpentry, electrical, masonry, painting, financial, cooking, computers, etc.) \_\_\_\_\_
8. What sports & hobbies do you enjoy? \_\_\_\_\_
9. Will you attend our bi-monthly regular meetings whenever possible? \_\_\_\_\_
10. What is your principle reason for applying for membership into our fraternity?  
\_\_\_\_\_

Signature of Prospective Member \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  REJECTED  WITHDRAWN

Details: \_\_\_\_\_ **FOR OFFICE USE ONLY**

**AERIE**  
2726  
ABBOTSFORD



## **Provincial Charity Committee Chairman Responsibilities**

- Write to (or email) each Aerie Secretary and President advising them that you are the Chairman and requesting a contact person in the Aerie for your charity. If you do not get a response in a few weeks, get back to them by phone and request the information again. The Presidents' and Secretaries' contact information can be found on the Provincial website (<http://www.bcfoe.com>) or by mail/e-mail from the Provincial Secretary.
- Write to (or email) the Local Aerie contact person and ask them what events they are planning to support the charity and asking if there is any information, etc. that you can provide them. As with the Secretary and President, follow up in a timely manner if you get no response. Refer them to the Provincial website (<http://www.bcfoe.com>) for examples of events that others have run in the past for charities.
- At least every three months, get in touch with the contact person again and see how they are coming along with their efforts.
- Keep track of all postage/stationary costs and send receipts to the Provincial Secretary for reimbursement.
- At least a month before the next Provincial Convention, get a grand total of the funds raised for your charity from each Aerie and prepare a report to be delivered on the floor of the Convention.
- Submit your final total to the Provincial Charities Coordinator by May 15th before Convention so he can complete his report for the Convention floor.

## Fraternal Order of Eagles

### ~ History ~

On February 6, 1898, the Order was founded by six theater owners (John Cort, John Considine, T.J. Considine, Mose Goldsmith, H.L. Leavitt, and Melvin Winstock) in a Seattle waterfront shipyard. The Fraternal Order, then called the *Order of Good Things*, not only welcomed the average man as a member, but fought for his right to a life of dignity and self-respect. By 1908, 1,871 Eagle Clubs were chartered. Introduction of Ladies Auxiliaries were started in 1927.

It was the Eagles who started **Mother's Day**, who provided the impetus for **Social Security**, who pushed for **Old Age Pensions** and **Medicare**, and who ended job discrimination based on age.

### ~ National Charities ~

**Max Baer Heart Fund** - provides grants to research cures for coronary and circulatory disease, cures for diabetes, help combat drug abuse.

**Art Ehrmann Cancer Fund** - provides grants to research cures for cancer, leukemia, and kidney disease.

**Jimmy Durante Children's Fund** - to aid handicapped, retarded, and abused children.

**Golden Eagle Fund** - to assist programs serving the aged and aging, and to provide grants to research Alzheimer's Disease.

### ~ National Programs ~

**Memorial Foundation Fund** - to offer health and educational aid to children of Eagle Members who lost their lives while serving in the Armed Forces, Law Enforcement, Fire Fighter, or E.M.S.

**R.E.A.C.** – (Retired Eagles Activity Club) - to provide social activity for seniors.

**Under 35 Club** - to provide social activity for young adults.

**Junior Eagles** - to provide social activity for teens.

**Past Presidents Club** - to help raise money for charities.

**EVENT PLANNING CHECKLIST**

**Event:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**1) Booking of the hall with the Club Manager**

Addition of date to Calendar \_\_\_\_\_  
Venue \_\_\_\_\_ rental expense (-)\$ \_\_\_\_\_

**2) Event Requirements:**

**a) Advertising:**

Phone calls \_\_\_\_\_ Poster(s) \_\_\_\_\_  
Newsletter \_\_\_\_\_ Mailing \_\_\_\_\_

**b) Food - co-ordination with Aerie Catering Chairman**

Purchase of food (-)\$ \_\_\_\_\_  
Consumption of Aerie foodstock (-)\$ \_\_\_\_\_  
Advance of funds from the Aerie (-)\$ \_\_\_\_\_

**c) Volunteers for cooking** \_\_\_\_\_ Time \_\_\_\_\_  
for table setup \_\_\_\_\_ Time \_\_\_\_\_  
for place settings \_\_\_\_\_ Time \_\_\_\_\_  
for serving \_\_\_\_\_ Time \_\_\_\_\_  
for bussing tables \_\_\_\_\_ Time \_\_\_\_\_  
dishwashers \_\_\_\_\_ Time \_\_\_\_\_  
pot scrubbers \_\_\_\_\_ Time \_\_\_\_\_

**d) Bar – Revenue and Expenses**

Total Receipts \_\_\_\_\_ (+)\$ \_\_\_\_\_  
Expenses \_\_\_\_\_ (-)\$ \_\_\_\_\_

**Bar Total** \$ \_\_\_\_\_

**5) a) Entertainment - coordination with Aerie Entertainment Chairman**

**a) Materiel** \_\_\_\_\_

**b) Music** - booking of band \_\_\_\_\_ DJ \_\_\_\_\_ other \_\_\_\_\_  
hours needed \_\_\_\_\_  
.....expense for music (-) \$ \_\_\_\_\_  
stage setup \_\_\_\_\_ Time \_\_\_\_\_  
equipment setup \_\_\_\_\_ Time \_\_\_\_\_  
additional equipment \_\_\_\_\_  
equipment teardown \_\_\_\_\_ Time \_\_\_\_\_

**b) Draws:**

**Raffle Draw(s)**      Quantity of Prizes      \_\_\_\_\_  
Supplies Used \_\_\_\_\_  
raffle items \_\_\_\_\_  
**total raffle receipts (+)\$** \_\_\_\_\_

ticket sellers \_\_\_\_\_  
draw time(s) \_\_\_\_\_

**50/50 Draw(s)**      Quantity of Draws      \_\_\_\_\_  
Supplies Used \_\_\_\_\_  
ticket sellers \_\_\_\_\_  
draw time(s) \_\_\_\_\_  
**total 50/50 receipts (+)\$** \_\_\_\_\_

**6) Decorations of Venue**

Purchase of Decorations      (-) \$ \_\_\_\_\_  
Consumption of Decorations      (-) \$ \_\_\_\_\_  
  
Decorations Total      (-) \$ \_\_\_\_\_

**TOTAL RECEIPTS**      (+)\$ \_\_\_\_\_

**TOTAL EXPENSES**      (-) \$ \_\_\_\_\_

---

**GROSS PROFIT/LOSS**      ( )\$ \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairman**

## The History of Mother's Day

Did you know that in 1908 the Eagles sponsored America's first **Mother's Pension Law**? Then in 1912 the Eagles internationally passed a statute calling for **observance of Mother's Day** by every Eagles Aerie. Two years later, Congress sent a resolution to the President of the United States, which stated in part:

*"Whereby the President of the U.S. should, through annual proclamation, name the second Sunday in May Mother's Day."*

On May 10, 1914, President Wilson issued that proclamation. The ideal advanced from Indianapolis just 10 years earlier had become a reality.

Many things happened since President Woodrow Wilson had issued the proclamation recognizing Mother's Day. Included in the work and dedication had been an article entitled "*NOW WE FIGHT!*" This headline appeared over the Mother's Day editorial in a long-ago issue of Eagle Magazine. But what in the world could there have been to fight about on a national holiday dedicated to dear old Mom? It was the fact, grumbled the editorial, that:

*"Organizations and individuals are grasping at the honor that belongs to the F.O.E. for internationally sponsoring this memorial. A Past Grand Worthy President of our Order made the first public plea of record for a national day of honor for mothers. For years and years we have conducted the only nationwide organized effort in behalf of the day. Shall we let others capitalize on our work? Shall we let them wear the glory that is ours? Shall we let them lead the public to believe that they first carried the movement through state after state from coast to coast?"*

*"Through the early years, we carried on alone. No other nationwide organization aided us. We nationally popularized the day. We can and will hold our distinction against the propaganda of those who want the glory without having done the work. In every community, our efforts must now be made to make known the truth of our pioneering work."*

The article's author knew whereof he spoke, because it was written by the individual who had made that "first public plea of record for a national day of honor for Mothers"...Past Grand Worthy President Franklin E. Hering.

The idea had first come to him as a faculty member of the University of Notre Dame, in his hometown of South Bend, Indiana. Walking into a classroom of a fellow instructor, Hering found his colleague distributing penny postcards to the students there. They addressed the cards and began to scribble messages on them.

"What are they writing?" inquired the bemused Hering of his faculty mate.

"Anything," replied the other, "Anything at all as long as it's to their mothers."

A light bulb went on in Hering's head. The idea for a special day that would provide some sort of formal recognition for Mothers continued to burn there. Hering was involving himself more and more in an organization that had begun just a few years before on the waterfront in Seattle and was catching on all over the country: *The Fraternal Order of Eagles*. By 1904, Hering was a past officer of the Aerie in South Bend. On February 7th of that year, he was the main speaker at a memorial sponsored by Indianapolis Aerie #211, at the English Opera House. It was there that he first verbalized publicly his idea of a "national day of honor for Mothers."

Shortly thereafter Hering became a national officer, eventually becoming Grand Worthy President in 1909 and again in 1911. All through these years in his travels across the country his plea for a national Mother's Day was a standard feature of his appearances at Eagle functions and occasions. In 1912, he submitted to the Grand Aerie, a recommendation that local Aeries be given an opportunity to hold Mother's Day exercises "on any Sunday during the year." Approval was swift, and individual Aeries throughout the land began to carry the torch for Mother's Day.

Legislation was introduced in the U.S. congress by 1914, requesting a presidential proclamation whereby the second Sunday in May (a day urged by Anna Jarvis, another crusader for a Memorial Day for Mothers) would become **Mother's Day** throughout the country. President Woodrow Wilson went along with the idea, and May 10, 1914 became the first official **Mother's Day**.

That dream having come to fruition, the F.O.E. went on to spearhead other big national social efforts, including one for mothers' pensions. And huge Mother's Day membership classes became a staple of every Aerie each May. But as the years went by and the Mother's Day concept was embraced by more and more organizations, and won widespread acceptance all over the country and even elsewhere, several of these groups which had been late joining the Mother's Day parade suddenly tried to elbow their way to the front of it and take the credit for the whole idea.

Thus began the F.O.E.'s effort, launched with the fiery "NOW WE FIGHT" editorial, to set the record straight.

An interested but dispassionate observer of the fray was the **Society of American War Mothers**, a national organization of women dedicated to the ideals exemplified by Mother's Day. Their curiosity aroused about the origins of the by-then popular and accepted national holiday, the War Mothers decided to conduct their own impartial investigation into the matter.

After sifting through the divergent claims and evidence, the group's findings were published in the February 1925 issue of its national magazine, *The American War Mother*:

*"We have been thoroughly convinced by documented evidence,"* it said in the two page article, *"that the inspiration for the present Mother's Day came from a man - Frank E. Hering of South Bend, Indiana, and that the medium through which he carried his campaign over the number of years was the Fraternal Order of Eagles."*

The article went on to trace back the F.O.E.'s efforts to Hering's first public talks on the subject in 1904 and 1905, and found that:

*"Mr. Hering's activities and addresses in favor of Mother's Day antedated by three years, the first observance of Mother's Day in the city of Philadelphia, which was in May 1908...In the fall of 1904 and again in the spring of 1905, when Capt. John F. Pelletier of the Kansas City Insurance Patrol was the national head of the Fraternal Order of Eagles, he summoned to a conference in Kansas City many of the men active in the Order at that time. Among them was Mr. Hering. Kansas City Eagles had recently moved into their commodious clubhouse and, as a compliment to their visitors, banquets were given in the clubhouse and also at the Baltimore Hotel. To these banquets prominent men of Kansas City, who were not members of the Order, were invited as guests."*

On both occasions, Mr. Hering was assigned a place on the speaking program. He developed this thought:  
*"The Fraternal Order of Eagles is an organization of men bound together very largely by sentimental ties. Now, the finest sentiments are those woven around the home. The keystone of the home is the Mother. The Eagles to meet their fullest obligation must do everything in their power to keep the family intact, and to aid mothers and children, especially in times of sickness and want."*

In an interview with the magazine, Hering explained further:  
*"The observance of Mother's Day is only part of a logical and consistent social welfare philosophy that for a quarter of a century has been intelligently followed by the Eagles. The fundamental proposition is 'Protect the home'. The mother is the keystone of the problem. Today this powerful Order has the assets of thirty million dollars and 600,000 members. And the rallying cry is "For Mother and Home"."*

So ended the controversy, thanks to the *National War Mothers*. A few months after the appearance of their article, Hering was invited by the group to participate in its special Mother's Day program held near the 'Tomb of the Unknown Soldier' at Arlington National Cemetery. Before a tremendous audience that included many congressmen and senators, Franklin E. Hering was introduced as **"the Father of Mother's Day."**

## INVOCATION

Would everyone please stand...

**Our Father,**

**We in your presence today extend to you the appreciation of the Fraternal Order of Eagles, its long history and for its members presently serving this community and others across North America.**

**We pray for your gift of strength and guidance for those who are in leadership.**

**We seek your favour upon this Conference and may it achieve great things for Eagledom and for your glory.**

**We give our thanks to you, and ask your blessings on us all.**

**Amen.**

*Fraternal Order of Eagles*  
AERIE \_\_\_\_\_

# HOUSE RULES

*These rules are established in the interest, and for the protection of, all members, guests, and patrons and in compliance with the prevailing Liquor Control Board Act.*

## REGULATIONS

1. Authorized personnel only behind the bar.
2. Absolutely no gambling permitted in the lounge.
3. Absolutely no abusive and/or profane language will be considered acceptable in the lounge or in the smoking room.
4. Dress Code
  - a) Bathing suits not acceptable at any time.
  - b) Soiled/dirty clothing or footwear not acceptable at any time
  - c) Industrial work clothing after 7 p.m. is not acceptable.

All members and guests should have a presentable appearance, having full consideration for others.

5. General
  - a) All members must, on request, present for inspection their current membership card, and failure to do so will necessitate “being signed in” by another card-carrying member or face refusal of service.
  - b) All guests must be “signed in” in the register by a current member who assumes all responsibility for all actions of the guest while on F.O.E. premises.
  - c) Opening and closing hours of the lounge will be “as posted” in compliance with the Liquor Control Act, and must be strictly observed by all patrons.
  - d) For any personal cheque accepted for Aerie services the person writing the cheque accepts full responsibility for any/all financial indebtedness which may occur.
  - e) Any member, guest or patron deemed guilty of violation of these House Rules and considered to exhibit “Conduct unbecoming of an Eagle” will be subject to refusal of service and is to be reported to the manager in the manner

**proscribed by the Constitution and Statues of the Fraternal Order of Eagles and/or the By-Laws of Aerie #\_\_\_\_. Fraternal Order of Eagles.**

- f) Any member, guest or patron found guilty and restricted (suspended) by the Board of Trustees is not permitted admission in or on the Aerie premises other than for the purpose of attending regular or special Aerie meeting until such suspension has been finalized or lifted.**
- g) No member, guest or patron shall have in their possession while in, or on, Aerie premises any alcoholic beverage(s) for personal consumption unless said beverage(s) were purchased on the Aerie premises.**
- h) No service will be rendered to any member, guest or patron deemed to be in an overly incapacitated state of intoxication. Violators may be asked to vacate the premises.**

**All matter of arguments and/or disputes should be referred to the Manager, with copies in writing to the Chairman of the Board of Trustees to warrant immediate attention. It is not the intent to burden the lounge/club staff with matters requiring policy interpretation and decisions.**

# Aerie & Auxiliary Joint Memorial Service

## THE PREPARATION

### REQUIRED ITEMS:

- One wreath of white roses (tied with large white bow).
- Ten single white roses, one for each Officer in the Formation.
- Two scrolls, bearing the names of the deceased Brothers and Sisters, respectively, tied with black ribbons, to be carried by the Presidents. (The scrolls are blank if no one of the respective Aerie/Auxiliary has passed away since the last Memorial Service).
- Two easels, to hold the Aerie and Auxiliary Charters.
- Two black drapes, one carried by each Conductor (used to drape the Charters).
- The requisite number of candles.
- One Candelabra, and any additional candle holders required.
- Two candle snuffers (one for each Chaplain).
- One lighter or book of matches (for the use of the Chaplains to light the candles).
- At least one musician with suitable instrumental and vocal selections (at least one each).
- One individual to deliver the *Special Reading*.

*Members conducting the services must be attired in their respective uniforms, the elaboration of which is at the discretion of the Chaplains. Minimally, they are as follows:*

- *Aerie - White shirt with pants, shoes and tie in black (Aerie blazer and regalia - optional)*
- *Auxiliary - Long dress and shoes of white (Auxiliary blazer and regalia - optional).*

**The Conductors are to light the candles before the Ceremony begins.**

*Those conducting the service do not sit at any time during the ceremony; the audience remains seated throughout.*

*Officers shall carry their items in both hands at waist-level. Presidents shall carry their respective scrolls vertically; Conductors each carry one black drape over their right elbow and one rose; Chaplains each carry a rose, and the Madam Chaplain also carries the Wreath over her left elbow; Junior Past Presidents each carry one rose; Vice-Presidents are to carry two roses—their own and their respective President's.*

## THE CEREMONY

*Upon a cue from the Inside Guards, the musician softly begins to play a suitable musical selection, a slow march, until all Officers have made their way to their positions surrounding the Altar.*

*The Inside Guards, taking cue from the start of the music, open the room doors. Once the Formation has completely entered the room, the Inside Guards will close the room doors.*

The Officers enter the room carrying their respective paraphernalia in a slow march, in parallel, according to the Line of Formation, which consists of two columns of five, as follows:

|      |     |
|------|-----|
| WP   | MP  |
| WC   | MC  |
| JPMP | WCh |

The Formation proceeds to square the entire floor counter-clockwise and then turn to their left to advance to the Altar and then split to either side at the Altar as follows:

- Presidents move forward to one stride past the front edge of the Altar.
- Conductors move even with the front corners of the Altar.
- Junior Past Presidents go to the left side of Altar, the Junior Past Madam President even with the side of the Altar and the Junior Past Worthy President even with its back edge.
- Chaplains go to right side of Altar, the Worthy Chaplain even with the side of the Altar and the Madam Chaplain even with its back edge.
- Vice-Presidents proceed to one stride short of the Altar and stop.

*The visual and spatial goal is for the Officers to encircle the Altar at one stride's distance from it.*

When all have their reached their positions around the Altar, an **audible cue** is given and everyone turns and faces the Altar, with the exception of the Vice-Presidents (who already face it).

***At this point, a hymn (or other suitable vocal selection) shall be sung.***

After the vocal selection, an **audible cue** is given and everyone turns clockwise to face their respective stations. **Another audible cue** is given and the Officers proceed to their respective stations.

***The musician softly plays a suitable musical selection until all Officers have taken their positions beside their stations.***

*At all times, the Officers who have the shortest distances to go to their stations should shorten their steps so that all may reach their stations at the same time.*

When all Officers have reached their stations, an **audible cue** is given, and they turn clockwise to face the Altar.

***The musician softly plays a suitable musical selection as each pair of Officers move to the Altar and stops once they have reached the Altar to recite their lines. Once each pair has fallen back into columns, the***

*musical selection resumes as the next pair of Officers move to the Altar to say their lines, and stops as each pair arrives.*

The Vice-Presidents advance slowly to the Altar and, upon reaching it, they recite their lines in clear, crisp tones.

**Worthy Vice-President:**

***“No one hears the door that opens when they pass beyond our call”***

**Madam Vice-President:**

***“Soft as loosened leaves of roses, one by one our loved ones fall”***

The Vice-Presidents then step back one full stride (leaving enough space for the Presidents to be in front of them later), and split apart by stepping two paces outward to the side (Auxiliary to the left and Aerie to the right).

The *suitable musical selection resumes*, and the Junior Past Presidents move out from their respective sides of their station, turn right, then slow walk in single file. Squaring the corner, they turn left, and proceed toward the Vice Presidents’ station. They left-turn and slow walk, in parallel, to the Altar. At the Altar they deliver their lines in clear, crisp tones.

**Junior Past Worthy President:**

***“Sleep on, dear friends. Lives such as thine shall not have lived in vain.”***

**Junior Past Madam President:**

***“But leave a strength, real-and divine, on those that still remain.”***

They then stride backward until past the Vice-Presidents, and then sidestep in behind them.

The *suitable musical selection resumes*, and the Chaplains move out from their respective sides of their station, turn left, then slow walk in single file. Squaring the corner, they turn right, and proceed toward the Vice-Presidents’ station. They right-turn and slow walk, in parallel, to the Altar.

*The Madam Chaplain places the wreath slowly and reverently on the Altar.*

The Chaplains bow their heads and deliver their lines in clear, crisp tones:

**Worthy Chaplain:**

***“Heavenly Father, Thou knowest our grief. Give us peace and understanding. Help us to realize in a sorrow that humbles.”***

**Madam Chaplain:**

***“We may find the means of Grace. Help us live righteously, so that when our summons comes, we may rest in peace with thee.”***

The Chaplains raise their heads together, then stride backward until past the Vice-Presidents and Junior Past Presidents and then sidestep in behind them.

The *suitable musical selection resumes*, and the Conductors leave their station, and square the room in single file counter-clockwise to enter behind the Easels from the right.

]

The Conductors drape their respective Charters and then deliver their lines in clear, crisp tones:

**Worthy Conductor:**

***“Sweet be their rest, and gentle their sleeping.”***

**Madam Conductor:**

***“God’s way is best — they are in his keeping.”***

The *suitable musical selection resumes*, and the Conductors then cross in front of the Presidents’ station toward their own station.

*The musical selection continues* once the Conductors reach their station, and the Presidents come out from beside their station, turn right and then in single file, square the room counter-clockwise until they arrive before the Vice-Presidents’ station, where they turn left and slow walk, in parallel, to the Altar. The *musical selection stops*.

In clear, crisp tones, the Presidents proceed to deliver their lines:

**Worthy President:**

***“This memorial is in memory of our departed Brothers and Sisters.”***

The Worthy President then reads aloud from his scroll the names of each Brother who passed away since the last Memorial Service. The Worthy Conductor extinguishes one candle for each name called. After the final name, the Worthy President places his scroll into the wreath on the Altar. The Madam President and Madam Conductor repeat this for the passed Sisters.

*In a case where either there are no Brothers (or no Sisters) who have passed, the President whose scroll contains names shall call the names and the two Conductors will take turns extinguishing a candle as each name is called. The President with no names remains silent.*

After the Madam President concludes and places her scroll into the wreath on the Altar, both Presidents drop their outer arms to their sides, and the Vice-Presidents place one rose, with the petals pointed downward, into the hands of the Presidents. The Presidents raise their roses to waist level, and then deliver their lines in clear, crisp tones:

**Worthy President:**

***“There is no death; life is full of mysteries until the God of Love opens the portals of His Kingdom and bids each passing soul a glorious welcome into His eternal home. Nothing can take away the love that hearts hold dear. Fond memories linger and remembrances keep you near.”***

**Madam President:**

***“On our Altar lies the Emblem of Immortality and in our hearts are the memories of our beloved Brothers and Sisters. Let us bow our heads in silent prayer for our Brothers and Sisters who are waiting in that great Aerie and Auxiliary over there.”***

At this juncture, *an Appropriate Poem or Composition is read*, and the Officers remain where they are.

## **THE CONCLUSION**

Upon the completion of the reading, an *audible cue* is given. The Presidents take one stride outward to the side, aligning themselves at the front of their respective columns. The *suitable musical selection resumes and continues*, and the columns advance forward toward the candles or Easels, respectively.

The Brothers turn right and the Sisters turn left, squaring off outward at the corners just before the candles/Easels, and then turn toward the Vice-Presidents’ station and continue down the sides of the room, in parallel.

*When the rear of the procession has by-passed the extinguished candles, the Conductors fall into line at the rear (the Worthy Conductor crosses the floor in front of the President's station and falls in behind the Brothers, while the Madam Conductor falls in behind the Sisters).*

When even with the Altar, the Officers turn inward and then slow march to the Altar, approaching it from their respective sides. On reaching the Altar, each pair (the Presidents, Vice-Presidents, Junior Past Presidents, Chaplains, and Conductors), in order, lay their roses in the wreath. The Aerie Officers then turn to their left as the Auxiliary Officers turn to their right, and each counterpart links their inner elbows, and then slow march, linked in parallel, towards the room doors.

*The Inside Guards, when the approaching Formation is about ten feet from the room doors, shall open the doors. Once the Formation has completely exited the room, the Inside Guards will close the room doors. The musical selection comes to a finish.*

**This marks the conclusion of the Aerie & Auxiliary Joint Memorial Service.**

## **Ode of Remembrance**

They shall grow not old, as we that are left grow old.  
Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning  
We will remember them.

- from For the Fallen, a poem by Lawrence Binyon (1869-1943)

**Worthy Vice-President**

No one hears the door that opens when they pass beyond our call.

**Madam Vice-President**

Soft as loosened leaves of roses, one by one our loved ones fall.

**Junior Past Worthy President**

Sleep on, dear friends. Such lives as thine shall not have lived in vain.

**Junior Past Madam President**

But leave a strength, real and divine, on those that still remain.

**Worthy Chaplain**

Heavenly Father, thou knowest our grief. Give us peace and understanding. Help us to realize in a sorrow that humbles.

**Madam Chaplain**

We may find the means of Grace. Help us live righteously, so that when our summons comes, we may rest in peace with thee.

**Worthy Conductor**

Sweet be their rest, and gentle their sleeping.

**Madam Conductor**

God's way is best -- they are in his keeping.

**Worthy President**

This memorial is in memory of our departed Brothers and Sisters.

*[READ SCROLL...MADAM PRESIDENT READS HER SCROLL]*

**Worthy President**

There is no death. Life is full of mysteries until the God of Love opens the portals of his Kingdom and bids each passing soul a glorious welcome into His eternal home. Nothing can take away the love that hearts hold dear. Fond memories linger and remembrances keep you near.

**Madam President**

On our altar lies the Emblem of Immortality, and in our hearts are the memories of our beloved Brothers and Sisters. Let us bow our heads in silent prayer for our Brothers and Sisters who are waiting in that great Aerie and Auxiliary over there.

**MEMBERSHIP IS EVERYONE'S RESPONSIBILITY**  
**MEMBERSHIP IDEAS AND TECHNIQUES FOR A MORE SUCCESSFUL AERIE**  
**From the 2004 WASHINGTON STATE CONVENTION**

*Membership Basics*

**WHY WORRY?**

So often we assume that as long as things are running smoothly and our membership isn't changing that much, we don't to concern ourselves with an elaborate membership program. We get our quota and we have things going on, so why worry.

**FARTHER FROM THE TRUTH!**

First, as a State our membership is slowly declining. Individual Aeries growing and shrinking and we are losing an Aerie from time to time. We all see less support of activities, and fewer volunteers.

**SO WHAT'S THE ANSWER?**

It is time for all of us to get involved in membership, from the Aerie President to those members who do not often participate. They all have a part in the growth and prosperity in the Aerie. It takes everyone to realize this is a team effort, and may require some to let go what they believe as "Sacred Ground" to enable the Aerie to be the "Best it Can Be".

**WHERE DO WE START? THE NEW MEMBER.**

This booklet must be taken as a whole piece of work, but any one section when applied will increase members, or at least help to keep members that normally would be lost.

We will begin where all of us started: an application is turned in, read and the applicant is interviewed.

Interviewing is to instruct the candidate on the benefits of belonging to this great organization, to make the acquaintance of a couple Brothers he didn't know before, It allow those Brothers a chance to learn some of the candidates interests and needs from the Aerie.

Interviews are not a place to intimidate someone to volunteer for a dinner, but rather to share with him the opportunities that await him as a member.

Good, he is still with us. The candidate shows up for initiation, do you do anything special to make him feel wanted?

One idea is to close the bible after the initiation. Have each member come up .introduce themselves, and shake the new Brother's hand. Next, invite him to set with someone, rather than that section set aside for "new members." Make him feel welcome. After the meeting if he is alone make his table your table, join him or at least invite him to join you. It is his night after all—make sure he knows it.

"So why all this effort for the new member? No one ever did that for me!"

Leave behind what happened in the past, let's look at the facts. The largest group of dropped members every year, as a group, is 1- to 2-year members. Organizations that study membership for non-profit organizations show this as a constant trend for all of them, so we are not alone. How do we change this pattern? It takes effort, but it is worthwhile and profitable to your own success.

*Idea #1:* Personal invitation to the next dinner. The invitation can be a form letter that is used often, but if done on a computer, it can be easily personalized. It doesn't take much imagination to figure out that if you get one new member in the door on a day they would not normally be there you have paid for the letters.

*Idea #2:* Invite him to a special occasion, such as Veterans Night or the State President's visitation. A Veterans Night shows the respect received by keeping his membership, and new members will be recognized by this year's State President, so please invite them. We all want to feel like we belong and are wanted. Once we receive that respect, we are ready to give of ourselves. The net result is more members who renew their membership. A few of them will be new volunteers and new officers. What aerie can't use more of them?

## **RENEWAL VERSUS DELINQUENCY**

Before we cover how to start and run a membership program there is one area we need to cover separately, Most of us spend our money on notices after the members dues are past due. We inform the Brother he is delinquent and that he must pay his dues or he will be dropped.

The problem with this is that by waiting that long you give the Brother a choice, being delinquent is a negative term, and if he has not felt he belongs, then it is easy to ignore your notice and you end up with another dropped member.

The concept of mailing notices prior to dues being due, with a personal note expressing that their membership with the Aerie is important, and their presence is worthwhile. This is a positive approach and most people will pay a bill when it comes especially if it comes with a compliment.

Some of you will say it is wasteful mailing notices to members who will pay their dues anyway. If mailed 60 days prior to the due date, they will receive the letter also saying how worthwhile they are. Our veteran members need to hear it just as much as new members do.

## **MEMBERSHIP CAMPAIGN**

### ***SEVEN BENEFITS OF MEMBERSHIP RECRUITMENT***

- ✓ **To contribute new ideas**
- ✓ **To increase manpower**
- ✓ **To find new committee chairmen and members**
- ✓ **To provide more service to the community**
- ✓ **To conduct more (and larger) events**
- ✓ **To reciprocate by offering membership to friends**
- ✓ **To insure the future of the organization**

We will assume that the Worthy President by this time has appointed a Membership Chairman. Hopefully you or he has appointed a committee to work with the chairman to plan a year's worth of activities to promote membership in your Aerie.

Membership is a drive that requires sustained effort for the entire term from as many people as possible, and from which everyone will reap the rewards.

### ***HOW TO RECRUIT NEW MEMBERS***

Below is a list of ideas that we will cover. There are many more but these few will get you on the road toward a successful membership year.

- Membership Booth at Functions
- Open House
- Membership Blitz
- Group Recruiting
- Get Personal Commitments From Others
- Challenges
- Activities
- Attitudes
- Keep Your Aerie Home Attractive
- Incentives for Producers
- Welcome Kits

We will briefly discuss each one.

## ***MEMBERSHIP BOOTH AT FUNCTIONS***

Many times we overlook community events and/or functions as a time to tell people about the Eagles. With a little imagination, it's easy to set up a booth and speak about the advantages of our organization. Grand Aerie Value packs are a great handout. Another idea is to contact local shopping malls and see if they would allow a fraternal/nonprofit fair where all organizations would be allowed to speak about their organization.

## ***OPEN HOUSE***

Thoroughly plan the activity that will bring the public into your aerie.

Make a firm agenda of events, and decide who, or what groups, will be invited—friends of members, referrals from past members, business leaders and their employees, and labour unions are but a few examples.

- ❖ Send Invitations, make follow-up calls,
- ❖ Public Service Announcements
- ❖ Word of Mouth
- ❖ Sales Desk for registration and giving out pertinent materials
- ❖ Have a Greeting Committee

Make sure all presentation equipment is working

Organize Presentations for scheduled times, and keep to the schedule.

Have a “Hit Team” of experienced members to ask guests to join.

Follow up with the new members, those who attended but did not join, and those who were invited but did not attend.

There are many different directions your Open House can go; here are a few suggestions:

### *Charity Event*

Plan your Open House in conjunction with your own sponsored event. Conduct a fund raiser for a Youth Sports Team, Senior Citizens Center, Hair-Raising Benefit for Locks of Love (The Liquor Board allows this as long as you're the sole sponsor). This allows you to pick a group to target for membership, promote yourself in the community, and raise money for charity. [We must take care of that non-profit status.]

### *Target Group*

Open Houses are not just for Fire and Police employees anymore. With opening up of the Memorial Foundation, many more people find this an attractive reason to join. Loggers, Construction Trade, Fishermen, Mid and Heavy Industry. In other words, have a Labour Open House, Union or not.

### *General Event*

A general Public Open house can always be done. It requires more planning than a target group Open House. At the same time it can combine the above mention ideas.

When the Open House is completed write a report, what worked what didn't, what you would change on the next one.

## ***MEMBERSHIP BLITZ***

Is the concept of an organized campaign, where as many people as possible, talk to as many people as possible. Set a timeline for perhaps 2 weeks to a month but no longer. Hand out forms for the lists of names. Come up with awards for the ones who talk to the most people. Follow up on the lists that can be used in conjunction with a future Open Houses.

## ***GROUP RECRUITING***

Plan an evening for specific groups: Junior Achievement, Chamber of Commerce, Labor Local, Public Service, Agricultural workers, Government Workers-including military, and many groups that are specific to your community.

### ***PERSONAL COMMITMENT FROM OTHERS***

Have a "Pledge Night" rally, where members make a personal commitment to bring in a set number of members (Remember to have a rewards activities afterward).

### ***CHALLENGES***

A common method is to challenge the Auxiliary on membership. Have a set time frame, and give odds. The wonderful thing about an Auxiliary challenge is that you both pick up spouses, friends, and acquaintances from the ones the other signs up. Plan a Winners/Losers Dinner at the end. Challenge an Aerie close to you, challenge an Aerie in your Zone. And remember to always plan an ending event.

### ***ACTIVITIES***

It is much easier to sell someone on your Aerie if there is something going on. A new member looks at what you have to offer him, so activities in your Aerie home are very important to the success of any membership campaign.

### ***ATTITUDES***

You will hear someone say they are from "the Friendly Aerie" or "Our Aerie is a great one to belong to." That's attitude, and it's infectious. The task of making the new member welcome should overflow to all members. Even if you're in a hurry, stop, take a moment, and talk to someone. That's the first step. Make everyone feel important and worthwhile. In time, your members will say "this is a Great Aerie to belong to."

### ***KEEP YOUR AERIE HOME CLEAN AND ATTRACTIVE***

Remember that a couple of work parties can go along way. Plan a dinner, potluck, or social to go with the work party. Not everyone can do some of the hard labor, but would be able to help with the activities afterwards. Always include the Auxiliary--it's their home, too.

### ***INCENTIVES FOR PRODUCERS***

Publicize the awards that are offered by Grand and Provincial. Make it one big list and put in your newsletter often. People will be amazed, as so often we hang up the poster and call it good.

Plan your own awards. It may take the form of contacting local business owners, members or not for donations. It may require putting on a dinner to raise funds. The Aerie may decide to give away steak dinners, breakfasts, etc. Remember a 2-for-1 certificate doesn't cost you much if you've gotten full price for one meal. **Always keep in mind that membership is a 12 month commitment of the entire Aerie.**

### ***WELCOME KITS***

Take some time and put together a "Welcome Kit". Utilize the Value Packs that Grand Aerie puts out. Write a short article on the Aerie history, activities in the Aerie, monies donated to local and national charities. Make the kits available to your membership when they bring in a prospective to see your Aerie and for candidates during the interview process. Welcome Kits prove to be a great addition to any Open House or Membership Booth. By now you can see that membership requires constant attention and takes a lot of work. But always remember that what results from efforts towards membership is more members, more activities, and an Aerie and Auxiliary that works and plays together.

These are the dividends that create perpetual success.

## FRATERNAL ORDER OF EAGLES PROTOCOL

Protocol is the observance of accepted practices which give certain recognition to officers and shows proper respect to guests and program participants. It promotes orderly procedure and good relations among members at all levels. Protocol requires that you honor the office a person holds, NOT the person. Personal likes and dislikes are not considered.

There are several forms for Protocol which we are asked to follow. They are: International, Provincial, Presidential, Officers and Members.

## INTERNATIONAL PROTOCOL

Protocol prescribes that International Officers are addressed first. Grand Aerie Officers come before Grand Auxiliary Officers, if they are present. The Officer of highest rank is seated to the right of the Presiding Officer, who is always seated at center of Head Table if the number is uneven. If the number is even, the Presiding Officer is seated at the right of center or right of lectern and those of lesser rank to the left.

A Guest Speaker who is not a member of our Order outranks even International Officers. This is a courtesy due a Guest. If there is more than one past Officer of the same rank present, the one who has served most recently is honored first.

If the Presidents are busy with meetings, etc., a member should be assigned as a host/hostess to see that the Aerie or Auxiliary representatives are never left to find their own way from hotel rooms to meetings and functions. This is also a good way for a representative to get to know more Brothers and Sisters, and they in turn may get to know them.

Be sure to meet guests at the airport or place of arrival or arrange for them to be met. Also, always return them or arrange for their return to their mode of transportation when they leave your company. Always escort or arrange for them to be escorted to and from meetings, banquets, meals, etc. Do not just meet them in the hotel lobby. Go to their rooms and return them to their rooms. Remember, they are strangers in a strange town and many times a strange province.

Always introduce or call on representatives for a few words at all meetings. Give them the recognition they so rightly deserve. Whether you personally like them or not, they are your guests. Also remember to give recognition to Grand Aerie and Grand Auxiliary Officers within your own province. If you purposely ignore them, you show your own ignorance and hurt your image.

A person who is unknown to the members is introduced. If they are known, they are presented. When introducing or presenting a body; such as you're Provincial or Local Officers, have them remain standing and ask that applause be held until all have been introduced.

### ***Spotlight on Introductions:***

Introduction protocol uses a standard that has always been observed in society: introductions are made TO ranking, senior and female individuals (in this order of precedence).

***Examples:*** "Worthy Conductor Bob Jones, this is Worthy President John Smith."

"Mike Brown [age 30], this is Peter Green [age 50]."

"Paul Richards, this is Mary Duncan."

When ranks are identical, the older of the two people is introduced to the younger. When age is identical (or comparable), the current person of rank or position is introduced to the person who held it previously, as in "Past State President David Peters, this is Provincial President Al Mitchell."

A pleasant environment is most important for the ease and comfort of your Aerie and Auxiliary Representatives, Grand Aerie and Grand Auxiliary Officers and distinguished guests. While they are guests in your Province or Aerie and Auxiliary, common courtesies rule here. Sometimes common courtesies may not have been extended, they were oversights and can be reasoned with, sometimes it's because too much work and responsibility rests on one person. Don't let this happen in your Provincial Aerie or Auxiliary. If it has occurred, do not let it continue. There are so many Brothers and Sisters who want to help you -- always let them.

A Representative to your Aerie, Auxiliary or Provincial merits the same consideration and courtesies extended invited guests in your own home.

A letter of welcome should always be sent by the Presidents to the Aerie and Auxiliary Representative assigned to your meetings. It should contain all information as to the time of the first meeting, name of the hotel or motel

Where reservations are to be made and what accommodations are available, the approximate time the last meeting will be over, so they can make the necessary travel arrangements to and from your Province and City. Ask them what hotel or motel accommodations are required.

They should be informed if formal wear will be worn and of any attire other than regular street clothes they will need to bring with them. Ask them to let you know their mode of travel and when they will be arriving, so plans can be made to meet and greet them.

Secretaries should also send a letter of welcome and any pertinent data regarding the program, when they will be asked to speak at certain day's meeting, banquet or both and length of time allotted to them. A guest should be allowed NO LESS than 20 minutes.

### **PRESIDENTIAL PROTOCOL**

After Installation a President makes a short acceptance speech, announces Committees, and expresses their goals for the upcoming term.

The President should not appoint the same members to important posts constantly; all members should have equal opportunity to shine.

A President always opens the meeting on time. A grace period of ten minutes is all that can be allowed.

The President avoids the use of "I" when in the Chair they say "The Chair" when speaking, and when reporting says, "Your President".

The President can best prepare the agenda with the help of the Secretary. A copy then goes to the Secretary and the Parliamentarian before the meeting, and to the Vice President whenever the President may be absent or late.

Prepare a timetable for each meeting and stick to it. It is your job to conduct all business in a forthright and expedited fashion.

The President opens the meeting with two raps of the gavel; and uses it to maintain order when necessary. At all other times the gavel rests on the Station.

The President stands to state a motion, to put it to vote and to announce the vote, and may sit when listening to reports and debates.

Avoid leaning on the Station. Stand erect and speak slowly and distinctly.

Remember that the member who rises first is the one to whom you grant the floor.

Do not say “You are out of order” say instead that “The motion is not in order”. Single out the rule in question, not the person.

Do not say “Vote by the usual sign”. Tell the membership how the vote will be taken. For example, say “Signify by using the voting sign”.

Do not say “Those contrary to” Members may be “Opposed” to but they are not “contrary to” anything.

The President does not have to leave the station if he/she wishes to give a report or debate, but must call upon the Vice President, to take over the Chair and the control of the gavel when giving a report or debate.

A presiding Officer never “wisecracks” at the expense of another, but may inject humour and a cheerful disposition to the proceedings.

If the assembly is hesitant to speak ask, “What is your pleasure?”

Do not rush any motion to its conclusion, but let it proceed at its own rate. Avoid the appearance that action is being “railroaded” through.

Presiding Officers can and should make frequent use of “General Consensus” if sure of the feelings of the assembly and no objections are made. This saves valuable time. **Note:** This is used, for instance, when the President approves the minutes instead of holding a vote.

The Presiding Officer may ask the Parliamentarian to explain or interpret something during the meeting, thus helping everyone understand something that may have arisen.

The President, even if ex-officio of all Committees; should not attend Committee Meetings, but should allow the committees to work on their own. During the term check graciously on committee functionality. If asked by the Committee Chairman to attend a committee meeting, the President should do so.

A President is not an ex-officio of any committee during the term, with the exception of the Membership Committee. Although the President may change Chairmen of most Committees, he/she may not change the Chairs of the Finance, Nominating or Trial Committees. These three committees work independently and with protection from the Worthy President’s authority to replace Chairmen.

The President should personally, or through an appointee, be sure that new Members feel as though they belong and, if possible, should give them something to do.

The President in making decisions should be kind yet firm and should never vacillate (waver). Think things through before announcing your decision, because it is the President’s job to be correct, knowing full well that it is most difficult to retract a statement. This holds true for Committee Chairmen as well.

At the end of the term, the President should thank each Officer, Committee Chairman and Member who contributed during the term.

## **OFFICER PROTOCOL**

Immediately after the Election of new Officers, Grand Aerie should be notified using the Secretaries' MMS (Member Management System).

Obtain any books or files of your Office from the outgoing Officer of that position. Each outgoing Officer should graciously see that you receive all books and files promptly, and are delivered to you intact and in as perfect a condition as possible.

Obtain copies of and learn the organization By-laws, Rules and Regulations and your own standing Rules. Check on accepted precedent, Roberts Rules of Order and make use of all the above as the occasion demands.

If you desire to change accepted precedent in your Officers do so slowly and courteously.

The Officers and Chairman of Committees should give credit and praise at all times.

Officers and Members are interdependent upon each other and should cooperate willing and graciously upon every occasion.

You should be attentive and should not fidget, day dream or talk amongst yourself during meetings when someone else is speaking.

An Officer, who will miss a meeting or will be away for a short while, calls the President, explains why and has available all necessary records for the pro-tem Officer.

When an Officer will be absent for an extended time, a resignation should be presented rather than to create work for another Member without benefit of holding the office.

A few days before a meeting the Secretary and President go over the Minutes of the preceding meeting, and any new business for assistance in preparing the Meeting Agenda.

Be sure your reports are properly presented and are in correct form. Make them brief, write in the third person, and present them both dated and signed. This includes all Standing and Special Committees, Event Chairmen and Board of Trustees reports.

Officers should not feel they are above the Membership; they are instead the servants **of** the Membership.

Be sure to read "Member Protocol". Although you may be an Officer, you are a Member of our Order as well.

As an Officer your decorum is of the utmost importance. At all times you must act with dignity and civility.

## **MEMBER PROTOCOL**

Members have rights and obligations – such as:

- a. To receive all notices
- b. To attend all meetings
- c. To present business
- d. To participate in debate
- e. To vote
- f. To accept majority rule on decisions
- g. To bring in new members
- h. Generally promote the objectives and aims of the organization

Be prompt in paying dues.

Members should arrive on time for a meeting and not leave until the meeting is adjourned unless for a special reason and obtained permission from the President.

Always stand to address the Chair before you speak. Address the Vice President or any person serving as President temporarily as “Worthy/Madam Chairman”.

Be prompt in seconding motions to bring the business to the point of discussion.

Never walk between the President and the Altar – this space is left empty to honor all the deceased Members of the Auxiliary and Aerie – it is often referred to as ‘The Gough’ (well of souls).

Develop the art of listening. Do not sleep in meetings, doodle or whisper. Members and Officers should be well-mannered and attentive at all times.

Two raps of the gavel from your President should bring you to instant attention.

Do not stand waiting for the recognition when another already has the floor. Be seated at once if someone rises to a point of order while you have the floor.

Never interrupt another speaker, unless the Law gives you the right. Do not try to compete with the speaker by chit-chatting with your neighbors.

In speaking, avoid personalities and be brief. Be courteous as well as correct.

Calling of “Question” is redundant; let the silence indicate that the assembly is ready to vote.

Be a contributing Member and serve on Committees. If you accept an assignment, then complete the work as quickly and as capably as you can.

Cooperate with the elected Officers of the organization whether they are your personal choice or not.

Offer friendly assistance to new members and be loyal to the organization at all times.

Every club meeting is a play. Act your part with correctness so that you will be considered for a star part some day.

Always remember: each Member or Officer can help make your meetings more informative and enjoyable by all working together as one strong, healthy unit.

## **GUIDELINES FOR HOLDING AN “OPEN HOUSE FOR PROSPECTIVE MEMBERS”**

- 1) SELECT THE NIGHT, PREFERABLY 4-6 WEEKS AHEAD OF TIME. PICK A NIGHT THAT WILL NOT INTERFERE WITH OTHER ACTIVITIES.
- 2) ASK ALL MEMBERS TO INVITE ANY PROSPECTIVE MEMBERS TO THE AERIE FOR A FREE “GET ACQUAINTED” DINNER. INVITE A DIGNITARY, SUCH AS A PAST STATE PRESIDENT, A STATE OFFICER, A DISTRICT OFFICER, ETC. BE SURE TO ASK ALL AERIE OFFICERS AND OTHER MEMBERS TO ATTEND, WHETHER THEY ARE BRINGING A PROSPECT OR NOT.
- 3) SET THE TIME FOR ABOUT 6:30 PM OR SO AND HAVE EVERYONE MEET IN THE LOUNGE FOR A FREE DRINK OR TWO.
- 4) AT ABOUT 7:00 PM GIVE THE PROSPECTS A GUIDED TOUR OF YOUR AERIE.
- 5) JUST BEFORE OR JUST AFTER THE DINNER, SHOW THE FILM ON THE ORIGIN OF THE “FRATERNAL ORDER OF EAGLES”.
- 6) AFTER THE TOUR, HAVE A SIT DOWN DINNER OF SPAGHETTI, HOT DOGS AND CHIPS, FRANKS AND BEANS OR SOME OTHER INEXPENSIVE MEAL. TABLES TO BE SET UP IN A “ROUND TABLE” DESIGN. INTERMINGLE THE PROSPECTS WITH THE AERIE MEMBERS.
- 7) WHEN DINNER IS ABOUT FINISHED, OR JUST PRIOR TO IT, HAVE THE AERIE PRESIDENT, THE MEMBERSHIP CHAIRMAN OR SOME OTHER KNOWLEDGEABLE MEMBER STAND UP, INTRODUCE HIMSELF AND TELL HOW AND WHEN HE HAPPENED TO JOIN THE EAGLES. HE SHOULD THEN GIVE AS MUCH HISTORY OF THE LOCAL AERIE AS POSSIBLE AND TELL WHAT THE “FRATERNAL ORDER OF EAGLES” HAS MEANT TO HIM AND HIS FAMILY.
- 8) EACH MEMBER PRESENT SHOULD THEN GET UP IN TURN AND STATE HOW LONG THEY HAVE BEEN AN EAGLE AND WHAT EAGLES HAS MEANT TO THEM AND THEIR FAMILIES.
- 9) HAVE THE VISITING DIGNITARY GIVE SOME INSIGHT ON STATE EAGLES, THE GRAND AERIE AND OUR CHARITIES.
- 10) NEXT ASK EACH PROSPECTIVE MEMBER TO TELL SOMETHING ABOUT HIMSELF AND HIS FAMILY AND ASK HIM WHY HE IS INTERESTED IN JOINING THE EAGLES.
- 11) SIGN THEM UP!

## SOCIAL ROOM SUSPENSIONS BY THE BOARD OF TRUSTEES

**Section 89.3.** (a) The Board of Trustees shall enforce all Local Aerie House Rules governing the premises and the conduct of Aerie and Auxiliary members and guests.

(b) Whenever a member violates such House Rules adopted by the Aerie which provide a disciplinary penalty of suspension not to exceed ninety (90) days from buffet and social room privileges and Eagle functions and activities for conduct unbecoming an Eagle at the club premises or Aerie functions at Aerie or other property, the Board may enforce such penalty.

(c) The member is disciplined by suspension not to exceed ninety (90) days from buffet and social room privileges and Aerie/Auxiliary social functions and activities for conduct unbecoming an Eagle, must be given a written notice approved by a Board majority and signed by the Board Chairman stating the nature of the conduct and the suspension period.

(d) Such member or member of the Ladies Auxiliary shall within three (3) **business** days after receipt of the written notice of suspension have the right to request in writing to any member of the Board a hearing before the Board and the Board shall **hold** a hearing within **seven (7)** days of such request. If the hearing does not resolve the matter, such member or member of the Ladies Auxiliary shall within three (3) **business** days after the **notice of the decision** demand that the Board file a written Complaint against the member under Section 63. **The Board must file the Complaint with the Worthy President and the Trial Committee within three (3) business days of the written demand.**

(e) The suspension imposed shall remain in effect until the Trial Committee makes a final decision.

(f) The Board shall within three (3) days after receipt of the written demand file a written Complaint against the member or Auxiliary member directly with the Aerie Worthy President and the Trial Committee Chairman, and a trial upon the same shall be held in accordance with Section 63. **Failure of the Board of Trustees to file a written Complaint within three (3) days shall render the suspension null and void.**

(g) A suspension from buffet and social room privileges and Eagle functions and activities shall not otherwise deprive a member, during the period of suspension, of the right to retain or be a candidate for office, to attend meetings and other rights of a dues paying member, under the Laws of the Order, provided that such member shall not, during the suspension, become disorderly or disrupt the Aerie.

**Local Aerie Trustees are empowered to notify appropriate Aerie employees of a member's Suspension.** (Opinion No. 762)

**Aerie House Rules to be effective and enforceable must be submitted to and adopted by the Aerie. Upon their adoption, all officers and members are required to comply therewith until such rules are revised or repealed by action of the Aerie. Such rules likewise must not conflict with the Laws of the Order or the By-Laws of the Aerie.** (Opinion No. 59)

**The Trustees may elect to take direct disciplinary action for violation of House Rules, or if in their judgment, the nature of such violation warrants more drastic punishment than they are authorized to impose, they may file a written complaint with the Worthy President against the offender and have same referred to and determined by the Local Trial Committee.** (Opinion No. 71)

**In the summary enforcement of House Rules adopted by the Aerie, the Trustees have exclusive disciplinary jurisdiction. Their action cannot be challenged or set aside by a vote of the members of the Aerie. It is only subject to review before the Aerie Trial Committee, if appeal is timely taken thereto by the member who had been penalized.** (Opinion No. 128)

**The Board of Trustees of a Local Aerie does not have the authority to render suspensions to run consecutively. The maximum suspension from the buffet and social rooms, which may be rendered by the Board of Trustees is in accordance with Section 89.3. This also depends on the House Rules which may provide for a lesser amount of maximum time.** (Opinion No. 324)

**A suspension of a member can restrict their participation in both Aerie/Auxiliary and Aerie general public events. An expelled member is no longer a member thereafter and becomes part of the general public and is subject to the public laws and regulations pertaining to the general public.** (Opinion No. 536-A)

**A suspended or expelled member of a particular Aerie has no right to be admitted as a member of the Fraternal Order of Eagles in any Local Aerie. Each Local Aerie will make its own rules as to the admission or non-admission of guests. (Opinion No. 546)**

**The Local Aerie Board of Trustees has the right to rescind, reduce or terminate the suspensions they have made. (Opinion No. 563)**

**A suspension from the buffet and social rooms rendered by the Board of Trustees commences immediately notwithstanding a decision of the Trial Committee of a Local Aerie. If the Trustees give a suspension of thirty (30) days and the member appeals to the Trial Committee who suspends the member for six (6) months, the total suspension commences with the date of suspension by the Trustees. (Opinion No. 597)**

**The three (3) days under Section 89.3 to demand written charges shall not include the day notice is actually received, but shall consist of three (3) business days (Monday through Friday). If the last day is a holiday then such holiday is not included as a business day. (Opinion No. 644)**

The “suspension period” is most clearly communicated when it is stated not only by the number of days, but also by spelling out the time frame, i.e. from date (A) to date (B).

Opinion No.597 states, in part: **“A suspension from the buffet and social rooms rendered by the Board of Trustees commences immediately notwithstanding a decision of the Trial Committee of a Local Aerie...”** (Emphasis added.)

The undersigned Justices, as the Justices who wrote Opinion No.597, are of the opinion the suspension given by the Board of Trustees commences immediately. Confusion will be avoided when the written notice approved by a Board majority and signed by the Board Chairman states the following:

- 1) The Nature of the conduct that is in violation of the house rules;
- 2) The house rule violated;
- 3) The duration of the suspension period; and
- 4) The dates the suspension starts and ends (Opinion No.815)

## **There Is No ‘I’ in Eagle**

There is an *I* in Liberty—it keeps each Brother free,  
There is an *eye* in Equality—it helps us all to see;  
There is an *aye* in Justice—it serves all openly,  
But there are no ‘*I*’s in *Brother* or *Truth*, nor in *Us* or in *Our* or in *We*.

There are no ‘*I*’s in *recommend*, or in *God* or in *vote* or *consent*,  
But you’ll find dangerous ‘*I*’s in words like *gossip* and *stir* and *dissent*;  
No ‘*I*’s can be found in *volunteer* or in *fund* or in *donate*;  
But by this time you will also find that it may just be too late.

An Aerie that works by the ‘*I*’s , not the ‘*We*’s,  
Has a foundation doomed by these flaws;  
Such people who chime “*I/Me/Mine*” all the time,  
Seek credit, prestige and applause.

So for those like this who give their “*I did*” lists,  
A reminder here, plain as can be:  
For every “*I did*” and “*I made*” on your list,  
Was a “*We’ll help*”, a “*We’ll try...we’ll agree.*”

Good ideas and designs only catch on fire like so many wild-blazing sparks,  
Through the million souls who act as a whole and happily put them to use;  
So don’t think that your light has saved the fight from uncounted years in the dark—  
Remember the others who selflessly worked and, unnoticed, served as the fuse.

## **THE FOUR AERIE ACCOUNTS**

*... The Rules of 2-4-6-8...*

### **General Fund**

- i. All moneys received from all sources which are not required to be placed in the Benefit Fund, the Social Fund or the Building Maintenance Fund.
- ii. The General Fund may be used for any purpose other than Social which is prescribed by the By-Laws of the Aerie.

### **Social Fund**

- i. All moneys received from social sessions, entertainments, picnics, bazaars, fairs and other like activities.
- ii. Gross receipts from any buffet conducted by the Aerie.
- iii. Such part of the dues as stipulated in the Aerie By-Laws.
- iv. It may be used for any purpose which is authorized by the Aerie (which may include all charitable donations, if the Aerie By-Laws so stipulate).

### **Building Maintenance Fund**

- i. All moneys received from rents, donations, net receipts of entertainments.
- ii. Such part of the dues as stipulated in the Aerie By-Laws.
- iii. Interest on the investment of such funds.
- iv. Payments shall be made for taxes and assessments against the real estate of the Aerie, repairs, improvements, extensions and additions, insurance against all losses, janitor, heating and lighting services, whenever and to the extent that part of the real estate is rented under contracts, the terms of which require such services.
- v. Purchase of real estate.
- vi. Payment of debts against real estate; interest on debts against real estate.

### **Benefit Fund**

- i. All money received from the fraction of annual dues payments, per member, that are held in trust toward the eight dollars annually and the two dollars annually for the Grand Aerie Per Capita and Provincial Per Capita, respectively.
- ii. All reinstatement, withdrawal, transfer, dismissal and Grand Aerie card fees.
- iii. Interest on or income from all deposits and investments of the Fund.
- iv. Donations made directly to it, and such other money as the Aerie may appropriate or set aside for the purpose of the Fund.
- v. All Provincial and Federal Withholding Tax payments, which have been deducted or withheld from employees' compensation; all Social Insurance and Employment Insurance payments which shall include the Aerie contributions thereto and deductions from employees' compensation; all Employees' Pension Fund payments, which shall include the Aerie contributions thereto and deductions from employees' compensation.
- vi. All Magazine fees included in the dues received and collected from members.
- vii. No part of the Benefit Fund shall be used or appropriated for any purpose other than for the payment of the Grand Aerie per capita tax, which shall include the subscription fee to the Eagle Magazine, for Provincial Aerie per capita tax, for the payment of sick and funeral benefits, or for payment of all committed funds received for the specific uses and purposes as set forth in the preceding section.
- viii. All moneys deposited in the Benefit Fund shall be trust funds, to be used for the specific purposes declared and for no other purpose (no part thereof shall be subject to seizure by creditors of the Local Aerie by virtue of any writ of attachment, execution, lien or any other proceeding in law or equity against the property or assets of the Aerie).

## **VOLUNTEERS**

**V** aluable is the work you do.

**O** utstanding is how you always come through.

**L** oyal, sincere and full of good cheer.

**U** ntiring in your efforts throughout the year.

**N** otable are the contributions you make.

**T** rustworthy in every project you take.

**E** ager to reach your every goal.

**E** ffective in the way you fulfill your role.

**R** eady with a smile like a shining star.

**S** pecial and wonderful----that's what you are.

## WHO AM I?

I have no respect for justice.

I maim without killing.

I break hearts and ruin lives.

I am cunning and malicious and gather strength with age.

The more I am quoted, the more I am believed.

I flourish at every level of society.

My victims are helpless.

**They cannot protect themselves against me  
since I have no name and no face.**

To track me down is impossible.

The harder you try, the more elusive I become.

I am nobody's friend.

Once I tarnish a reputation, it is never the same.

I topple governments and wreck marriages.

I make innocent people cry into their pillows.

My name is...**Gossip**

## THE COMMITTEES OF THE AERIE

### STANDING COMMITTEES

#### **The A&E Committee (Activities and Events)**

The A&E Committee works in direct conjunction with the Ways and Means Committee. Its goal is to make both the lounge and hall more successful and more active. It is a think tank, primarily, to come up with ideas and plans to increase the involvement of both current and new members alike--practical ideas that can be implemented with members to staff the events and, through affiliation with the Ways and Means Committee, contrive methods through which to fund them. The goal of the committee is to submit and/or develop at least two ideas per month. It is also suggested that the A&E Committee assess existing events and contribute to their efficiency through interaction with the events'/activities' respective chairmen, providing assistance to achieve the needs and goals of each. The A&E Committee is a committee-of-the-whole with no set schedule for its meetings, and who by majority decision can make its recommendations known to the Ways and Means Committee for its monthly report to the Aerie Meeting floor.

#### **Bar Sub-Committee**

The Bar Sub-Committee, a Sub-Committee of the Board of Trustees, should be staffed by efficient and reliable members who must never forget that they protect the liquor license of the hall bar and that they function in their capacity as Bar Stewards upon approval of the Banquet and Lounge Manager. The members while on duty will have sole authority at all times over who is served during any hall event that they work. The designated bar steward for each event is directly responsible for a written report of what was sold during each event in question to the Event Chairman for his post-event report to the Aerie Meeting floor.

#### **Building and Maintenance Committee**

The Building and Maintenance Committee suggests and conducts repairs and renovations to the Aerie building and its holdings. In concert with the Board of Trustees, the chairman will decide what changes will be made, who will implement those changes (in terms of members and resources), acquiring funds from the Ways and Means Committee and/or the Aerie floor. If circumstances arise between Aerie Meetings where direct action is required, the Finance Committee and the Board of Trustees must be informed of the work done and the costs incurred. Progress, Estimation and/or Completion reports will be presented once per month at an Aerie Meeting.

#### **Catering Sub-Committee**

The Catering Sub-Committee, a Sub-Committee of the Board of Trustees, should be staffed by efficient and reliable members who must never forget that they maintain the happiness of all events whenever possible. The chairman while on duty will have sole authority at all times over which volunteers staff the events in whatever capacity, and should work in direct conjunction with the event's Bar Steward and the Banquet and Lounge Manager. The Chairman is directly responsible for an accounting of the number of meals sold, along with the gross receipts and expenses in order to present monthly pre-event requirements of the Aerie and post-event reports to the Aerie Meeting floor.

#### **By-Laws Committee**

The By-Laws Committee retains full responsibility for reviewing the current Aerie By-Laws and House Rules and making any suggested amendments to them during the current term. Committee members may, in a professional manner, seek suggestions from any members they wish and discuss them based on a criterion of fairness and need. Once any revisions are judged to be complete and soundly reasoned, the committee will forward a copy of all suggested revisions to the Worthy President for

review based on their constitutional viability only. Once this step is complete, the By-Laws Committee begins presenting the revisions to the Aerie Meeting floor at three consequent Aerie meetings (only upon completion of the third reading may the floor discuss and vote upon their adoption, rejection or amendment).

### **Finance Committee**

The Finance Committee shall examine all bills of account and evidences of indebtedness of the Aerie, pass upon their validity and correctness, recommend their payment or rejection, and present them to the Aerie floor for final action at least once per month.

### **Interviewing Committee**

The Interviewing Committee shall conduct the interviewing of candidates seeking membership. All Past Presidents may conduct the interviews or may appoint it to be done by any member that they so designate. Interviews should establish the candidate's viability as a patron member at least and, as part of each positive recommendation, suggest at least one activity/event for which the candidate is suitable (respective committee chairs will be informed of the new members' area(s) of interest). The Interviewing Committee, through some designate, shall report to the Aerie Meeting floor at least once per month.

### **Meeting Attendance Committee**

The Meeting Attendance Committee chairman (or his designate) shall attempt to increase the member turn-out at the meetings, and once per month shall report to the Aerie Meeting floor the total in attendance for each month and any other details about those members who were contacted for the purpose of their attendance.

### **Membership Committee**

The Membership Committee Chairman shall conduct, and may designate others to conduct, all efforts to increase the membership of the Aerie. In keeping with the current Provincial Aerie's mandate to increase membership in every Aerie in British Columbia, the Membership Chairman shall implement any plans that he judges advisable that will lead to the greatest success. A quarterly progress report (Aug. 16, Nov. 15, Feb.21, and May 16) shall be made to the Aerie Meeting floor.

### **Membership Security Committee**

The Membership Security Committee shall maintain, in conjunction with the Membership Chairman, the current membership roster, making sure that it is current and that all lounge staff are made aware of any members that regularly are admitted even though their memberships may have lapsed. All effort should be made to require that non-current members are signed in by a current member, and that any lapsed members are re-enrolled (if possible). A progress report, containing a count of the current number of members, shall be made once per month to the Aerie Meeting floor.

### **Nominations Committee**

The Nominations Committee shall assess, for a report due to the Aerie Meeting floor on April 18, 2006, those officers and members for promotion through the stations of the Aerie for the following term, with sole concentration on the Brother's development in regard to his experience, demeanor and skills.

### **Publicity and Communications Committee**

The Publicity and Communications Committee shall endeavor to keep the membership informed of activities and events through the Aerie Bulletin and will, in conjunction with the Worthy President and the Internet Sub-Committee, derive methods to make the Order better known within the community.

Deadlines for the bulletin and any other pertinent details shall be made known to the Aerie Meeting floor once per month by the chairman or his designate.

### **Internet Sub-Committee**

The Internet Sub-Committee shall, in conference with the Publicity and Communications Committee, establish and maintain a website listing Aerie and Auxiliary personnel and their authorized contact information. The site will also list all events and activities hosted by the Aerie/Auxiliary as well as any external events in which they will be involved.

### **Ritual Committee**

The Ritual Committee chairman shall endeavor to instill and develop the Exemplification of the Ritual. Practices of the Ritual amongst the sitting officers shall occur at least once per month, and the chairman will be responsible for coaching the officers at all times to achieve proficiency in the Ritual's presentation standards. With the addition of an 'N' Team (Novice) as one which shall be permitted to compete at the Zone's Ritual Competition (to be held in Aerie 2075 in February of 2006) to the existing 'B-2' Team (Sitting Officers) the chairman has the opportunity to establish a source of future officers for the Aerie. In addition, over the current term it should be considered that an 'A' Team (Past Worthy Presidents) be formed with the purpose of competing at the 2007 Zone Ritual Competition.

### **Trail Committee**

The Trial Committee shall rule upon any instances wherein written, formal charges have been brought against any member of the Aerie by any other member based upon any violations of the Laws, Rules and Regulations of the Order as proscribed in Sections 62 through 64 of the Constitution and Statutes of the Fraternal Order of Eagles.

### **Visiting Committee**

The (Sick &) Visiting Committee shall make every effort to track the progress of any members who have fallen ill due to disease or injury, maintain the lounge notice board, and shall present suitable tribute as designated in the By-Laws of the Aerie.

### **Ways and Means Committee**

The Ways and Means Committee shall assess, through interaction with the A&E Committee, the best ways to implement improvements in the revenue-generating capabilities of the Aerie and the most viable means by which to achieve said improvements. It shall deliver a monthly report to the Aerie Meeting floor and may meet as often as the constituent members so designate.

## **SPECIAL COMMITTEES**

### **Bingo Committee**

The Bingo Committee shall present bingo in the Aerie Lounge on Sunday afternoons, and the chair shall endeavor to establish and maintain a five-person rotation for hosting purposes. All volunteers will be accepted if, in the estimation of the chairman, that each of the five hosts has shown the intent to enact the activity's requirements in their entirety on the respective week of designation.

### **Karaoke Committee**

The Karaoke Committee shall present karaoke in the Aerie Lounge on Saturday evenings. It is the chairman's sole authority to decide which singers will be called upon and how often, with the hope being that equal treatment will be received by all members, and that an effort is made by the members present to encourage the re-enrollment of lapsed members (and the candidacy of new members) for the purpose that each singer will retain the same rights as every other. It is the

chairman's sole authority to decide who may host the activity in his place, if such a requirement arises.

### **Past President's Club**

The Past President's Club shall be composed of Past Presidents who are currently members in good standing from their home/dual Aerie. They conduct activities as they see fit, both internal and external to the Aerie, with the purpose of raising funds for causes of their choosing. This club is, as is any other internal organization of the Aerie, bound to all requirements of other members of the Order (the Aerie By-Laws and Constitutional Statutes, unless the Past President's Club has established its own, by approval on the Aerie floor as Aerie By-Law amendments approved in the required manner).

### **REAC**

The REAC (Retired Eagles Activities Club) is a social and recreational club that is composed of Aerie and Auxiliary members in good standing who are retired and have reached the minimum age of fifty-five years. This club is, as is any other internal organization of the Aerie, bound to all requirements of other members of the Order (the Aerie By-Laws and Constitutional Statutes, unless the Past President's Club has established its own, by approval on the Aerie floor as Aerie By-Law amendments approved in the required manner).

### **Under 35 Club**

The Under 35 Club is a social and recreational club that is composed of Aerie and Auxiliary members in good standing who do not exceed the maximum age of thirty-five years. This club, as is any other internal organization of the Aerie, bound to all requirements of other members of the Order (the Aerie By-Laws and Constitutional Statutes, unless the Under 35 Club has established its own, by approval on the Aerie floor as Aerie By-Law amendments approved in the required manner).

### **Event Committee Chairman (ECC)**

Event Committee Chairmen, such as those in charge of an Aerie-approved dance or dinner or other event, are required to present an outline of the event's details on the floor of an Aerie meeting under New Business, and may at that time request any funding for supplies and sundries. As organizer for the event, the ECC is responsible for planning and appointment of any necessary personnel for the event (such as when catering, bar, hall reservation, etc. is required) as well as internal advertising of the event in the Aerie Bulletin and written notices, which are to be posted no less than one month before the date of the event (if possible). Following the event, the gross expense(s) and revenue(s) of the event shall be presented to the Aerie Meeting floor under Unfinished Business. A package will be made available to each ECC, composed of a streamlined version of the process and a checklist to ease the job.

# AERIE INSTITUTION CHECKLIST

## INSTITUTION OF LOCAL AERIES

**Section 36.1.** No Local Aerie shall be instituted until at least fifty (50) qualified applicants are qualified as such. None of the minimum fifty (50) qualified applicants may be dual members.

**Section 36.2.** Each Local Aerie shall be known by the name and number designated in the Charter issued to such Aerie by the authority of the Grand Aerie.

**Section 36.3.** The Charter list of the Local Aerie shall close on the date designated by the Membership Promotion Department, and only the names of the applicants enrolled on or before such date shall be eligible for inscription on the Charter issued by the Grand Aerie.

**Section 36.4.** A Charter member of a new Aerie shall pay as a membership fee for initiation such sum as may be fixed by the Laws of the Order.

If the applicant for Charter Membership in an Aerie being organized does not present himself for initiation upon the institution of the Aerie or prior to the date designated for closing the Charter list, the Charter fee paid by the applicant shall then be considered as an application fee and shall be forfeited and the application for membership in the Order canceled if he fails to present himself for initiation within six (6) months of the institution date of the Aerie.

**Section 36.5.** Whenever the Grand Worthy President is petitioned to institute a Local Aerie, he shall investigate and ascertain if the requirements have been met, and if so, thereupon designate a Deputy Grand Worthy President to proceed to institute such Local Aerie according to the Laws of the Order.

**Section 36.6.** No Charter shall be granted until the Charter fee, which shall be fixed by the Board of Grand Trustees, shall have been paid to the Membership Promotion Department. Each Local Aerie upon payment of the Charter fee shall be entitled to receive a complete set of supplies and paraphernalia, exclusive of transparencies, at the time of its institution.

**Section 36.7.** The petition for institution of a Local Aerie shall be in such form as shall be prepared by the Grand Secretary.

**Section 36.8.** The form of Charter shall be prepared by the Membership Promotion Department.

**Section 36.9.** The organizer of a new Aerie shall be authorized to collect the Charter fee and one (1) year's dues of each applicant for membership in the new Aerie. The organizer shall be placed under surety bond in an amount sufficient to provide coverage for the moneys collected.

**Section 36.10.** When a New Aerie is instituted after the 15th day of February of any fiscal year, the officers of this newly instituted Aerie are appointed by the Institutional Deputy for the balance of the fiscal year and the ensuing fiscal year. The Junior Past Worthy President and the Worthy President of such newly instituted Aerie, instituted after February the 15th, would be required to serve for the term for which they are appointed by the Institutional Deputy and until the time of the next annual installation of officers in order to attain the rank of Past Worthy President.

\_\_\_\_\_  
DATE

**PROPOSED AMENDMENT TO BRITISH COLUMBIA PROVINCIAL AERIE BY-LAWS**

**Amendment to By-Laws, BRITISH COLUMBIA PROVINCIAL AERIE,  
Fraternal Order of Eagles.**

**Resolved: That Section 0.0 of the By-Laws of this Provincial Aerie be amended so that the same when amended shall read as follows:**

The gorpelsturgen of the farfelownus gorbles prinkingly, but the dooplzeet quickly brings about a noodlestringer on the second alternate Thursday.

**This Resolution is endorsed voluntarily by the following Past Presidents of the Order:**

\_\_\_\_\_  
*Bob Zyurunkl*

\_\_\_\_\_  
*Amanda Huggenkiss*

\_\_\_\_\_  
*Amir Cinder*

***Reasons for Resolution: Yada-yada, etc., and so forth.***

Cc: BC Prov. By-Laws and Resolutions Chairman \_\_\_\_\_, PPP; file.

# PROVINCIAL AERIE CHECKLIST

## **ORGANIZATION OF AERIES AND AUXILIARIES STATE AND PROVINCIAL AERIES**

**Section 35.3.** Each State or Provincial Aerie shall have power to regulate its own internal affairs in such manner as it shall see fit not inconsistent with the Constitution and Statutes of the Order. Each State or Provincial Aerie shall at all times be amenable and subject to the supervision and control of the Grand Aerie and its properly qualified officers. No State or Provincial Aerie shall have or exercise any legislative, executive or judicial functions except concerning its own internal affairs. It shall have no jurisdiction over the internal affairs of Local Aeries of which it is composed except that it shall be authorized to conduct an annual cursory audit of the Local Aerie using a form provided by the Grand Aerie. Each State or Provincial Aerie shall have the power to fix by provisions in its By-Laws the amount of annual **Per Capita Tax** for membership therein.

The State Aerie has no jurisdiction over the internal affairs of the Local Aerie of which it is composed. (Opinion No.49)

The method of selecting delegates to the State Aerie is left to the determination of the Local Aerie. In the absence of any Aerie By-Laws specifically requiring that they be elected the Aerie may decide by appropriate action, whether the delegates be elected or appointed by the Worthy President. (Opinion No.150)

**Section 35.4.** The State or Provincial Aeries shall meet in annual session previous to the Grand Aerie Sessions. They will enact such Laws as may suit their needs and are not in conflict with any provisions of the Constitution and the Statutes of the Order. Before they shall become effective, the By-Laws of each State or Provincial Aerie shall be approved by the Grand Aerie. Such By-Laws of a current status must be available to any State or Provincial Aerie Officer upon request, and a copy shall be sent to each Local Aerie within the jurisdiction of the State or Provincial Aerie.

**Section 35.5.** Each State or Provincial Aerie shall be entitled to representation at the sessions of the Grand Aerie as provided in the Constitution. The representative to the Grand Aerie shall be elected by the State or Provincial Aerie from among the Past Worthy Presidents of the various Local Aeries included in its membership in such manner as the State or Provincial Aerie may direct. A State or Provincial Aerie may authorize the organization of state or province-wide internal units such as clubs, team and family groups which shall be subject to the control of the State or Provincial Aerie and to the Rules and Regulations of the Grand Aerie. No such internal unit or club shall be organized unless authorized by the State or Provincial Aerie.

**Section 35.6.** That each Local Aerie holding a Charter from the Grand Aerie shall become a member of the State or Provincial Aerie in which State or Province they are located, and pay such per capita tax, assessments and charges as so stated in their State or Provincial By-Laws.

Each Local Aerie shall file the December Semi- Annual Report and pay such Grand Aerie per capita tax as is provided in Section 40.1 of the Statutes.

Any Local Aerie delinquent on their December payment of the Grand Aerie or State or Provincial Aerie per capita tax assessments and charges shall not be entitled to send delegates and to be represented in the State or Provincial Aerie at any time, and no member of such delinquent Aerie will hold any State or Provincial, Zone or District office. No delinquent Aerie is entitled to services provided by the Grand Aerie.

**Section 35.7.** It shall be the duty and responsibility of the Board of Trustees and/or the Executive Board to see to it that the Aerie procures and maintains in full force and effect at all times adequate insurance coverage against all losses to the Aerie, including public liability insurance coverage.

Each State and Provincial Aerie shall name the Grand Aerie as an additional insured in their liability policy.

**MOTION OF NO-CONFIDENCE  
IN THE F.O.E. AERIE #2726 OFFICE of \_\_\_\_\_**

**Dated:** \_\_\_\_\_

**1) Content of Motion:**

The members assembled request a formal meeting with \_\_\_\_\_

from the F.O.E. Aerie #2726 Elected Officers regarding his (their) duties as \_\_\_\_\_,  
allowing this/these Brother(s) to explain the current action(s) regarding

\_\_\_\_\_ while representing the members of Aerie #2726 during the \_\_\_\_\_ - \_\_\_\_\_ term.

If the meeting does not take place between

\_\_\_\_\_ **20** and \_\_\_\_\_ **20**,

the members of Aerie #2726 shall introduce to the Aerie #2726 Regular Meeting floor

a

**MOTION OF NO-CONFIDENCE  
afforded them by Parliamentary Law as Citizens  
of the Province of British Columbia and  
of the Dominion of Canada**

based upon Section(s) \_\_\_\_\_  
of the Constitution and Statutes of the Fraternal Order of Eagles, \_\_\_\_\_ Edition.

**2) Points of Discussion:**

---

---

---

---

---

---

---

---

---

---

**3) MOTION by** \_\_\_\_\_

SECONDED by \_\_\_\_\_ PASSED: \_\_\_\_\_ DEFEATED \_\_\_\_\_

*The passage of this motion may result in the Aerie floor's request for the Brother(s) to resign his/their office and/or if any violations of the F.O.E. Statutes or Aerie #2726 By-Laws are confirmed to have taken place, formal charges may be laid upon the afore-mentioned Brother(s).*

---

# Robert's Rules of Order - Summary Version

## For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)

- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously “laid on the table” - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to “**Close Debate**” if preferred
- **Informal Consideration:** Move that the assembly go into “**Committee of the Whole**” - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

**ROBERT'S RULES of ORDER, CHAPTER XIX**  
**CONVENTIONS**

**§58. CONVENTIONS OF DELEGATES**

As commonly understood in parliamentary law and as used in this book, the word convention refers to an assembly of delegates (other than a permanently constituted public lawmaking body), who are usually chosen specially for each session as representatives of the constituent units or subdivisions within a larger group of people, to sit as a single deliberative body acting in the name of the entire group. The most common type of convention is that of an established state or national society - in which the delegates are selected by, and from among, the members of each local unit. Other terms by which such a convention may be described in some organizations include congress, conference, convocation, general assembly, house of delegates, and house of representatives.

The term house of delegates, or house of representatives, is often applied particularly in the case of learned or professional associations, to distinguish the voting body of delegates from large numbers of other members of the constituent units, who come to the convention to attend seminars, workshops, educational or social activities, or the like. In some societies, also, house of delegates or house of representatives may describe a body of delegates who, instead [page 582] of being elected only for a convention session, are elected for a fixed term during which they hold sessions from time to time as the bylaws may prescribe.

Conventions vary in size, duration, and complexity of operation. A relatively small state society may hold a one-day convention consisting of two or three meetings at which all delegates are present. A week's convention of a national scientific or educational association, on the other hand, may be divided into a number of specialized sections meeting separately at the same time, with only a few meetings when the entire body of delegates gathers in one hall.

In addition, a convention is sometimes called for the purpose of forming an association or federation; or (like a mass meeting, 53) it may be convened to draw interested parties or representatives of interested organizations together in acting upon a particular problem.

This chapter is limited to the features common to most conventions and relates principally to the convention of an established society. (For variations of procedure applying to other types of conventions, see 60.)

**Basic Provisions in Bylaws**

In the case of an established state, regional, or national society composed of constituent units, the bylaws (see pp. 12-14, 558) or other governing instrument of the association or parent body should:

- authorize a periodic convention;
- define its powers and duties;
- fix its quorum;
- specify its voting members;
- prescribe the qualifications of its delegates and alternates, the basis of determining their number, and the method of electing them; and
- make such provision as the particular convention may require for its organization and operation.

Basic provision for the voting body of members may be worded in the bylaws as appropriate to the particular organization - for example, as follows:

The voting members of the State Convention shall be the state officers (including members of the Executive Board of the State Association), the president (or, in his absence, the vice president) of each club within the Association, and the elected delegates of each club.

In addition, the bylaws at the level on which the convention is held should prescribe: (1) the conditions for a constituent unit to be in good standing for purposes of the right to representation - commonly including a minimum membership requirement; and (2) the number of delegates to which a unit shall be entitled depending on its size - usually by specifying, for example, that each unit shall be represented by its president, plus one additional delegate if the unit has more than a certain number of members, or two additional delegates if the unit has more than twice that number of members, and so on.

The bylaws at the level at which the convention is held should also provide for the election of alternates as described on page 585.

To avoid a change of officers during the convention (see p. 556), the bylaws should provide that newly elected officers shall take up their duties at the close of the convention.

**Convention Members and Alternates**

**WAYS IN WHICH VOTING MEMBERSHIP COMES ABOUT.** Voting membership in a convention of an established [page 584] society generally comes about in one of the following ways:

- 1) through being an accredited delegate elected by a constituent body especially to act as its authorized representative (or one of several representatives) in a particular convention;
- 2) through provision in the bylaws, as in many organizations, that the president or chief officer (or, in his absence, the vice-president) of each constituent local unit shall be the delegate or one of the delegates;
- 3) through being an incumbent elective officer of the organization on the level at which the convention is held - for example, an officer of a state society in a state convention, where the officers of the state society as listed in the bylaws are ex officio the officers of the convention as well as members of it, irrespective of the number of delegates that the local unit to which an officer belongs is entitled to elect; or
- 4) through being an accredited elected alternate and replacing, at the time of the convention, a delegate who is unable to attend or who withdraws from registered status.

**FILLING OF VACANCIES ARISING IN A DELEGATION.** If the president of a constituent unit is unable to be present at the convention of an established society, his place there is taken by the vice-president (or by the second, third, or ranking available vice-president if necessary and if there are such officers), just as for any other duty in which the vice-president acts in the president's place. If the vice-president is himself an elected delegate but takes the president's place, the vice-president's original position as an elected delegate is filled by an elected alternate in the manner explained below - just as when any other elected delegate does not serve.

[page 585] **Provision for Alternates.** To ensure as complete representation at the convention as possible, the bylaws at the convention level should provide that each unit shall elect a certain number of alternates - frequently equal to the number of delegates. To maintain a uniform standard of representation, the qualifications for election as an alternate - which may include membership in good standing for a prescribed number of years - are made the same as for a delegate.

Alternates normally are elected with a designated order, in which they will be called to serve, if available, as vacancies arise in the delegation of their constituent unit.

When a unit has more than one delegate, an elected alternate (other than the vice-president) is not associated with any particular delegate. The vacancy that occurs first in point of time (except one involving the president when the vice-president is able to serve in his stead) is filled by the first elected alternate or the ranking one available, and so on.

In cases where the individual delegates within a unit's delegation represent particular areas or groups, it may sometimes be desirable to make exception to the foregoing rule by providing, in the bylaws at the convention level, for the pairing of each alternate with a specific delegate. The disadvantage of such a system arises when both a particular delegate and his only alternate are unable to attend the convention - thus depriving a constituent unit of part of the representation to which it is entitled.

**Status and Seating of Alternates; Replacement Procedure.** Alternates registered as such are usually provided with badges of a different color or shape from those of delegates and are seated in sections apart from them. (In large conventions, assigned seats in the assembly hall ordinarily can be guaranteed only to the voting body.) When an alternate is officially registered by the Credentials Committee (pp. 592ff.) as taking the place of an elected delegate, however, he is supplied with a delegate's badge and becomes a [page 586] voting delegate with the same duties and privileges as if originally so elected.

If an alternate is to replace a delegate who has registered, proper evidence of that delegate's withdrawal from such status must be presented to the Credentials Committee, and the alternate must be reregistered as the new delegate before he can sit or vote as a member of the convention. It is the duty of any registered delegate who ends his presence at the convention to see that his departure is promptly reported to the Credentials Committee, and to whatever authority is concerned with locating the proper accredited alternate if one is available. Unless the rules of the body provide otherwise, no alternate or other person can "substitute" for a delegate who remains registered. In other words, a delegate's temporary absence from the convention hall does not entitle an alternate to make motions, speak in debate, or cast the delegate's vote-even with the delegate's authorization - unless a rule of the body permits this procedure.

**DUTIES OF DELEGATES.** When a member of a constituent unit has accepted election as a delegate, he has the obligation to attend the convention, with such expense allowance as the unit may provide; he should not leave it to an alternate to serve in his place except for serious reason. At the convention, the delegate has the duty to be

present at the business meetings, and to be prepared on returning from the convention to present to his unit an information report of what transpired. A delegate is free to vote as he sees fit on questions at the convention, except as his constituent unit may have instructed him in regard to particular matters scheduled for consideration.

#### **Caucuses**

Prior to or during a convention, members of a delegation may need or wish to meet as a group to decide how [page 587] they will act with reference to certain matters to come before the convention; a meeting of this kind is usually called a caucus. Unless such a caucus is so large that it must necessarily proceed in the manner of an assembly, it is governed by the rules of procedure applicable to committees (50), since the delegation is in effect a committee to represent and act at the convention for the constituent society or unit that chose it. If the president of a constituent society (or in his absence the vice-president) is automatically a delegate to a convention, he usually acts as chairman of his delegation; otherwise the delegation chairman is selected as outlined for the case of any other committee (p. 168).

Sometimes caucuses are held of different groupings of delegates, as, for example, all delegates from a certain district, territory, or other geographic area as defined by the organization; and they are similarly governed by the rules generally applicable to committees.

As in the case of any committee, in the absence of a superior rule to the contrary a constituent society or unit can instruct its delegation, although this is not always a good practice in ordinary societies. Such instructions are binding upon the delegation to the extent that the convention's presiding officer and other officials should enforce instructions of which they have been properly and officially notified. Such instructions, for example, frequently require a delegation to take a position for or against a measure expected to come before the convention, or to vote for certain candidates. As stated above, the delegates are free to vote as they see fit except where an instruction has been given; but a society can, by instructing its delegation, bind it to vote as a unit (that is, to cast all of its votes in accord with the decision of the majority of the delegation) on all issues, on a particular class of business, or on certain matters to be acted on by the convention.

The term caucus is also sometimes applied to a similar meeting of all the known or admitted partisans of a particular position on an important issue - in a convention or any other deliberative assembly - who meet to plan strategy toward a desired result within the assembly. Such a meeting may be held on the presumed informal understanding that those who attend will follow the decisions of the caucus.

#### **§59. ORGANIZATION OF A CONVENTION OF AN ESTABLISHED SOCIETY**

Most conventions must operate on a closely controlled schedule and transact a large amount of business quickly - often with rented facilities available only for a prearranged length of time and with each added day of meetings entailing considerable expense both to the association and to the delegates personally. Maximum effort toward a well-organized convention is therefore essential.

##### **Advance Preparation**

The work of organizing and preparing for a convention normally begins weeks or months in advance and involves many committees, under the general direction of the officers and the board of the association.

The principal parliamentary functions most directly connected with the formal organization of the convention itself are performed by three committees, each of which has been appointed by the president or the board as prescribed in the bylaws. These three committees are: (1) the Credentials Committee, which prepares and certifies to the convention the list of officers, delegates, and alternates that it has registered after finding them entitled to accreditation; (2) the Committee on Standing Rules, which drafts rules of operating procedure specially required for the particular [page 589] convention; and (3) the Program Committee, which works out a convention program combining a suitable order of business (41) with special features designed to promote and develop the association or society as a whole. Because the duties of these committees are exacting, a member should never be appointed to one of them for any other reason than his ability in the field involved.

In addition, depending on the size of the convention, one or more committees concerned with the necessary physical arrangements, such as securing the hall, hotel accommodations, and related services, should be appointed. If a single committee is responsible for all of these matters, it may be known as the Convention Arrangements Committee.

Another important committee that usually works before as well as during the convention is the Resolutions Committee. This committee screens and recommends appropriate action on resolutions and original (as distinct from incidental) main motions to come before the convention.

The duties of the convention committees are more fully explained in the succeeding pages of this chapter.

Each of the regular standing committees of the association - in consultation with the presiding officer, the executive body or board, and the Program Committee - should also carefully plan the presentation and management of the convention business that is the particular committee's concern.

A pre-convention meeting of the board of the association is often held in the convention city a day or more in advance of the convention opening. A number of decisions bearing on business to come before the convention may be made at this meeting.

##### **Services of a Parliamentarian**

A key consultant in the preparation for a convention should be the parliamentarian, who should be engaged well in [page 590] advance. It is desirable that this person be a professional - the more seasoned in actual operating experience within organizations, the better. Although he has the duty of giving parliamentary advice and opinions (see pp. 449-51) at convention meetings (where he should be seated next to the presiding officer), the parliamentarian's most important work may well be performed before the convention opens. During the period of preparation and while the convention is in progress, he should serve as the principal adviser to the president, the officers, and the committee chairmen regarding management of the convention as it relates to the actual transaction of business. The chairmen of the Credentials Committee, the Committee on Standing Rules, the Program Committee, the Resolutions Committee, the Elections Committee if there is one, and the standing committees who are to present business to the convention should all consult with the parliamentarian during this time; and it may be advisable that he should attend certain meetings of these committees. The parliamentarian should always be present at the pre-convention board meetings mentioned above.

##### **Formal Organization Procedure at the Convention**

Before a convention can transact any other business, it must officially form itself into a single voting body - which is done at the first business meeting. Preliminary ceremonies - whether at the commencement of the convention or at the beginning of each day - are not regarded as business. A separate formal opening of inspirational nature can be held, if desired, before the convention is officially organized. When the assembly of delegates of an established society has been so organized in accordance with the bylaws or other governing rules as described below, it then acts as [page 591] and in the name of the whole society and may be referred to as "The Tenth Annual Convention of the National Society of \_\_\_\_\_" or, as common formerly, "The National Society of \_\_\_\_\_ in convention assembled." The official organization of the convention is brought about by the separate consideration and adoption of the reports of three committees mentioned above - the Credentials Committee, the Committee on Standing Rules, and the Program Committee, in that order.

As each report comes up for consideration, it is presented to the convention by a reporting member, normally the respective committee chairman. This person should conclude his report with a statement that "by direction of the committee" he moves its adoption - unless he is not a voting member of the convention, in which case anyone who is such a voting member can make this motion; a convenient practice is for the recording secretary of the convention or a qualified member of the committee to do so. No second is required if the motion is made by a member of the committee. If no one offers the motion promptly, the chair can call for it, or can assume it by stating, for example, "The question is on the adoption of the report of the Program Committee."

Each of these committee reports is debatable and amendable. In an ordinary convention of a society, however, debate or proposals for amendment of any of them seldom occur, and the reports are likely to be adopted without dissenting vote - if the committees have done their work well. (The vote required for their adoption is a majority for the reports of the Credentials Committee and the Program Committee, and normally a two-thirds vote for that of the Committee on Standing Rules, as explained on pp. 600-601.) With the adoption of these three separate reports, the convention is officially organized for conducting business.

#### **Credentials Committee**

**RESPONSIBILITIES.** The specific duties of the Credentials Committee are listed below. Items (1) through (4) must of necessity be spread over a considerable period of time in advance of the convention. Items (5) and (6) must be performed at the convention location during the period leading up to the convention opening. Items (7) and (8) relate to the committee's duties during the convention.

1) Distribution well in advance, to each constituent body entitled to representation, of (a) information, in accordance with the bylaws, as to the authorized number of representatives and alternates, eligibility requirements, and the time and manner of their election;\* and (b) credentials forms with instructions that they are to be returned by a specified date after having been filled in with the names of the representatives and alternates designated by the constituent unit, and having

been signed by the unit's secretary and sometimes also by its president. A single form can be used for all representatives and alternates, or a separate form in the form of a card can be used for each delegate and each alternate, with different colors to distinguish delegates from alternates. If alternates are paired with specific delegates as described on page 585, double cards can be used.

2) a) Examination of all forms returned, to verify the eligibility of each member listed; and (b) notification to the proper constituent unit whenever an elected delegate or alternate is found ineligible (through nonpayment of dues, insufficient duration of membership, etc.), advising the unit of its right to designate one of the elected [page 593] alternates named on its credentials form to take the place of any ineligible delegate (unless replacement is automatic because of pairing of alternates with individual delegates).

3) Compilation of the list of members entitled to register and the basis of this right (officer who is a convention member ex officio, unit president, elected delegate, alternate, etc.) arranged for quick reference - as alphabetically by districts, clubs, sections, or as may be suitable.

4) Arrangements for registration to take place at the convention - beginning one or two days before the convention opens (see p. 594).

5) Registration - which normally includes these steps:

a) Submission, by the member intending to register, of evidence that he is entitled to do so;

b) Verification by the committee, or a subcommittee of it, that the member's credentials are correct;

c) Recording of the member as officially registered, upon his paying the registration fee (which is sometimes sent in advance) and signing the list of registrations; and

d) Issuing of the particular badge to which the member is entitled, the official program, and additional necessary information, such as time and place of individual section or committee meetings or workshops.

6) Preparation of the committee's first report to the convention, which can include registrations only to such an hour as will enable the chairman of the Credentials Committee to present this initial report as the first item of official business of the convention.

7) Continuation of the committee until the convention ends - to record changes in the registration rolls occasioned by: (a) additional registrations (which the bylaws or the convention's standing rules [pp. 599ff.] may [page 594] require to be closed at a specified time slightly earlier than the final adjournment); or (b) the departure of delegates and the reregistration of alternates who replace them.

8) Submission of a supplementary credentials report - at the beginning of the first business meeting each day and at other times when required - as resulting from changes in the registration rolls.

In societies that maintain a permanent administrative headquarters, most of the clerical duties required of the Credentials Committee in advance of the convention usually develop into a routine technique preserved from year to year and performed largely by the regular paid staff; but the authority and responsibility for general direction of this work remain with the Credentials Committee.

**TIMES AND PLACE OF REGISTRATION.** The times and the place of registration should be announced in the printed convention program. In a convention of any size lasting for a number of days, registration may begin one or two days before the convention opens, and provision should be made to handle a heavy volume of registrations during the afternoon and evening before the opening business meeting, as well as on the morning of that meeting. This registration normally takes place in a separate room or hall whose size and equipment depend on the probable total number of registrants. Throughout the convention, a registration desk of the Credentials Committee in a convenient location should be manned a reasonable time before each business meeting begins, and should always remain open during meetings. Near the end of the convention, usually only one or two committee members stay on duty.

**METHOD OF REGISTRATION.** The method used by the Credentials Committee to register the delegates and [page 595] alternates will vary according to the size of the convention. A procedure in common use is outlined as follows: The entire association holding the convention is divided into parts, such as states, districts, or counties, and a separate section of the register - often prepared in triplicate, as noted below - is set up for each subdivision. Each section of the register contains - arranged in an appropriate logical order - the typed names of the constituent societies or units located within the corresponding geographical area; and under each unit's name are typed alphabetically the names of the delegates and alternates that have been sent in on the unit's credentials blanks, provided that these persons have been found eligible by the committee. During the initial period when the bulk of registrations take place, usually two committee members are assigned to a separate and conspicuously marked table or station for each section of the register. In a large convention, ushers may be helpful in guiding delegates and alternates to the proper section, where they present their credentials and sign the register to the right of their typewritten names. At least one, and frequently two, duplicate registers (or photo-copy-reproduced sets of the register pages) are desirable in addition to the Credentials Committee's master copy - one duplicate list to be submitted as an attachment to the committee's report, the other for later use by election tellers in verifying the eligibility of voters. By use of the latter copy, counting procedure in an election can be expedited by dividing the tellers into subcommittee groups for each section of the register, according to the same pattern as in the case of the Credentials Committee members during registration. The delegates' badges can also be correspondingly labeled or numbered to facilitate identification with the correct section.

Cases of contested seats in a delegation will seldom arise except in political conventions. In the rare event of a contest between two delegates or groups of delegates and serious [page 596] doubt as to which is entitled to be seated, the committee should omit both from the list and report the fact of the contest to the convention as explained below. If, on the other hand, after hearing the facts, the committee thinks the contest is not justified, it should enter on the list only the names of the delegates whose claim it finds to be legitimate. The same rules apply to the more common case of delegates chosen by a local unit that is not entitled to representation or has chosen delegates in excess of its entitlement.

**ADOPTION OF REPORT.** Before the receipt of the Credentials Committee report, since the membership has not been established, no motion whatever is in order under any pretext except those that are in order in the absence of a quorum. (But see pp. 621-22 for necessary variations in the case of conventions not of a permanent organization.) Even, for example, a motion relating to the validity of the holding of the convention is not in order. It is, therefore, essential that the committee establish and hold itself to a deadline for registrations to be included in its first report, which will leave it time to prepare that report. The opening ceremonies will afford some opportunity for this work, and, while it is in process, delegates can continue to register - but not to be included in the committee's initial report. If the report is not ready in time, the convention may continue with other nonbusiness matters, such as speakers, or may stand at ease or take a recess.

The Credentials Committee report, which is read by the committee's chairman, should state in substance that, "Attached is the list of the names of the voting members of the convention and their alternates who have been registered up until . . . [indicating the hour to which the list is corrected]." This statement should be followed by whatever statistical summary is customary in the particular organization (frequently including a breakdown according to basis [page 597] of voting membership as indicated in item [3] on p. 593), and should always give the total number of convention members entitled to vote and the number of registered alternates. Normally the list of delegates and alternates is not read unless a portion of it is read upon request, for information. If there is an unresolved contest between delegates, the particulars should be stated, as well as the fact that the names of the contesting or contested delegates do not appear on the roll. The committee chairman concludes the report by saying, "On behalf of the committee, I move that the roll of delegates hereby submitted be the official roll of the voting members of the convention." The report with the attached list of names should then be handed to the chair or to the secretary.

Unless there is debate or proposed amendment, the chair, before taking the vote on the adoption of the report, asks, "Are there any questions on the report?" If seat(s) are contested, an amendment can be offered substantially in this form: "To amend by adding 'provided that the name of George J. Morse be added to the roll of delegates as submitted, as a delegate from the state of Missouri.'" The name of the rival delegate can then be offered in a secondary amendment, for example, "to strike out 'George J. Morse' and insert 'Frank Norton.'" Whether or not a contest is reported, it is in order to move such amendments or even to move to substitute an entirely different set of delegates for any delegation in the reported list, but no such amendment is permitted to include more names than those of a single challenged delegate or delegation all of whom are challenged on the same grounds, together with any claimants involved. On an amendment proposing changes in the list of delegates, none of the delegates involved in the case can vote. Those seated by the committee, though contested in a case not yet reached, can vote on all cases except their own. On the question of adopting the Credentials [page 598] Committee's report or on motions connected with its consideration, only those persons whose names are on the list of voting members reported by the committee (as this list stands after any amendment already approved by the convention) are entitled to vote.

**ROLL OF VOTING MEMBERS; SUPPLEMENTARY REPORTS.** When the report of the Credentials Committee is adopted, it is thereby ratified as the official roll of voting members of the convention - subject to changes through later reports. A voting member who registers after the submission of the first report assumes his full status as soon as he has done so, if his status is not questioned; if it is, it must await a decision by the committee or the convention itself. Although the Credentials

Committee normally makes a supplementary report only at the beginning of each day, it may be called upon to do so at other times, such as immediately before an important vote. If there has been no change in the roll of registered delegates since the last report, no motion or vote is required; but if there are changes, the committee chairman should conclude his report by saying, "On behalf of the committee, I move that the revised roll of delegates hereby submitted be the official roll of voting members of the convention." Although this motion might appear to be one to amend something previously adopted (35), it requires only a majority vote for its adoption, since it is always understood that the roll will be added to and subtracted from as delegates arrive late or leave early, and alternates may thereby be shifted in status. The Credentials Committee's master roll of currently registered voting members of the convention should be maintained at all times in such a way that their exact number can be promptly determined. Accuracy of the list of registrants is essential, since it may affect the outcome of elections or closely contested issues. If the bylaws or [page 599] the convention's standing rules do not prescribe a quorum (40) - which they should do - the quorum is a majority of the number of voting members who have actually registered, irrespective of whether some may have departed.

#### Committee on Standing Rules

**RESPONSIBILITIES.** The Committee on Standing Rules drafts and submits for consideration a group of rules known as "The Standing Rules of the Convention," which, as adopted, will apply to that one convention only. These rules must in no way conflict with the bylaws of the society, but (in contrast to ordinary standing rules in a local society) they can involve modifications of rules contained in the parliamentary authority prescribed by the bylaws. The standing rules of a convention usually contain both "parliamentary" rules relating to the conduct of business, and nonparliamentary rules, so that in some ways they resemble a combination of special rules of order and ordinary standing rules (2). Since their effect expires at the close of the session that adopts them, however, they differ from either of the latter types of rules in certain respects.

The standing rules of successive conventions held by a society often become developed to a point where little change in the rules adopted by the preceding convention is necessary. On the other hand, the work of this committee may sometimes require extensive research into past proceedings of the organization. In any case, the parliamentarian should always be consulted regarding the convention's standing rules, and he often prepares a first draft for submission to this committee.

A copy of the "Proposed Standing Rules of the Convention" that the committee is to recommend - usually [page 600] printed in the official program - should be handed to each person when he registers.

**PRESENTATION AND ADOPTION OF CONVENTION STANDING RULES.** The report of the Committee on Standing Rules is presented to the convention immediately after the adoption of that of the Credentials Committee by offering a motion in a form similar to item 9, tinted page 31, and by reading the proposed rules in their entirety - regardless of their previous distribution - unless, in cases where every delegate has been provided with a copy and the rules generally do not change from year to year, a firmly established custom of the organization permits this reading to be omitted. After debate or amendment (if any), a single vote normally is taken on the complete body of rules. It should be understood that seriatim consideration (28) is not applicable because, although the rules may be organized to have the appearance of being a single document, they are, in fact, a group of separate main motions being offered by the committee under one enacting motion. By the demand of a voting member of the convention, a separate vote can be required on any individual rule (see p. 265), although such a demand is advisable only if a serious matter appears to be at stake. If such a demand is made, the remainder of the rules are acted on first, and then those separated out are acted on individually. Under the usual procedure of voting on the standing rules as a "package," a two-thirds vote is required for their adoption - because, if they are to fill the needs of the convention, they nearly always include provisions which can be imposed only by a two-thirds vote. If a new rule is proposed, either during the consideration of the committee's proposed rules or later during the convention, it should be acted on separately after the adoption of the committee's proposals as discussed below.

[page 601] **VOTE REQUIRED FOR ADOPTION OF AN INDIVIDUAL RULE.** If a standing rule of a convention is voted on individually, the vote necessary for its adoption is in some cases two thirds and in others a majority, depending on the nature of the rule:

1) Convention standing rules requiring a two-thirds vote for adoption (even individually) are, in principle, distinguished by the same characteristics as provisions which, in an ordinary local society or assembly, would need a two-thirds vote to be placed in effect for the duration of a meeting or session, or would require adoption as a special rule of order to continue in force from session to session (see 2). An example would be a rule limiting the time allowed for debate. Rules in this class are described by the term parliamentary standing rules in a convention as used in this book.

2) A standing rule is individually adoptable by a majority vote in a convention if it does not fall in class (1) above, and consequently could be adopted in a local assembly as an ordinary standing rule (see 2). Examples of such convention rules would be those relating to the wearing of badges or to the format in which written reports or resolutions shall be submitted.

**VOTE REQUIRED TO AMEND OR RESCIND A CONVENTION STANDING RULE.** To amend or rescind a standing rule of a convention requires a two-thirds vote or the vote of a majority of all the delegates or other "voting members" of the convention who have been registered, except that a rule individually adoptable by a majority vote can be amended or rescinded by a majority vote after notice on at least the preceding day.

**SUSPENSION OF A CONVENTION STANDING RULE.** Any standing rule of a convention (except one [page 602] prescribing the parliamentary authority) can be suspended for a particular specified purpose by a majority vote, even if the rule required a two-thirds vote for its adoption. Under such a suspension, however, the applicable rules in the parliamentary authority prescribed by the bylaws (or by a rule of the convention) come into force - as if the standing rule had not been adopted. To suspend a convention standing rule and also the general parliamentary rule normally applying to the same situation requires a two-thirds vote, just as to suspend the general rule when no standing rule is involved (25).\* No standing rule of a convention can be suspended for the remainder of the session, and no standing rule which has only a single application can be suspended, since this would be equivalent to rescinding the rule, and the case would have to be treated accordingly.

**SAMPLE SET OF CONVENTION STANDING RULES.** The standing rules of a convention must vary with its size, type, and responsibilities. While it is not possible to frame model rules which are universally applicable, the following sample set illustrates the nature of the standing rules adopted by many conventions.

[page 603]

#### STANDING RULES OF THE \_\_\_\_\_ CONVENTION OF \_\_\_\_\_

Rule 1. (a) The Credentials Committee, directly after the opening ceremonies of the first business meeting,\* shall report the number of delegates and alternates registered as present with proper credentials, and shall make a supplementary report after the opening exercises at the beginning of each day that business continues.

(b) A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of business meetings.

Rule 2. For admission to the assembly hall, to facilitate identification and seating, members, alternates, and others shall be required to wear the badge issued by the Credentials Committee upon registration.

Rule 3. A resolution offered by an individual member shall be in writing, signed by the maker and the seconder-each of whom shall be a voting member of the convention-and shall be sent directly to the desk of the Recording Secretary.

Rule 4.\*\* (a) All resolutions except those proposed by the Executive Board [or "Board of Directors," "Board of Managers," etc.] or by committees, and all recommendations made in reports of officers or committees of the convention that are not in the form of resolutions, shall be referred without debate to the Resolutions Committee; resolutions proposed by the [page 604] Executive Board or by committees shall be presented by the Board or proposing committee directly to the convention.

(b) Each member who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee if he so requests.

(c) The Resolutions Committee shall prepare suitable resolutions to carry into effect recommendations referred to it, and shall submit to the convention, with the Committee's own recommendation as to appropriate action, these and all other resolutions referred to the Committee, except questions which the Committee by a vote of two thirds of its members may decide not to report.\*

(d) The convention by a majority vote may suspend this Rule 4 and may immediately consider a question, or may order the Resolutions Committee to report a question at a certain time, even if the Committee has voted not to report it.

Rule 5. No member shall speak in debate more than once on the same question on the same day, or longer than two minutes, without permission of the convention granted by a two-thirds vote without debate.

Rule 6. All reports and other material for the permanent record or printed proceedings shall be in typing and, immediately on presentation, shall be sent to the Recording Secretary.

Rule 7. Nominations for each office to be filled by the convention shall be limited to one nominating speech of three minutes and one seconding speech of one minute for each nominee.

Rule 8. Notices for announcement to the convention shall be in writing, signed by the person (or a proper representative of the persons) under whose authority [page 605] the announcement is issued, and shall be sent to the desk of the Recording Secretary.

Rule 9.\* The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Society [or "Federation," "Association," etc.] and these standing rules.

#### **Program Committee**

The Program Committee plans and submits the proposed schedule of meetings, proceedings, and special events of the convention. When the program is adopted by the voting body, with or without amendment, it becomes the order of business of the entire convention session (41). The program also commonly includes - interwoven throughout the convention timetable - a series of addresses, forums, workshops, exhibits, tours, and other activities designed for membership-training, motivational, or entertainment value.

**RESPONSIBILITIES.** The nature of a convention Program Committee's responsibilities is considerably more complex than for a committee of the same name in a local society that includes a "program" as a part of each meeting. The overall program must cover all aspects of the society's work and commitments on the level at which the convention is held (district, state, national, etc.) - reviewing the period [page 606] since the preceding convention and anticipating the course of the society until the next convention. In addition to enabling the convention to handle all business that it should consider within the time available, the program should be of such nature as to stimulate each delegate to an evaluation of the society's policies, accomplishments, and opportunities, inasmuch as benefit from the convention to the general membership may depend largely on the impression that each local president or delegate transmits to the unit he represents.

The Program Committee usually begins work soon after the preceding convention closes, and its duties continue throughout the convention that it plans - so that it functions as virtually a standing committee of the organization. The Program Committee should work in close contact with the president and the parliamentarian.

**PLANNING THE PROGRAM.** Although the program must come before the convention for adoption and can be amended by it, many details must be decided far ahead. Prior to the convention, the Program Committee must have the authority (sometimes with designated members of the executive committee or board as advisers, and often acting in cooperation with a Convention Arrangements Committee) to engage outside speakers or entertainers, to work out an order of business allotting appropriate amounts of time to each subject, and to make all necessary advance arrangements.

Some societies mail a tentative skeleton program to the constituent units several weeks beforehand as part of a printed "Call to Convention." The complete program that the committee expects to recommend should be printed at the latest practical time for handing to each person as he registers at the convention.

The order of business for the complete series of a convention's business meetings normally includes, in expanded form, the elements of the one followed in ordinary meetings [page 607] of the society's constituent units (41). In the case of the convention, however, greater detail and precision are necessary for two principal reasons: (1) Adherence to a prearranged schedule is imperative if the convention is to complete its work - timing being an especially important factor if there are to be features carried by radio and television at particular hours, addresses by government officials, or appearances by professional artists. (2) Each member has the right to know at which meeting and at what approximate time a particular matter can be expected to come before the convention, so that he may avoid absence from the hall during important debates or votes.

Some organizations divide the printed convention program into two parts, the first of which gives the times and places of special events and - for each business meeting - only the hours of the call to order, adjournment, and any scheduled recesses. The second part, listing the items or classes of business set for each meeting, is then known as the agenda (41). Use of this term does not alter the fact that the items must be brought before the convention in the order named, and not until the meeting or hour for which they are set.

While it is not possible to set out a model program that would be suitable for all conventions, the following principles are commonly applicable:

- Notice of the times of registration should be given early general distribution by mail, and should also be printed in the convention program.
- Handing out - with the program - a schedule of pre-convention meetings of the board and of committees is often advisable, although the persons directly concerned with these meetings may need to be separately informed at an earlier time.
- When the invocation is offered, the national anthem is played or sung, and the pledge of allegiance is recited in opening ceremonies, they should always be in that order - that is, the invocation first and the pledge last.
- [page 608]
- If there is an address of welcome - often given by a local public official at the opening of the convention - it should, as a matter of courtesy, be followed by remarks of acknowledgment and appreciation by the presiding officer or his designee on behalf of the organization.
  - For each meeting, the program should specify the hour of opening and closing, and the program or the agenda should specify the order in which the subjects or classes of subjects assigned to that meeting are to come up. The extent to which such classes are subdivided should be guided by the particular conditions and probable timing problems of the individual convention. Sufficient time should be allotted for thorough consideration of each important policy question that is expected to come before the convention. For such an item of business, it is frequently advisable to set a particular hour - which automatically makes the matter a special order unless otherwise specified (see p. 360). Listed subjects for which no hour is specified are general orders for the meeting to which they are assigned.
  - Reports of officers are commonly presented in the order in which the officers are listed in the bylaws, the president reporting first, unless it is the desire or practice of the organization to vary from such an order. Action on the report of the auditors should immediately follow the treasurer's report. Often reports of officers that are for information only and do not require action by the convention are printed and distributed in advance. In such a case it may not be necessary to have the report read; the chair can simply pause for any questions by delegates to the reporting officer, and the reporting officer can make additional comments on his report at that time. The report of the board, if any, usually should follow the reports of officers.
  - Reports of committees that are for information only and that do not require action by the convention [page 609] should, as far as possible, be brought up in succession at the same point in the order of business. Time can frequently be saved by reproducing and distributing these reports in advance, in which case it may be unnecessary to read them aloud to the convention. The chair can then simply call the name of each committee in sequence, pausing for any questions. The chairman of any committee can be permitted to make additional comments upon his committee's report at that time.
  - The report of a committee having a resolution or other motion to offer can be received at any appropriate time, but it should usually be before the report of the Resolutions Committee.
  - A time for announcements should immediately precede the adjournment of each meeting of the convention.
  - Beginning with the second day of the convention (unless a rule or resolution is adopted providing for the approval of the minutes of the entire convention by the board or a committee), the minutes of the preceding day's meetings should be read immediately after any opening ceremonies at the first meeting of each day. Authority to approve such minutes is then usually delegated to the board or to a special committee, by means of a standing rule of the convention or an adopted resolution introduced by the Resolutions Committee.
  - Business unfinished at the end of a day normally is taken up after the reading of the minutes (or after the opening of the meeting, if the minutes are not read) at the resumption of business the next day - provided that the program makes no special provision for unfinished business on that day and there is no conflict with a special order. If unfinished business is not listed as such in the program each day, the planned timing should nevertheless allow for it; a listed heading of "Unfinished Business" [page 610] should then be provided near the end of the last business meeting, and at any point where it is advisable because special orders have been scheduled early in the day (see also 41).
  - Nominations and the election of officers should take place relatively early in the convention, if possible, so that there will be time to complete balloting if more than one ballot must be taken.
  - If there is to be a formal installation of officers, this ceremony is often made a part of a closing banquet meeting, at which any presentations of gavel, pins, awards, or the like are also made.

It is often advisable to schedule a meeting of the executive body or board of the association a day after the close of the convention, asking the board members and other necessary personnel to remain in the convention city for this purpose. If such a meeting is to be held, its time and place may be announced in the printed convention program.

**ADOPTION OF THE CONVENTION PROGRAM.** The program is the president's guide as to the order of business during the initial proceedings, even before it has been formally adopted by the convention. Directly after the adoption of the standing rules, the report of the Program Committee is presented - normally by the committee chairman - somewhat as follows: "Mr. President, a printed copy of the program as proposed by the Program Committee is in the hands of each registrant for the convention. By direction of the committee I move the adoption of the program as printed." (If the chairman or other person presenting the report is not a voting member of the convention, he omits the motion for adoption. For procedure in such a case, see p. 591.)

[page 611] If last-minute changes in the program have become necessary, the chairman can make his report by saying: "Mr. President, because of . . . [briefly indicating reasons], the Program Committee recommends the following modifications in its proposed program which has been printed and placed in the hands of each registrant for the convention: . . . [clearly stating each change, with reference to page and line in the printed program]. By direction of the Program Committee, I move that, with these changes, the printed program be adopted." This motion is debatable and amendable. A majority vote adopts the program - even if it contains special orders. While the making of a special order requires a two-thirds vote under ordinary circumstances, the situation is different in the case of a convention program, where the special order is part of a complete order of business being adopted for the current session.

To change the program after its adoption requires a two-thirds vote or the vote of a majority of all the delegates or other "voting members" of the convention who have been registered - or unanimous consent, which can usually be obtained with no difficulty in cases where a departure from the program is justified. Thus, an affirmative vote to adopt the program cannot be reconsidered. (See pp. 51-53; see also Program and Taking Up Business Out of Its Proper Order, pp. 351-53). Changing the program to add additional meetings within the same session requires such a vote except that during the last meeting scheduled by the program an additional meeting may be set by majority vote through the use of the motion to Fix the Time to Which to Adjourn (22). Any proposed changes except those to which there is obviously no reasonable alternative are best referred to the Program Committee. The committee can recommend changes if and when needed while the convention is in progress, but neither the presiding officer nor the Program Committee is free to alter the program as adopted - which only the convention can do.

[page 612] (For parliamentary rules applying at the expiration of the time allotted to a subject, and procedure at scheduled times of adjournment, see pp. 215, 230-32, 359, 362.)

#### **Convention Arrangements Committee**

The complex arrangements necessary to a convention generally require the coordination of many additional details that are outside the province of any of the other committees mentioned in this chapter. In the simplest case a Convention Arrangements Committee is appointed - usually by the board at the convention level. Most often the committee's membership is largely made up of members of the constituent society or societies acting as convention hosts; it should, however, include persons who have had experience in similar work at prior conventions. In cases where there has been competition between cities for the convention site, it is often well to place on this committee local members who were instrumental in obtaining the selection of their city.

The Convention Arrangements Committee may be empowered to consult experts, who may include professional convention managers. Assistance frequently is obtainable also from staff members of hotels where conventions are held, and from convention bureaus in many cities.

Depending on the size and duration of the convention, duties ordinarily assigned to the Convention Arrangements Committee are sometimes delegated to subcommittees or even distributed among separate committees. At the outset, the convention headquarters must be selected and advance arrangements made concerning room accommodations in as many hotels or motor inns as may be necessary. The committee may work with the Credentials Committee in coordinating room reservations for delegates with their registration for the convention. While the Program Committee may arrange for all speakers and entertainment, details [page 613] relating to the overnight and other accommodations for these guests are usually a responsibility of the Convention Arrangements Committee. Ensuring that dignitaries and honored guests are met at the airport or other point of arrival may also be one of the latter committee's functions.

Printed or reproduced material assembled in cooperation with the Program Committee for distribution to the delegates in advance of the convention should include directions for getting to the convention by the various means of transportation available, and information about the locality, points of interest, restaurants, entertainment, tours arranged by the Program Committee, and parking facilities for those driving to the convention.

Careful attention should be given to seating arrangements within the hall, voting members always being located in a separate section if other persons are assigned seating space on the convention floor. Pages, messengers, ushers, and doorkeepers - who are essential to the good order of all but the smallest conventions - should be trained to perform their duties in a calm and courteous manner. During the convention, liaison should be maintained with the Program Committee to ensure, for example, proper seating on the platform, as the needs may change from meeting to meeting.

The staffing of an information desk throughout the convention may lie within the province of the Convention Arrangements Committee, together with additional functions in the areas of communications and public relations. If the meetings are to be covered by the press, the representatives of the various media must be kept informed of developments and provided with an area on the floor near the platform, or in some other point of vantage in the hall. It is often helpful to have facilities for typing and copying close at hand, as well as for the distribution of literature. In very large conventions it is wise to investigate existing telephone and other communication facilities and to provide for their augmentation if necessary.

[page 614]

#### **Resolutions Committee**

The Resolutions Committee - also sometimes called the Reference Committee or, in certain cases described below, the Platform Committee - has as its basic purpose the screening of all original main motions (10) that have not been screened by another committee and that come - or are to come - before the convention. It is usually not intended to require purely formal or incidental main motions to be submitted to the Resolutions Committee, or to refer to it resolutions reported to the convention by other committees (see also 51).

**VARIATIONS IN RULES RELATING TO THE RESOLUTIONS COMMITTEE.** The establishment of a Resolutions Committee in a convention represents a limitation on the ordinary right of members to propose any number of motions from the floor without notice - such limitation arising from the need for keeping within a schedule and disposing of a large amount of business within a short time. The degree of limitation imposed and the manner in which the committee functions vary considerably, depending on the organization, in particulars such as the following:

**Variations in the Time When a Resolution Can Be Introduced.** In the simplest situation a resolution is offered from the floor of the convention in the way it would be in an ordinary meeting. Such an arrangement is outlined in Standing Rules 3 and 4(a) on pages 603-604. A place in the program or agenda should then be provided at each meeting, under a heading such as "New Business," for the introduction of resolutions. Under this system, the proposer of the resolution says, "Mr. President, I move the adoption of [or "I offer"] the resolution which I have sent to the Secretary's desk." The secretary reads the resolution, announcing the names of the mover and the seconder, and the chair says, "Under the rules the resolution is referred to the Resolutions Committee."

To save even this time in a convention, an arrangement can be made whereby resolutions are submitted to the recording secretary without being formally moved and read in open meeting, and the secretary then must promptly deliver them to the chairman of the Resolutions Committee. The convention can suspend such a rule at any time, however - by a majority vote if it is a standing rule of the convention, or by a two-thirds vote if it is a higher-ranking rule (p. 17) - and can thus take up a resolution without sending it to the Resolutions Committee.

If many resolutions are customarily proposed by members, a permanent rule or provision in the bylaws can be adopted by the organization requiring all resolutions to be submitted to the committee, or to the executive secretary for delivery to the committee, a number of days, weeks, or even months in advance of the convention. This system can be arranged to allow time for sending copies of all resolutions considered by the Resolutions Committee to the constituent societies and their delegates in advance of the convention, thereby giving time for consultation and, possibly, instruction of delegates. In such cases it is advisable to provide that resolutions can also be introduced at the convention if permitted by a two-thirds vote in the individual case.

**Variations in Permitted Origin of Resolutions.** In the ordinary case only the members of the convention - that is, the delegates - are allowed to introduce resolutions for consideration by the assembly, and other members of constituent societies (who are not convention members) are allowed to speak for the purpose of suggesting

motions only with the consent of the convention. Such consent can be granted in an individual case, or a rule can be adopted specifying persons who, in addition to the delegates, can submit resolutions; the latter practice has particular value when resolutions are required to be submitted in advance of the convention meetings. [page 616] In some cases any member of a constituent society, whether he is a delegate or not, is permitted to offer a resolution. In other organizations a resolution is required to have the sponsorship of a constituent society itself. A number of organizations require even the resolutions offered by standing and special committees of the organization to be screened and reported by the Resolutions Committee. In some types of organizations the Resolutions Committee originates and drafts its own resolutions for submission to the assembly. In any society, when an officer or committee simply makes one or more recommendations, the Resolutions Committee is customarily assigned the task of putting the recommendation(s) in the form of resolution(s).

Variations in the Power of the Resolutions Committee. In the simplest arrangement, the Resolutions Committee has only the power to put resolutions in proper form, eliminate duplication where similar resolutions are offered, and ensure that all resolutions relating to a specific subject will be offered in a logical sequence. In other cases the committee is given the authority to make substantive alterations in a resolution, but only with the sponsor's consent; while in still others, by vote of the committee - sometimes a two-thirds vote - the substance of the resolution can be altered and the resolution can be reported to the assembly in the altered form as though the committee had originated it.

Except as the rules may provide otherwise, the Resolutions Committee is required to report all resolutions referred to it; but the committee can, if it wishes, report a resolution with "no recommendation." If the committee is given the power "not to report" a resolution - thus withholding it from consideration by the convention - a requirement of an unusually high vote within the committee (such as a three-fourths vote or a vote of two-thirds of the committee's members) should always be imposed; and the convention [page 617] should always be given power to override such a decision of the Resolutions Committee and order the committee to report the resolution, by a majority vote (see Rule 4(d) in the sample standing rules of a convention, p. 604). In this connection, it should be noted that voting "not to report" a resolution, reporting it with "no recommendation," and reporting it with the recommendation that it be rejected by the convention are each quite different.

PLATFORMS OR POLICY STATEMENTS. In political and certain other types of organizations, the Resolutions Committee is required to prepare and report a platform for adoption by the organization, setting forth its views, aims, and aspirations. Other associations occasionally require the committee to draft statements of policy or similar documents that take the form of a platform rather than of a resolution. In such a platform or statement, many of the principles applicable to drafting resolutions are followed.

If there is a preamble, instead of beginning each paragraph with the word "Whereas," a participle is used; thus, "Believing in the . . . [etc.]." Each paragraph is terminated by a semicolon and, in the case of the next-to-the-last paragraph, the word "and." The last paragraph of the preamble may be followed by the word "therefore." Each new paragraph of the preamble begins with another participle. In the body of the paper, each paragraph, instead of opening with the enacting words "Resolved, That," begins with a verb denoting an attitude or position - for example, "Affirms . . .," "Assures . . .," "Condemns . . .," "Calls upon . . .," and the like. As in a resolution, no paragraph should contain a period within its structure. The paragraphs of the body of the document can be linked by a semicolon and the word "and," as in the preamble, or a semicolon only can be used. The first paragraph of the body of the statement is often somewhat general. The preamble and the [page 618] body of the statement may be connected by words such as "Issues this statement of . . . ; and. . ." The full name of the organization can precede these words, or it can be placed before the preamble; for example, thus:

Believing . . . ;

Recalling . . . ; and

Noting . . . ;

The Phoenix Improvement Association issues this statement of its basic governing principles; and

Affirms . . . ;

Assures . . . ; and

Condemns . . .

Or:

The Phoenix Improvement Association,

Believing . . . ; and

Holding . . . ; therefore

Issues this statement of its basic governing principles; and

Affirms . . . ;

Assures . . . ; [and so on].

COURTESY RESOLUTIONS. In addition to its duties in regard to the resolutions which are referred to it and which usually relate to policy matters, the Resolutions Committee is often charged with the duty of drafting and presenting to the assembly any courtesy resolutions that may seem appropriate. Ordinarily, courtesy resolutions express the appreciation of the convention to those who arranged accommodations for its physical needs or rendered it service.

MEETINGS OF THE COMMITTEE. Ordinarily the Resolutions Committee should make known, through [page 619] the program or announcements, the times and places it will meet. It is best to allow any sponsor of a resolution to appear before the committee to explain it and answer any questions about it; and interested delegates also may be allowed to attend and even participate in discussion. Many times such free discussion reduces friction that may have developed concerning a resolution, and the convention as a result goes more smoothly. After any open "hearings" of this type, the committee meets in executive session (9) to review each resolution and prepare its report. The parliamentarian may be asked to attend the committee's meetings.

REPORT OF THE RESOLUTIONS COMMITTEE. In reporting, the Resolutions Committee follows the procedure of any committee reporting back a resolution referred to it, as described in 51. Even when resolutions are submitted to the committee before the opening of the convention, the report on each resolution is treated as if it had been moved and seconded in the assembly before being referred to the committee. It is never necessary for the Resolutions Committee chairman or reporting member to move the adoption of a resolution being reported - unless the committee itself originated it, as in the case of courtesy resolutions.

When the committee recommends amendments to a resolution, in cases where it is not empowered to incorporate them itself, its chairman reports as follows:

RESOLUTIONS COMMITTEE CHAIRMAN: Mr. President, the Resolutions Committee recommends that the resolution relating to . . . [or "Resolution No. 6," etc.] be amended by striking out the words ". . ." and inserting the words ". . .," and that, as thus amended, the resolution be adopted. By direction of the Resolutions Committee, I move the adoption of the recommended amendment.

[page 620] If the convention members do not have reproduced copies of the resolution, the chair should read it before stating the question on the amendment. He then proceeds:

CHAIR: The Resolutions Committee recommends the adoption of the resolution with the following amendment . . . [rereading the amendment]. The question is on the amendment.

In instances where it is advisable for a resolution of overriding importance to be considered as a special order rather than as a part of the main body of resolutions reported by the Resolutions Committee, this is arranged through liaison with the Program Committee. The chairman of the Resolutions Committee then reports the resolution at the time prescribed for it in the agenda. If desired, the committee's report can include a preliminary motion establishing special rules for the consideration of the resolution, similar to the practice of the U.S. House of Representatives. The following is an example of such a rule:

Resolved, That at the time prescribed in the agenda the resolution relating to \_\_\_\_\_ be considered as a special order, the general debate to be limited to two hours and equally divided between, and controlled by, Mr. A, the leader for the affirmative, and Mr. B, the leader for the negative; that at the expiration of general debate the resolution shall be open to amendment, debate on said amendment(s) to be limited to two minutes for each member.

Under such a rule, the leaders for the two sides are recognized alternately by the presiding officer and can speak themselves or yield the floor to other member(s) for a portion of the time at their disposal. The leaders are usually the more ardent or persuasive advocates of the two positions, [page 621] and frequently they speak first and save themselves enough time so that at the end they can close debate for their side. An alternative procedure is to assign a longer period of debate to Mr. A and Mr. B, and require other members to adhere to a shorter limit. Often it is helpful to require general debate to be conducted first before amendments are allowed, but this provision can be dispensed with.

## CHAPTER VI: SUBSIDIARY MOTIONS

### §12. AMEND

The subsidiary motion to Amend is a motion to modify the wording-and within certain limits the meaning-of a pending motion before the pending motion itself is acted upon.

Less frequently, it may become desirable to apply a similar process to something already adopted - as bylaws, a program, or a resolution.

It should be noted that the motion then used is not the subsidiary motion to Amend, but a main motion having particular characteristics.

This section deals only with Amend as a subsidiary motion. (For the motion to Amend Something Previously Adopted, see 35).

Amend is probably the most widely used of the subsidiary motions. Its adoption does not adopt the motion thereby amended; that motion

remains pending in its modified form. Rejection of a motion to Amend leaves the pending motion worded as it was before the amendment

was offered.

Neither the member who offers an amendment nor the maker of the main motion amends or “makes an amendment”; only the assembly

can do that. A member's vote on an amendment does not obligate him to vote in a particular way on the motion to which the amendment

applies; he is free to vote as he pleases on the main motion, whether it is amended or not.

An amendment must always be germane - that is, closely related to or having bearing on the subject of the motion to be amended. This

means that no new subject can be introduced under pretext of being an amendment.

## CHAPTER VI: SUBSIDIARY MOTIONS

### §12. AMEND

Further Rules and Explanation

Form and Example: 1(a), 1(b). To Insert, or to Add (Words or a Paragraph).

Amendments are sometimes so simple or acceptable that they may be adopted by unanimous consent. For example, assume that while a main motion is pending, “That the Properties Committee be directed to secure estimates for the necessary building repairs,” a member moves “to amend by inserting the words 'at least three' before 'estimates.’” If the chair senses that there is general approval, he may say,

“If there is no objection, the words 'at least three' will be inserted. The wording would then be 'to secure at least three estimates.' [Pause.]

There is no objection; the words are inserted.”

**FRATERNAL ORDER OF EAGLES  
OFFICIAL NOMINATION FORM  
FOR  
BRITISH COLUMBIA AERIE OFFICE**

*(Please type or print clearly. If additional space is needed please attach separate sheet)*

AERIE NAME AND NUMBER: \_\_\_\_\_

NOMINEE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ CODE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_

DATE JOINED AERIE \_\_\_\_\_ NO. OF YRS: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_ EAGLE? YES NO NO. OF CHILDREN \_\_\_\_\_

**1. LOCAL AERIE OFFICES: (list from last to first with year)**

---

---

---

---

---

---

---

---

**2. LOCAL AERIE COMMITTEES: (list from last to first with year)**

---

---

---

---

---

---

---

---

---

---

---

---

**3. PROVINCIAL COMMITTEES: (list from last to first with year)**

---

---

---

---

---

---

---

---

---

---

**4. CURRENT MEMBERSHIP IN OTHER ORGANIZATIONS:**

---

---

---

---

**5. COMMUNITY SERVICE:**

---

---

---

---

---

AERIE

\_\_\_\_\_  
Aerie President

\_\_\_\_\_  
Aerie Secretary

SEAL

Date \_\_\_\_\_

## RECESS & NOMINATIONS

*A recess, strictly speaking, is a short intermission or break within a meeting that does not end the meeting or destroy its continuity as a single gathering, and after which proceedings are immediately resumed at the point where they were interrupted. During the recess, members may leave the hall or room in which the meeting is being held, but they are expected to remain nearby. A recess frequently has a purpose connected with the business of the meeting itself-such as to count ballots, to permit consultation among members, or the like. (For the motion to Recess, see §20.)*

### **§20. RECESS**

A recess is a short intermission in the assembly's proceedings, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.\* A recess may be taken, for example, to count ballots, to secure information, or to allow for informal consultation.

The privileged motion to Recess (or to Take a Recess) is a motion that a recess begin immediately, made while another question is pending.

A motion to recess that is made when no question is pending (whether the recess is to begin immediately or at a future time) is a main motion, and the eight characteristics given below do not apply to it. Consequently, a motion to recess is privileged only when another question is pending; and a motion to take a recess at a future time is in order only when no question is pending.

The eight characteristics below apply only to the privileged motion to Recess.

Standard Descriptive Characteristics

The privileged motion to Recess:

1. Takes precedence over all subsidiary and incidental motions, and over all privileged motions except those to Adjourn and to Fix the Time to Which to Adjourn. It yields to the privileged motions to Adjourn and to Fix the Time to Which to Adjourn (but in the cases where motions to adjourn or to set a time for meeting again are “not privileged” - that is, are main motions - it takes precedence over these motions; see 21 and 22). It also yields to any applicable incidental motions that may arise and that must be disposed of before the motion to Recess is voted on.
2. Is not applied to any motion. Motions to Amend can be applied to it. The Previous Question can also be applied to it to prevent amendments being moved, although this situation rarely arises in ordinary societies. No other subsidiary motion can be applied to it.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable.
6. Is amendable as to the length of the recess; any such amendment is undebatable.
7. Requires a majority vote.
8. Cannot be reconsidered.

Further Rules and Explanation

### **DECLARING A RECESS WHEN IT HAS BEEN PROVIDED FOR IN THE AGENDA OR**

**PROGRAM.** If a recess is provided for in the adopted agenda or program of a convention or other meeting, the chair, without further action by the assembly, announces the fact and simply declares the assembly in recess when the specified time arrives. If the chair does not announce the recess at the scheduled time, a member can call for the orders of the day (18), thereby demanding that the recess be declared.

**POSTPONING THE TIME FOR TAKING A PRESCHEDULED RECESS.** The time for taking a prescheduled recess can be postponed by a two-thirds vote if, when that time arrives, the assembly does not wish to recess. In the latter event, the taking of the recess is treated just as any other order of the day that is due to be taken up, and it can be set aside by any of the procedures described on page 215.

## Form and Example

Forms in which this motion may be made are: “I move that the meeting recess [or “take a recess”] until 2 P.M.”; “I move to recess for ten minutes”; or “I move to recess until called to order by the chair.”

If such a motion is adopted, the chair announces the result as follows:

CHAIR: The ayes have it and the meeting stands recessed [or, “in recess”] for fifteen minutes [rapping once with the gavel, if desired].

At the end of the specified time, the chair gains the attention of the assembly and begins:

CHAIR: The convention [or “meeting”] will come to order. The time of recess has expired. The question is on the resolution . . . [Or, if the recess was taken following the vote on a question or an election but before the result had been announced, the first business would be the announcement of the vote.]

## **ROBERT’S RULES OF ORDER (Newly Revised)**

### **CHAPTER XIV NOMINATIONS AND ELECTIONS**

#### **§46. NOMINATIONS AND ELECTIONS**

##### **Nominations**

A nomination is, in effect, a proposal to fill the blank in an assumed motion “that \_\_\_\_\_ be elected” to the specified position. In choosing someone to fill an office or other elective position in a society or assembly, a more effective freedom of choice is maintained through the practice of nominating persons for the office, rather than moving that a given person be elected as in the older British procedure. Hence, a form of ballot on which provision is made for voting “for” or “against” a candidate or candidates, as distinguished from a motion, is not proper. Since such a ballot is improper, in order to defeat a candidate for an office it is necessary to vote for an opposing candidate, thus avoiding the anomaly of an assembly refusing to elect anyone to an office.

Strictly speaking, nominations are not necessary when an election is by ballot or roll call, since each member is free to vote for any eligible person, whether he has been nominated or not. In most societies, however, it is impractical to proceed to an election without first making nominations. Unless the members' choice is confined to a small number of persons, voting may have to be repeated many times before a candidate achieves the required majority.

**Methods of nomination** are: (a) by the chair; (b) from the floor (sometimes called “open nominations”); (c) by a committee; (d) by ballot; (e) by mail; and (f) by petition. If no method of nominating has been specified in the bylaws and if the assembly has adopted no rule on the subject, any member can make a motion prescribing the method (31).

As the following descriptions of the six methods of nomination indicate, not all of them are appropriate or desirable in average societies. The order in which they are listed corresponds to that in which they would be voted on if all six were proposed in motions prescribing the method of nomination.

**NOMINATIONS BY THE CHAIR.** At a mass meeting it is a common practice to have the chairman nominated by the person who was designated to call the meeting to order, but an organized society should adopt other methods of nominating for office. The chair, however, can make nominations for committee membership and similar positions (an exception being made in the case of the nominating committee), as may be provided in the bylaws or by the adoption of a motion.

**NOMINATIONS FROM THE FLOOR.** Under the procedure of nominations from the floor, the chair calls for nominations at the time established by rule or custom of the organization or assembly - which may be while the election is pending or earlier, but in any case is subsequent to the report of the nominating committee if there is such a committee. A member need not be recognized by the chair to make a nomination. In a large

meeting or convention a member should rise when making a nomination from the floor, but in small assemblies nominations frequently are made by members from their seats. No second is required, but sometimes one or more members will second a nomination to indicate endorsement. Where more than one person is to be elected to an office or position, such as to a board of directors or trustees, or to a committee, no one may nominate more than one person for the office, if an objection is made, until every member wishing to nominate has had an opportunity to do so. In no event may a member nominate more persons than there are places to fill.

The same person can be nominated for more than one office, even if voting for all offices is to take place at the same time on a single ballot. If one person is elected to more than one office under these conditions, the case is resolved as described on page 425, line 30 to page 426, line 6.

If there is no nominating committee and nominations are to be from the floor, the chair calls for them by saying, for example, "Nominations are now in order for the office of President." If there is a nominating committee, the chair calls for nominations as shown on pages 421-22. When the presiding officer has called for nominations from the floor, a member rises and makes a nomination as follows:

MEMBER: I nominate Mr. A. [Or, in a large assembly, "Mr. President, I nominate Mr. A."]

CHAIR: Mr. A is nominated. Are there any further nominations [or "any further nominations for the office of President"]?

The chair repeats each nomination in this way until all nominations for the office have been made. (For the procedure for closing nominations, see p. 422.) Nominations for the different offices are thus called for in the order in which the offices are listed in the bylaws.

**NOMINATIONS BY A COMMITTEE.** In the election of officers of an ordinary society, nominations often are made by a nominating committee. Usually in such cases a nominating committee is chosen in advance to submit nominations for the various offices for which elections are to be held at the annual meeting.

**Designation of the Nominating Committee.** The nominating committee should be elected by the organization wherever possible, or else by its executive board. Although in organizing a new society it may be feasible for the chair to appoint the nominating committee, in an organized society the president should not appoint this committee or be a member of it - ex officio or otherwise. The bylaws may provide that "the President shall appoint all committees except the Nominating Committee" and that "the President shall be ex officio a member of all committees except the Nominating Committee"; the exception should not be omitted in either case.

**Nominees.** Although it is not common for the nominating committee to nominate more than one candidate for any office, the committee can do so unless the bylaws prohibit it. It is usually not sound to require the committee to nominate more than one candidate for each office, since the committee can easily circumvent such a provision by nominating only one person who has any chance of being elected (see also p. 431).

Members of the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean, first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and second, that appointment or election to the nominating committee could be used to prevent a member from becoming a nominee.

It is desirable policy for the nominating committee, before making its report, to contact each person whom it wishes to nominate, in order to obtain his acceptance of nomination - that is, his assurance that he will serve in the specified office if elected. The bylaws can make such a practice mandatory.

**Report of the Nominating Committee.** The time at which the nominating committee's report is made is a matter to be determined by rule or established custom of the particular organization - depending on its own conditions. In some societies this report is not formally presented to the voting body until the election is pending; but in any organization where advance interest in the election may develop, the nominations submitted by the committee should be made known to the membership earlier. These nominations can be mailed to all members, for example, several days before the regular meeting - usually the election meeting itself - at which the chair calls for additional nominations from the floor (see below). The report should always be formally presented at a regular meeting, even if the names of the committee's nominees have been transmitted to the

members of the society beforehand. Sometimes - in societies that hold frequent regular meetings - the nominating committee's report is presented at the regular meeting preceding the annual meeting (9) at which the election is to take place.

When the nominating committee is called upon for its report at a meeting, its chairman rises and presents the report as follows:

**NOMINATING COMMITTEE CHAIRMAN:** Mr. President, the Nominating Committee submits the following nominations: For President, Mr. A [or "John A"]; for Vice President, Mr. B; for Secretary, Mr. C; . . . [and so on for each office to be filled, naming the nominees in the order in which the offices are listed in the bylaws]. A minority within a nominating committee, as a group, may propose other nominees for some or all of the offices in any case where nominations from the floor are permitted.

A nominating committee is automatically discharged when its report is formally presented to the assembly, although if one of the nominees withdraws before the election, the committee is revived and should meet immediately to agree upon another nomination if there is time.

**Call by the Chair for Further Nominations from the Floor.** After the nominating committee has presented its report and before voting for the different offices takes place, the chair must call for further nominations from the floor. This is another stage of nomination and election procedure for which a number of details should be established by rule or custom of the particular organization. In many organizations, nominations from the floor are called for immediately after the presentation of the nominating committee's report - while the election is pending or earlier. When the calling for nominations from the floor is about to begin, if some time has elapsed since the presentation of the nominating committee's report, the complete list of the committee's nominations should be read again before further nominations are called for.

In some organizations all nominations from the floor are completed and nominations are closed for each office before voting for any office takes place. In other organizations, when nominations for one office have been completed, votes are cast for that office and the result is announced before the chair calls for nominations for the next office (see also pp. 424ff.). A custom of the organization based on its own conditions should determine which of the two procedures is used. In either case, the different offices are taken in the order in which they are listed in the bylaws. The chair, as he calls for nominations, first repeats the name that was submitted by the nominating committee, thus:

**CHAIR:** For President, Mr. A is nominated by the Nominating Committee. Are there any further nominations for President? [If a member nominates another person, the chair repeats the name of that nominee.] Mr. N. is nominated. Are there any further nominations?

When it appears that no one else wishes to make a nomination, the chair should again ask if there are any further nominations; and if there is no response, he normally declares that nominations (for that office) are closed, without waiting for a motion to that effect, as follows:

**CHAIR:** Are there any further nominations for President? . . . [Pause.] If not . . . [pause], nominations are closed. [Or, "Without objection, . . . nominations are closed."]

(For use of the motion to close nominations, which requires a two-thirds vote, see 31.) After nominations have been closed, a majority vote is required to reopen them.

After nominations have been closed, voting for that office takes place, or nominations for the next office are called for by the chair, depending on the procedure being followed by the particular organization.

**NOMINATIONS BY BALLOT.** The object of a nominating ballot is to provide the members with an indication of the sentiments of the voting body, which they may take into account in voting in the election. The value of the nominating ballot is that it shows the preferences without electing anyone. The nominating ballot is conducted in the same way as an ordinary electing ballot except that everyone receiving a vote is nominated; the tellers' report, therefore, does not state the number of votes necessary for nomination. Since each member has the opportunity to nominate on his ballot a candidate for every office, he does not have the right then to make nominations from the floor, unless the assembly by a majority vote authorizes such nominations.

**Impropriety of Making the Nominating Ballot the Electing Ballot.** Sometimes a motion is made to declare the nominating ballot the electing ballot. Such action negates all the advantages of a nominating ballot and is, in

effect, the same as having an electing ballot without any nominations. If there is to be only one ballot, it should be the electing ballot, with nominations from the floor, or by a nominating committee and from the floor. A nominating ballot cannot take the place of an electing ballot in an organization whose bylaws require elections to be held by ballot.

**Impropriety of Limiting Voting in the Election to the Two Leading Candidates.** In some organizations using the nominating ballot, an attempt is made to limit the voting on the electing ballot to the two nominees for each office receiving the highest number of votes on the nominating ballot. This - or any attempt to limit the number of candidates for an office to two, by whatever method they are nominated - is an unfortunate practice and should be discouraged. Often the two leading candidates for a position will represent two different factions, and division within the organization may be deepened by limiting the election to them. On the other hand, it may be possible to unite the members if the assembly has the choice of a compromise candidate.

**NOMINATIONS BY MAIL.** In organizations whose membership is widely scattered, the method of nominating by mail is often adopted. In such a case a nominating ballot can be prepared, deposited, and counted in the same way as an electing ballot - with the secretary of the organization mailing to every legal member a nominating ballot, plus instructions for completing and returning it as described on page 410. Or, in some organizations, a blank on which each member can submit the names of desired nominees, in a signed ballot, is used instead of a secret nominating ballot.

**NOMINATIONS BY PETITION.** The bylaws may provide that a member shall be a nominee upon the petition of a specified number of members. Sometimes, a nominating petition blank is mailed to the members with a copy of the list of nominees submitted by a nominating committee. In large state or national societies composed of local units, the blanks are sometimes mailed to these units with instructions for their distribution or processing.

## **Elections**

In an assembly or organization that does not have a rule or established custom prescribing the method of voting in elections, the voting can be by any of the accepted methods. While some form of election by ballot is generally appropriate in organized societies, each assembly should adopt - and each society should prescribe in its bylaws - the procedure best suited to its purposes and needs. Where there is no determining rule, a motion to fix the method of voting (or any other detail of nomination or election procedure) is an incidental main motion if made before the election is pending, or an incidental motion if made while the election is pending (30, 31). Such a motion can be offered containing a blank so that different methods are voted on in succession; or the chair can take votes on the methods in this way, assuming the motion, if no member objects. In the absence of a rule establishing the method of voting, the rule that is established by custom, if any, should be followed, unless the assembly, by adoption of an incidental motion or incidental main motion, agrees to do otherwise.

**BALLOT ELECTION.** Two alternative procedures for the sequence of nominating and voting in elections by ballot can be prescribed or adopted, as mentioned above. The first method requires the least time, while the second affords greater flexibility in choosing officers. These procedures are as follows:

- 1) All nominations can be completed before any balloting takes place - in which case voting for all offices is commonly done by a single ballot. This method is suitable for use in conventions where voting takes place at a "polling place" apart from the convention meetings. It may also be a preferred method in any large meeting where the time required for balloting is an important consideration. The elections should take place early in such a meeting, to allow time for any necessary additional balloting for any office for which no candidate receives a vote sufficient for election. Votes can be cast for any person who is eligible for election, even if he has not been nominated. The procedure followed in balloting, in counting the votes, and in reporting the results is described on pages 398-404. The tellers prepare a tellers' report for each office involved, in the form shown on page 403. When these reports are completed for all offices, the chairman of tellers, after reading

them to the assembly, submits them to the chair, who, as he reads each one of them again, declares the result for that office. In each case where a candidate has a majority, the chair declares that candidate elected. For offices for which no candidate has a majority, the chair announces, "no election." When the tellers' reports for all offices have thus been read, the chair directs that new ballots be distributed for those offices for which no candidate attained a majority (see also below). In balloting by this method, if a person has been nominated for a number of offices, it may happen that the same person is elected to more than one office. Although, strictly speaking, there is no prohibition against a person's holding more than one office, it is understood in most societies that a member can serve in only one such capacity at a time, and sometimes the bylaws so provide. In such a case, if the person elected to two or more offices is present, he can choose which of the offices he will accept. If he is absent, the assembly should decide by vote the office to be assigned to him, and then should elect person(s) to fill the other office(s).

2) Under the usual form of the second election procedure, balloting for each office immediately follows nominations from the floor for that office. The ballots are counted for one office and the result of that election is announced - after repeated balloting, if necessary - before the next office to be voted on is opened to nominations from the floor. The members are thus able to take into account the results for the offices voted on first, in deciding upon both nominations and votes for the later offices. Under this method the ballots normally consist of small slips of blank paper handed out by the tellers as each ballot is taken - on which voters write the name of the candidate of their choice (who need not have been nominated). This method is generally practical only in assemblies small enough that the votes from each balloting can be counted while the meeting briefly pauses-usually without recessing or proceeding to other business, although it can do either of these things if it wishes.

Whichever one of the preceding methods of election is used, if any office remains unfilled after the first ballot, as may happen if there are more than two nominees, the balloting should be repeated for that office as many times as necessary to obtain a majority vote for a single candidate. The same is true where two candidates tie for a majority vote for an office. When repeated balloting for an office is necessary, the names of all nominees are kept on the ballot. The nominee receiving the lowest number of votes is never removed from the next ballot unless the bylaws so require, or unless he withdraws - which, in the absence of such a bylaw, he is not obligated to do. The nominee in lowest place may turn out to be a "dark horse" on whom all factions may prefer to agree.

In an election of members of a board or committee in which votes are cast in one segment of the ballot for multiple positions on the board or committee, every ballot with a vote for one or more candidates is counted as one vote cast, and a candidate must receive a majority of the total of such votes to be elected. In such a case, if more than the prescribed number receive a majority vote, the places are filled by the proper number receiving the largest number of votes. If less than the proper number receive a majority vote, those who do have a majority are elected, and all other candidates remain on the ballot for the necessary repeated balloting. Similarly, if some candidates receive a majority but are tied for the lowest position that would elect, all of those candidates also remain on the next ballot.

If the bylaws require the election of officers to be by ballot and there is only one nominee for an office, the ballot must nevertheless be taken for that office unless the bylaws provide for an exception in such a case. In the absence of the latter provision, members still have the right, on the ballot, to cast "write-in votes" for other eligible persons.

An election by ballot can be conducted by mail if the bylaws so provide, as explained on pages 409-14. For such an election, however - unless repeated balloting by mail is feasible in cases where no candidate attains a majority - the bylaws should authorize the use of some form of preferential voting or should provide that a plurality shall elect.

**VIVA-VOCE ELECTION.** The viva-voce method of election finds application principally in mass meetings - or in cases where a candidate is unopposed or the election is not strongly contested, and the bylaws do not require election by ballot.

When there is more than one nominee for a given office in a viva-voce election - or in an election by rising vote or by show of hands - the candidates are voted on in the order in which they were nominated. When the nominations have ended, the chair repeats the nominations and continues:

CHAIR: As many as are in favor of Mr. A for President say aye. . . . Those opposed say no. . . . The ayes have it and Mr. A is elected President.

If the noes are in the majority the wording is:

CHAIR: The noes have it and Mr. A is not elected. Those in favor of Mr. B [the next nominee] say aye. . . .

Those opposed say no. . . .

As soon as one of the nominees receives a majority vote, the chair declares him elected and no votes are taken on the remaining nominees for that office. The other officers are elected in the same way. When a number of members are to be elected to identical offices in the nature of a single office held by more than one person - as, for example, in electing four directors - the same procedure is followed; when four have received a majority, the voting ceases.

It will be seen that, under the procedure just described, it is necessary for members wishing to vote for a later nominee to vote against an earlier one. This fact gives an undue advantage to earlier nominees and, accordingly, a voice vote is not a generally suitable method for electing the officers of organized societies.

When only one nominee is put up and the bylaws do not require a ballot, the chair can take a voice vote, or can declare that the nominee is elected, thus effecting the election by unanimous consent or "acclamation." The motion to close nominations should not be used as a means of moving the election of the candidate in such a case.

The assembly cannot make valid a viva-voce election if the bylaws require the election to be by ballot.

**ROLL-CALL ELECTION.** Although unusual, an election can be held by roll call. Either the first or second procedure described on pages 425-26 for election by ballot can be generally followed, and the member (or the chairman of a delegation, as the case may be), when called upon, declares his vote or the votes of the members of his delegation for each office to be filled. The secretary should record the vote(s) and then repeat them to be sure of their accurate recordation.

**CUMULATIVE VOTING.** For ballot or roll-call elections of boards, committees, delegates, or other positions held by more than one individual, the bylaws may provide for cumulative voting. In this form of voting, each member is entitled to cast one vote for each position, so that, if, for example, three directors are to be elected, each member may cast three votes. These votes may all be cast for one, two, or three candidates, as the voter chooses. A minority group, by coordinating its effort in voting for only one candidate who is a member of the group, may be able to secure the election of that candidate as a minority member of the board. However, this method of voting, which permits a member to transfer votes, must be viewed with reservation since it violates a fundamental principle of parliamentary law.

**PROVIDING FOR COMPLETION OF AN ELECTION.** If an assembly wishes to adjourn when an election is incomplete, an adjourned meeting (9) should be provided for. If such an adjourned meeting is impossible or impractical and the organization will hold another regular business session before a quarterly time interval has elapsed (see p. 88), the election is completed at the next regular meeting.

**TIME AT WHICH AN ELECTION TAKES EFFECT.** An election to an office becomes final immediately if the candidate is present and does not decline, or if he is absent but has consented to his candidacy. If he is absent and has not consented to his candidacy, the election becomes final when he is notified of his election, provided that he does not immediately decline. If he does decline, the election is incomplete, and another vote can be taken immediately or at the next meeting without further notice. After an election has become final as stated in this paragraph, it is too late to reconsider (37) the vote on the election.

# AERIE HISTORY

## Fraternal Order of Eagles: More Than a Century of “Good Things”

There was no fanfare when the Fraternal Order of Eagles was founded on February 6, 1898. The organization was formed by six theater owners sitting on a pile of lumber in Moran’s shipyard in Seattle. They were competitors who had come together to discuss a musicians strike and after deciding how to handle the strike, they agreed to “bury the hatchet” and form an organization dubbed, “The Order of Good Things.”

Early meetings were held on local theater stages and after the business session, attendees rolled out a keg of beer and enjoyed social time. As numbers grew, participants selected the Bald Eagle as the official emblem and changed the name to “The Fraternal Order of Eagles.” In April, 1898, the membership formed a Grand Aerie, secured a charter and drew up a constitution and by-laws, with John Cort elected the Eagles’ first president.

### Unparalleled Growth

Touring theater troupes are credited with much of the Eagles’ rapid growth. Most early members were actors, stagehands and playwrights who, as they toured, carried the Eagles story across the United States and Canada. Their reach is confirmed by the low numbers of aeries established in the east, such as New York #40 and Philadelphia #42.

The Eagles’ popularity grew because their concept of brotherhood was so unique. The organization’s success is also attributed to its sick and funeral benefits (no Eagle was ever buried in a Potter’s Field), the provision of an aerie physician and other benefits.

### Responsibility to Its Members

As the Eagles grew, so did the organization’s responsibilities to its members. Frank Hering, recognized as the “father” of Mother’s Day, took the by-laws and customized them for the Eagles. He and other early members led the organization through difficult days at the turn of the century and built the solid foundation upon which the Eagles still rest.

Over the years, the Eagles have continued to meet member needs by fighting and winning many battles, with the results a Workman’s Compensation Act, Mother’s Day, old age pensions, Social Security laws and “Jobs After 40.” The Eagles are still fighting to liberalize social benefits while battling life-threatening diseases through their fundraising efforts.

### People Helping People

The Eagles claim many great social and political leaders on their rolls—from Theodore Roosevelt to Ronald Reagan. Harry S. Truman often reiterated that the Eagles was his type of organization—funded by and for the common man.

Today, the Eagles continue to strive to make the world a better place. We are proud, caring “people helping people” who understand that the needs of many will always outweigh the needs of a few.

# A1 M E M B E R S H I P

**A – ADVERTISE** – Photos of the hall or marketable products & services, and sponsorship of youth groups helps get our name and organization out into the community.

**1 – ONE HOUR PER MONTH PER MEMBER** ...If you can get them to help during the slower times of the year, then the busy times will take care of themselves.

**M – MESSAGE** Make certain that the Membership Message is crisp, clear and has a simple established goal.

**E – EVENTS** ...Is every member welcoming the new faces at events held both inside and outside the Aerie?

**M – MARKETING OF THE ORDER** “*Sell the Sizzle*” to everyone new that you meet.

**B – BUDDY SYSTEM** The ‘Tag Team’ Method: One producer teamed up with one new member helps the new member get at least one friend signed up. Establish an in-house membership award for ‘Team with the Most Signups’. How many new members lapse because there are no people in the Aerie that they know?

**E – EMOALONMTHAEY** ...List which members (by the half way point of the term) have no-one signed up yet and present them with the tools and the support they need to bring someone in.

**R – RE-ENROLLS** ...‘Out the backdoor’ is caused by them having nothing to do when they come in the front door. If you bring 20 new in and lose 20 over the year, your Aerie is a PIPE. If you bring 20 new in and lose 5 over the year, your Aerie is a FUNNEL. If you bring 20 new in and lose none over the year, your Aerie is a HORN OF PLENTY. We can stem the tide of lapsing members: by **building on ideas of interest to them**.

**S – SPONSORSHIP** ...Sponsorship is more than just signing a piece of paper; lighten your Aerie’s and your own workload by getting the new initiates involved TODAY!.

**H – HELP** Help flows both ways. Help members to sign up others by helping them learn how.

**I – INVOLVEMENT** New members are instantly new committee members and potential chairmen and officers. Make their first visit one where they always sit with existing committee chairs and officers. Campaign for them. Feeling wanted is *unforgettable*.

**P – PRIZES** Both the Grand Aerie and the Provincial Aerie have prizes for signing up new and re-enrolled members—you **get** more as you **sign up** more. So lead on, Eagles!

# A1 M E M B E R S H I P

*Let this be your membership goal!*



**Grand Aerie**

**Agent's Checklist**

Agent: \_\_\_\_\_ Aerie: \_\_\_\_\_ Commencement of Agency: \_\_\_\_\_

Institution Year of Aerie: \_\_\_\_\_ Full casefile read: YES NO    Precip composed: YES NO

|                                         | no | to be | yes | Comments |
|-----------------------------------------|----|-------|-----|----------|
| <b>ADMINISTRATIVE</b>                   |    |       |     |          |
| <b>FORMS &amp; REPORTS</b>              |    |       |     |          |
| <b>Pre-Existing &amp; Usage</b>         |    |       |     |          |
| <b><u>Auditor</u></b>                   |    |       |     |          |
| Report Forms                            |    |       |     |          |
| <b><u>Bar Manager/Chief Steward</u></b> |    |       |     |          |
| Report Forms                            |    |       |     |          |
| <b><u>Secretary</u></b>                 |    |       |     |          |
| Cash Book                               |    |       |     |          |
| <b>Membership Forms &amp; Reports</b>   |    |       |     |          |
| Add/Drop Forms                          |    |       |     |          |
| In-House List                           |    |       |     |          |
| Re-Enroll Forms                         |    |       |     |          |
| Transfer/Withdrawal Cards               |    |       |     |          |
| Minute Book                             |    |       |     |          |
| Per Capita Reports                      |    |       |     |          |
| <b><u>Treasurer</u></b>                 |    |       |     |          |
| Cashbook                                |    |       |     |          |
| <b><u>Trustees</u></b>                  |    |       |     |          |
| Minute Book                             |    |       |     |          |
| Report Forms                            |    |       |     |          |
| <b><u>To Be Ordered:</u></b>            |    |       |     |          |
|                                         | no | to be | yes | Comments |

|                                     |           |              |            |                 |
|-------------------------------------|-----------|--------------|------------|-----------------|
| <b>FUNCTIONS &amp; COMMITMENTS</b>  |           |              |            |                 |
| Inherited                           |           |              |            |                 |
| Authorized                          |           |              |            |                 |
|                                     | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>INVENTORY</b>                    |           |              |            |                 |
| Archives                            |           |              |            |                 |
| Goods & Chattel present in Aerie    |           |              |            |                 |
| Authorized Usages of Specific Items |           |              |            |                 |
| Items present Not Owned by Aerie    |           |              |            |                 |
|                                     |           |              |            |                 |
|                                     | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>MEMBERSHIP</b>                   |           |              |            |                 |
| Aerie                               |           |              |            |                 |
| Auxiliary                           |           |              |            |                 |
| Authorized Committee Personnel      |           |              |            |                 |
|                                     |           |              |            |                 |
|                                     | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>MINUTES</b>                      |           |              |            |                 |
| Agent's Meetings                    |           |              |            |                 |
| Previous                            |           |              |            |                 |
| Aerie Meetings                      |           |              |            |                 |
| Officers' Meetings                  |           |              |            |                 |
| Trustees Meetings                   |           |              |            |                 |
|                                     |           |              |            |                 |
|                                     | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>PERSONNEL</b>                    |           |              |            |                 |
| List of Previous Personnel          |           |              |            |                 |
| List of Previous Officers           |           |              |            |                 |
| Paid Employees:                     |           |              |            |                 |

Appointees @ Position(s):

|                                 | no | to be | yes | Comments |
|---------------------------------|----|-------|-----|----------|
| <b>RITUAL</b>                   |    |       |     |          |
| <u>Previous Status</u>          |    |       |     |          |
| <u>Established</u>              |    |       |     |          |
| Workshops:                      |    |       |     |          |
|                                 |    |       |     |          |
|                                 | no | to be | yes | Comments |
| <b>SECURITY</b>                 |    |       |     |          |
|                                 |    |       |     |          |
| <b>ALARM CODE(S)</b>            |    |       |     |          |
| <u>Status</u>                   |    |       |     |          |
|                                 | no | to be | yes | Comments |
| <u>Previous Personnel</u>       |    |       |     |          |
| <u>Authorized Personnel</u>     |    |       |     |          |
|                                 |    |       |     |          |
| <b>LOCKS &amp; KEYS</b>         |    |       |     |          |
| <u>Status</u>                   |    |       |     |          |
| <u>Previous Key Holder(s)</u>   |    |       |     |          |
| <u>Authorized Key Holder(s)</u> |    |       |     |          |
|                                 |    |       |     |          |
| <b>SAFE</b>                     |    |       |     |          |
| <u>Status</u>                   |    |       |     |          |
| <u>Location</u>                 |    |       |     |          |
| <u>Authorized Personnel</u>     |    |       |     |          |
|                                 |    |       |     |          |

|                               | no | to be | yes | Comments |
|-------------------------------|----|-------|-----|----------|
| <b>SEAL (Official)</b>        |    |       |     |          |
| <u>Status</u>                 |    |       |     |          |
| <u>Location</u>               |    |       |     |          |
| <u>Authorized Personnel</u>   |    |       |     |          |
|                               |    |       |     |          |
| <b>FINANCIAL</b>              | no | to be | yes | Comments |
| <b>BANKING INSTITUTION</b>    |    |       |     |          |
| <u>Previous Institution</u>   |    |       |     |          |
| <u>Authorized Institution</u> |    |       |     |          |
| <u>Accounts</u>               |    |       |     |          |
| Benefit Fund                  |    |       |     |          |
| Building & Maintenance Fund   |    |       |     |          |
| General Fund                  |    |       |     |          |
| Social Fund                   |    |       |     |          |
| Other(s)                      |    |       |     |          |
| Cheques                       |    |       |     |          |
| Signing Authorities           |    |       |     |          |
| Previous                      |    |       |     |          |
| Authorized                    |    |       |     |          |
|                               |    |       |     |          |
| <b>BILLS &amp; INVOICES</b>   |    |       |     |          |
| <u>Pending</u>                |    |       |     |          |
| <u>Authorized</u>             |    |       |     |          |
| <u>Grand Per Capita</u>       |    |       |     |          |
| <u>State/Prov. Per Capita</u> |    |       |     |          |
|                               |    |       |     |          |
| <b>BONDING OF PERSONNEL</b>   |    |       |     |          |
| <u>Previous Status</u>        |    |       |     |          |
| <u>Status of Appointees</u>   |    |       |     |          |
| <u>Un/resolved</u>            |    |       |     |          |
|                               |    |       |     |          |
| <b>INSURANCE</b>              |    |       |     |          |
| <u>Institution</u>            |    |       |     |          |
| <u>Coverage</u>               |    |       |     |          |
| <u>Amount</u>                 |    |       |     |          |
| <u>Term</u>                   |    |       |     |          |
| <u>Additional Details</u>     |    |       |     |          |
|                               |    |       |     |          |
| <b>LICENSES &amp; PERMITS</b> |    |       |     |          |
| Gaming                        |    |       |     |          |

|                                        |           |              |            |                 |
|----------------------------------------|-----------|--------------|------------|-----------------|
| Liquor                                 |           |              |            |                 |
| Other:                                 |           |              |            |                 |
| <b>MORTGAGE / LEASE / RENT</b>         |           |              |            |                 |
| <u>Institution</u>                     |           |              |            |                 |
| <u>Amount</u>                          |           |              |            |                 |
| <u>Term</u>                            |           |              |            |                 |
| <u>Additional Details:</u>             |           |              |            |                 |
| <br>                                   |           |              |            |                 |
| <b>PAYROLL</b>                         |           |              |            |                 |
| <u>Personnel Involved</u>              |           |              |            |                 |
| <u>Schedule</u>                        |           |              |            |                 |
|                                        |           |              |            |                 |
|                                        | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>SEVERANCE ALLOTMENTS (if any)</b>   |           |              |            |                 |
| <u>Personnel Involved:</u>             |           |              |            |                 |
| <u>Additional Details:</u>             |           |              |            |                 |
|                                        |           |              |            |                 |
|                                        | <b>no</b> | <b>to be</b> | <b>yes</b> | <b>Comments</b> |
| <b>COMMUNICATIONS</b>                  |           |              |            |                 |
| <b>ITEMS POSTED</b>                    |           |              |            |                 |
| Notices:                               |           |              |            |                 |
|                                        |           |              |            |                 |
| <b>ITEMS MAILED</b>                    |           |              |            |                 |
| <u>Auth. Business Communication(s)</u> |           |              |            |                 |
| Verbal                                 |           |              |            |                 |
|                                        |           |              |            |                 |
| Written                                |           |              |            |                 |
|                                        |           |              |            |                 |
| <u>Auth. Internal Communications</u>   |           |              |            |                 |
| Verbal                                 |           |              |            |                 |
|                                        |           |              |            |                 |
| Written                                |           |              |            |                 |
|                                        |           |              |            |                 |
| <u>Auth. External Communications</u>   |           |              |            |                 |
| Letters                                |           |              |            |                 |
| Reports                                |           |              |            |                 |



**Grand Aerie**

**Agent's Precs**

Agent: \_\_\_\_\_ Aerie: \_\_\_\_\_ Commencement of Agency: \_\_\_\_\_

Full casefile received **YES NO**

Casefile read **YES NO**

**INITIAL NOTES BASED ON CASEFILE**

**CHARGES TO CONFIRM & RESOLVE:**



CONVENTION 20\_\_  
PRE-REGISTRATION  
FORM



Delegates and Past-Presidents for Aerie # \_\_\_\_\_  
For BC Provincial Convention 20\_\_, \_\_\_\_\_, B.C., June \_\_\_\_, 20\_\_  
*Please include first names*

**DELEGATES**

**ALTERNATES**

**VISITORS**

---

---

---

---

---

---

---

---

**PAST-PRESIDENTS / TEN YEAR SECRETARIES**

---

---

---

---

---

---

---

---

**REGISTRATION: \$40.00 EACH (includes Friday Night Joint Banquet ticket). Guest banquet tickets are \$35.00.**  
**TOTAL AMOUNT SUBMITTED:** \_\_\_\_\_

Remember, you are entitled to one delegate per one hundred members (or major portion thereof) as shown on your December 20\_\_ Semi-Annual Report and Per Capita statement.

**Note:** Your December 20\_\_ Semi-Annual Report **must be filed** with the Provincial Secretary and your **Per Capita paid** to seat your Delegates and Past Presidents at the Convention.

Please send this completed list along with payment made out to \_\_\_\_\_, c/o Convention Aerie Organizer \_\_\_\_\_

Please submit this completed form by May 15<sup>th</sup> (if at all possible) since the list of names of those registered by that date will be used to prepare the Convention Committees List. Please contact Provincial Secretary \_\_\_\_\_ at 604/250-\_\_\_\_ and/or \_\_\_\_@\_\_\_\_\_ and/or \_\_\_\_\_, BC, V\_\_\_\_\_ if you have any further questions or if you wish to submit a copy of this completed form to him.

## **IDEAS ON HOW TO BUILD MEMBERSHIP**

Advanced Aerie idea: Start an Aerie Advancement Committee that focuses on building ideas.

Ask a member from another Aerie (look for one who you believe is especially motivational in their speaking ability) to do an education module at one of your Aerie meetings. Create a guest list to invite members who can benefit from the topic. Create a holiday invitation (St. Patrick's, Halloween, Thanksgiving, spring, etc.) and ask each member to hand out invitations to friends and co-workers. Plan your agenda around a holiday theme.

Ask for guest comments at the end of a visit. This may give you a specific hook to use in asking the member to join. Or, it may give you information that indicates that you need to change your ways to make your Aerie attractive to prospective members.

Ask the people you do business with on a regular basis to come join. Some ideas: banker, grocery clerk, gardener, veterinarian, postal clerk, real estate agent, clergy, retail store clerk, etc.

Ask your doctor, dentist, optometrist, etc., if you can leave Eagles brochures in their offices. Make sure there is a phone number to call for more information.

Ask your guests for feedback after a visit. Then listen to what they liked and didn't like. Make changes as appropriate.

Assign a mentor/coach for the new member. Make sure that the mentor can help keep the member motivated about coming to meetings and committed to their Eagles membership.

Be active in your community. This puts you in touch with other people who may be interested in the Eagles.

Be nice to guests. Sometimes we focus too much on getting someone to sign an application, and forget basic courtesy.

Break Aerie members into teams and have a one month membership contest.

Break down your annual goal for members (100) into a monthly goal (9). It will seem much easier to meet that way.

Build membership, and retain current members, by having an excellent product: dynamic meetings.

Build morale internally within your Aerie. Thank and praise your members for a job well done or an outstanding performance. A few kind words can keep members coming back for more.

Buy a classified ad in your local paper.

Buy an Eagles T-shirt from the Aerie. Wear it when you exercise, go to the grocery store, attend outside events. Be prepared to answer questions.

Celebrate your charter date annually.

Challenge another Aerie to a membership contest. Loser buys pizza for the winning club.

Conduct a Public Speaking Seminar. If you do not have enough local members to successfully launch the program, call on members from other Aeries to help out. Charge a fee for the event that will cover the new member fee and the first six months of dues. At the end of the event, offer a "free" membership to all successful participants.

Consider a booth at a craft or trade show.

Contact local businesses to see if they will allow your club to have a counter display at their location.

Contact your city's various cultural centers. They may be interested in holding meetings in the Aerie Hall. Post brochures and flyers about your club at your local library.

Design a club brochure and distribute it to prospective members.

Develop a list of potential members who have e-mail access. Forward information about Eagle events to these people.

Keep people on the e-mail list as long as there is interest. Don't SPAM! Only e-mail people that you've had contact with.

Remove people from your mailing list, if requested.

Develop a Membership Mentor Program. This will help encourage new members to keep involved with the program, and will help long term members renew their enthusiasm.

Develop a public relations campaign to keep your club name in the public eye.

Develop a web site listing your club information. Make it visually appealing and interesting.

Develop contacts and local business and vocational schools. Have Eagles information available to pass out and encourage students to join.

Do press releases to local media on all special events and on member's accomplishments. Include photos whenever possible.

Don't let internal strife destroy your Aerie. Address your problem, resolve it, and move on.

Encourage guests to participate, if they are interested.

Enhance membership retention by ensuring that every member is a stakeholder in the success of the club. Put every member on a committee, and make sure that they have a specific job to do. There are many benefits to this besides membership retention, including an opportunity for leadership experience.

Establish officer training and talk to officers from other Aeries about what they would like to know and how they prospect for members locally.

Form a Guest Committee under your Worthy Inside Guard and Worthy Conductor. Ensure that every guest receives a follow up call and/or note. Be sure to invite the guest to come to another meeting.

Have a ceremony to present the new member with their pin and official receipt.

Have a guest book at your meetings, and ask each guest to sign. Follow up with each guest by sending a thank you note or email inviting them back to another meeting.

Have a guest book, and ask guests to sign. Make sure you get their name, address, phone, email, for follow up. Then be sure to follow up!

Have a procedure to follow up on new member leads.

Have a recognition meeting to acknowledge all members who have sponsored a new member.

Have a secret greeter at your meeting to make sure everyone is warm and welcoming to members and guests.

Have a Table Topics session that is based on membership ideas. Make sure someone writes down all the ideas and then plan a follow up strategy.

Have an occasional social meeting to recognize the family and co-workers of your Aerie members. Remember, it is the support of these people who help enable the Aerie member's participation. It's nice to include them once in awhile.

Have and use an Aerie web page.

Have Aerie business cards made with your meeting date, location, time, and a contact number. Pass them out everywhere.

Have membership forms filled out with standard Aerie information. Then all you have to do is add in information specific to the new member. This may help cut down on the time and confusion of the forms.

If a guest visits your Aerie, but the meeting time or location doesn't work out for them, make sure you refer them to another time when they can be initiated. Contact a local officer if you need help in doing this.

If a member has missed a couple of meetings, have someone drop them a note (or email). The note may serve as a reminder that they are missed at the Aerie and that the Aerie is anxious for them to return.

If you are experiencing membership problems, make sure you don't discuss them when you have a guest visiting. No one wants to join an Aerie that has problems.

If you have a strong Aerie, consider being a "big brother" to a struggling Aerie.

If you own your own business, have you encouraged your employees to join Toastmasters?

If you will be traveling, for business or pleasure, look for Aeries in the area where you will be. Visit the Aerie and see how they look for new members. Sometimes we all get in a rut and it's good to see what other Aeries are doing.

Invite every guest to join. Many people are waiting to be asked.

Keep in touch with absentee members by sending out a review of each month's activities by e-mail.

Keep the business part of meetings moving along. No issue requires any more than five minutes discussion; if it does, postpone it to the next meeting.

Know how to fill out the membership form. Make sure all Aerie members know how to do it.

Leaflet a neighborhood with flyers about your Aerie. (NOTE: This works well in apartment or condominium complexes.)

Leave Aerie flyers at your barber's shop.

List the Aerie with the Chamber of Commerce.

Listen to your guest talk about their interests and reasons for visiting your Aerie. Then match them up with a Aerie member who has similar interests. Ask them to join.

Look for ways to get publicity for the Eagles in general and your Aerie in particular.

Mail dues reminders to unpaid members. If they are temporarily unable to make a meeting, at least let them know they can keep their dues current.

Make a list of the best things about your Aerie. You now have a list of selling points to use when recruiting new members.

Make sure you have lots of membership applications readily available at every event.

Make your meetings fun. People will want to attend to share in the fun.

Membership is the responsibility of every Eagle, not just the Membership Chairman.

Offer to pick up a member so you know that they will make the meeting.

Once a quarter have a "Guest Night." Each member should bring at least one guest.

Participate in career day at colleges where you can tell students about the Eagles. Don't forget, many are nineteen and eligible to join an Aerie.

Personally donate a new membership and six months of dues to a charity auction.

Plan a Aerie Membership Building Contest.

Plan a special showcase meeting. Invite members from around the Zone to present a special program. Invite guests and be ready to sign them up on the spot.

Plan an executive committee meeting and brainstorm for ideas about how to reach prospective members.

Post brochures and flyers about your Aerie at local book stores, both new and used.

Post Aerie flyers at local business school and vocational schools.

Post flyers on community bulletin boards.

Prepare a flyer listing Aeries in your Zone, rather than just an individual Aerie.

Prepare a two sided flyer. One side tells all about the Eagles, the other side gives testimonials about the organization, along with the professional of the individual. Distribute to local businesses.

Promote the Eagles at local fairs. Have a plan to follow up with interested individuals and groups.

Put an Eagles bumper sticker on your car.

Request that your Aerie meeting times be published in church newsletters or bulletins.

Send out dues statements to encourage members to pay their dues early. You have to pay your dues to be a member.

Send out press releases on all your activities. Don't be discouraged if it takes awhile to be noticed.

Send personal notes to members that you haven't seen for awhile. Let them know that you've missed them, and are anxious to have them back.

Set a good example at your Aerie meetings. Encourage excellence.

Share pride in the accomplishments of your members. Celebrate the success of reaching a goal. Make the Aerie a place that members want to come to share the successes outside of the Eagles as well.

Sponsor an Eagles booth at community events. Follow up with people who express an interest.

Stay on task. Keep focused on the important success factors within the Aerie.

Stay on time. Nobody wants to go to meetings that start late.

Think about groups that may not yet be served by other clubs in the community: seniors, physically challenged, unemployed, etc.

Treat all guests warmly and make sure they are introduced to Aerie officers and members.

Use an Eagles coffee mug at work.

Wear your Eagles pin on a regular basis, not just at Eagle events.

When someone compliments you on a presentation or a speech, be sure to mention that you developed your skills through the F.O.E. Ask if they would be interested in doing the same.

### **ADDITIONAL IDEAS**

## **PROVINCIAL COMMITTEES (C) & APPOINTEES (A)**

Aerie Advisors (A) – Representative appointees of the Provincial Worthy President (usually Past Provincial Presidents) who advise Aeries regarding their rights and duties within the Provincial Zone of the Advisor's personal residence (Zone 1: Vancouver Island; Zone 2: Lower Mainland; Zone 3: Interior; Zone 4: Kootenays).

Alzheimer's (C) - raised provincially toward treatment and cure.

Arthritis (C) - raised provincially toward treatment and cure.

BC Lung(C) - raised provincially toward treatment and cure of lung cancer.

BC Pins(C) – sale and publicity regarding of all Eagle term, PWP and Provincial Aerie pins within the province.

By-Laws and Resolutions (A)– prepares and/or distributes any proposed changes to the Provincial By-Laws (amendments) or proposed changes to the Constitution, Statutes or Grand Aerie policies (resolutions). While amendments can themselves be amended by the Constitutional Assembly before being passed or rejected; resolutions must pass with their initial language intact. Both types are distributed by the Committee to the Local Aeries for their approval (so their Delegates can represent their Aerie's opinion), while PWPs are free to vote their conscience on such proposed changes. Both types are passed by a 2/3 majority of those present and voting.

Community Support (C) – Local Aerie support of police, fire departments, seniors' centers, drug treatment facilities, etc. that directly benefit local communities or regions within the province.

Cancer (C) - raised provincially toward treatment and cure.

Compliance Officer (A) – reviews the Cursory Surveys conducted in Aeries of his choosing. He chooses the surveyors of said Surveys, selects the deadline for each and reviews the results. He also receives reports from the Grievances Officer, If the Grievance Officer finds a case where the Aerie or its officers are at fault, he communicates any violations to the Provincial Compliance Officer, who communicates formally in writing with the Aerie so that they can rectify each impropriety. Aeries that make no corrections in their behavior or practices are then reported by the Compliance Officer to the Executive for its decision as to the next step(s), informal or formal.

Darts (C) – The Provincial Dart Tournament, which invites all Eagle members who play darts. Site moves around between active Aeries. Provincial Championship title is presented to the winning Aerie.

Diabetes (C) - raised provincially toward treatment and cure.

Eagles on Wheels (C) – RVing/camping Eagles making trips to Bountiful.

Golf (C) – The Provincial Golf tournament, which invites all Eagle members who play golf. Site moves around between active Aeries. Provincial Championship title is presented to the winning Aerie.

Grievances (A) – Provincial Ombudsman who receives communications from concerned members in the province from members who have exhausted all formal attempts to resolve issues, either personal or statutory, with their Home Aeries and/or its officers. If the Grievance Officer finds a case where the Aerie or its officers are at fault, he communicates any violations to the Provincial Compliance Officer, who communicates formally in writing with the Aerie so that they can rectify each impropriety. Aeries that make no corrections in their

behavior or practices are then reported by the Compliance Officer to the Executive for its decision as to the next step(s), informal or formal.

Heart - raised provincially toward treatment and cure.

Jimmy Durante Children's Fund (C) – any non-cancer charity funds raised for children across the province.

Kidney (C) - raised provincially toward treatment and cure.

Low Reed Spinal Cord (C) – Rick Hansen funds raised throughout the year.

License and Legislation (A)– report on any changes to WCB, insurances, governmental licenses that affect Local Aeries.

Newsletter (A) – contact all Aeries for delivery of their newsletters; composition containing most recent reported changes from Local Aeries per their scheduled activities and events. Jointly held with the Provincial Auxiliary; edited by PPNWRP Joan Klit. Named “The Echo”.

Mr. & Mrs. Eagle (C) – actively consult with each Aerie and ask which members are the most deserving to be nominated for this, then decide. Ideally, the Committee is seeking the most active/committed volunteers in the province. A marquee distinction, just shy in status to the Provincial Aerie Hall of Fame. A perennial is presented with inscribed names, and individual trophies are presented to the Brother and Sister, respectively, unless they are a married/committed couple, when a single trophy is presented to them jointly.

Multiple Sclerosis (C) - raised provincially toward treatment and cure.

Muscular Dystrophy (C) - raised provincially toward treatment and cure.

R.E.A.C. (C) – Retired Eagles Activity Club. Some local Aeries have a REAC which chooses its own activities.

Ritual (C) – to promote the exemplification of The Ritual in all Aeries within the province. Zone Competitions are to occur at Zone Conferences; Provincial Standings are decided by comparing results from the Zones to one another. Provincial All-Star badges are to be presented as well as Coach of the Year.

Schizophrenia (C) – funds raised provincially toward treatment and cure.

Sports (C) – All sporting event activities involving Local Aeries across the province, including the sponsorship of teams and leagues.

Youth Art Contest (C) – letter to gain submissions from schools in the area to the drawing/painting/fine arts contest sponsored annually by Grand Aerie.

Youth Guidance (C) – Local Aerie support of activities they hold for the benefit of children and teenagers in their communities, i.e. educational programs, arts and music programs, etc.

**~ One non-Committee ~**

Membership – The BC Provincial Aerie has a Membership Board comprised of its Secretary/Treasurer (authority), a Chairman, the Worthy Provincial President and as many Membership Deputies as the Chairman requests (usually one per Zone). Their tasks include the promulgation of membership, administration, tracking of Aerie rosters, distribution of information packages, and are to use the membership funds from Grand Aerie to promote and encourage membership province-wide.

## PARLIAMENTARY CORNER

**One of our members got really mad during a meeting and kept interrupting the meeting, so the Worthy President asked him to leave, but he would not. The President asked the Conductor to escort the member from the meeting and the guy still would not go. What is supposed to be done when this happens?**

This is more a question of F.O.E. Aerie policy than of parliamentary procedure, but I'll have a go. Parliamentary procedure often defines a position known as a Sergeant-at-Arms who, like our Inside Guard, is responsible for who gains access to the meetings. However, no information is suggested when one who has already been admitted to a meeting becomes belligerent or unruly. If the Worthy President cannot move on to new matters and, collectively with the rest of those present, is unable to ignore the unruly member, all that can be done is that the member be asked to cease such behavior or retire from the Aerie room. If the member is not satisfied with an answer or a decision that has occurred, the member should be reminded that the will of the majority must ever be accepted. None of us has to be happy with decisions made that we disagree with, but this is the nature of the democratic beast. The beauty of parliamentary procedure – as well as the Worthy President's obligation – is that the minority opinion is guaranteed a hearing. Once the disagreement has been voiced, however, dwelling on it through the balance of the meeting is not achieving anything. If it was a motion the member presented that was voted down, the member has every right to make that motion again, but only at some future meeting because members present for the current meeting have already decided against it. Next time, he may get it passed. If he still refuses to be quiet on the issue, or to leave, then the Worthy President may suspend the meeting by having the Bible closed. A short recess will often allow some time for cooler heads to prevail and may allow the resumption of the meeting afterwards. I would never be one that would advocate physically removing someone from the premises – you're asking at least for a fat lip and at most charges for battery. Your local By-Laws and your House Rules should define what the process is. However, if all else fails, the police may be called to escort the member from the premises. We should all make efforts to see that this does not happen, and all antagonism of the member should cease regardless of the member's behavior. Passion leads to achievement; anger is merely frustration acted out. Cure the frustration, and the anger disappears.

**One member, well he's a good guy, but he talks on things for like an hour or something. Is there a time limit for people to speak?**

Yes, and a limit to the number of times as well. Most people tend to ramble on a bit because they are thinking on their feet instead of mapping out in their minds what they want to say before they rise to hold the floor. A member of an organization is limited to two times to speak on any single issue, and is allotted ten minutes in total. The floor, however, by a two-thirds vote, may allow the member an additional ten minutes in which to continue. So if a member speaks first on the issue (for five minutes, for example) and then after hearing arguments, speaks again last (for five minutes, if necessary) then that should be more than enough. Any contentious issues could be discussed before the meeting so that the initial motion would contain many of the compromises that members will seek. And face it, how good is a motion in the first place that requires a bunch of amendments to it from the floor? Beat on the idea before it comes to the floor and business will march along very smoothly indeed.

**I made a motion and then somebody amended it during the meeting without my permission. This is wrong, right?**

No, actually, it is not. Once a motion is duly made and seconded, the motion now 'belongs' to the assembly, which may do whatever it wants with it. I have often heard this concept of ownership mentioned and I can't for the life of me derive where it came from. It is probable that some more aggressive members of assemblies have snowed the crowd with this theory so they can get their own ideas through unaltered.

Such actions are however completely incorrect. No one needs to give permission for a motion to be amended; once a motion exists, it may be shaped and worded in any way that the assembly's Statutes and By-Laws permit.

**I hear our Secretary read back the minutes of the previous meeting and he never mentions who seconded the motions. Is this right?**

Recording the names of who seconded motions is optional. In fact, it is rarely done unless the seconder wishes his name to be minuted or the assembly wishes it to be done. In most organizations, motions are recorded with no name of the seconder; for some reason in the Eagles, most Secretaries record (and read back) the seconder's name – and I have no idea why. But if your Secretary reads back something like “It was moved and seconded that, etc.” is quite correct per Robert's Rules. The F.O.E. would have to amend the Statutes to make the seconder's name mandatory for your Secretary to be “wrong”.

**What is the actual definition of a ‘majority’?**

One hears many suggested definitions of this, such as “51%” and “50% plus one”. Both are equally inaccurate. The real definition of a majority is “more than half”. It may sound more vague, but it is not. Imagine calculating 51% of members present and voting. You had better hope for an even number. If you have 17 people, for instance, half is 8.5 and adding one to that gives you 9.5 people -- impossible. “51%” gives you just over eight and two-thirds people – equally ludicrous.

If you have 17 people and 8 vote this way, and 9 vote that way, then you have the majority needed. “More than half” is the only definition containing any common sense.

**Why can the Worthy President say that the minutes are adopted as read? Doesn't this require a motion?**

This “is” a motion. It's called an assumed motion, and is a regular method of streamlining things when you expect a unanimous vote. We all experience assumed motions every April... that's right, nominations themselves are assumed motions.

**Our Aerie has a Past President's Club and the PWP's have raffles and collect money. They say that this money belongs to them and not the club. How does this work?**

The way this should be done is that your by-laws should show that the Past President's Club is a recognized C-W-C (club-within-a-club), just like Under 35 Clubs, REACs, and Eagle Riders would be. There is a good reason for this: they handle money, and so the Trustees must allow for this when they pay the bonding fees for the Aerie. Without the PPs club listed in the By-Laws, the Aerie has no bonded protection. Those who argue that bonding is not important, I'd remind them that part of the Aerie Auditor's official duties is to examine the books of the Aerie Secretary, the Aerie Treasurer, the Trustees AND ALL C-W-Cs. Why would that be an official duty if the PWP's Club and the REAC were not held to the same standard as everyone else?

As for the money raised by C-W-Cs, that is entirely up to their membership. The Past Presidents, for example, could have a pet charity this term and are free to raise money for that cause if they want. The Aerie members that are not members of the PWP's Club have no say where the money goes. So it's true that membership has its privileges, but the books must still be presented when the Aerie Auditor asks for them.

**I've heard some people say “Move to Adjourn”. Is that allowed?**

Members do say this, but it is often said as a joke because it's unnecessary. We have a Closing Ceremony that takes place at every meeting. Meetings that get suspended (when the Bible is closed) are carried on once the Bible is re-opened. So if you have a fire (God forbid) and you leave the meeting suspended, then you have to resume the meeting from that point and close it in form before you can start the next meeting. ‘Move to adjourn’ is something most Eagles say when they would rather bail out to the bar. But we all know that Good of the Order and the Closing Ceremony override Robert's Rules, in this case anyhow.

**We had an election and the results were read to the floor and there was a tie between two candidates for a Trustees position. The Worthy President didn't vote to break the tie. I thought it was his job to vote to break ties.**

He does vote to break ties but not in the case of elections. If two candidates get the same amount of votes then the winner is decided by lot. It's rare to draw lots anymore, so usually you flip a coin.

**I was elected Trustee this year and was told that our By-Laws say that the JP and the secretary are ex-officio members only but at the Trustees meetings they make motions and talk and vote. OK, but some Past Presidents just told me that it means they can only talk if allowed to talk by the chairman. What is the right way?**

First, it sounds like you need your own copy of your Aerie's By-Laws. As a Trustee, they are a major piece of equipment you should have at every meeting.

Second, we should start with what the Constitution really says and not what some people think it says. Ex-officio means that the person is a member because they hold some other office, that's all. Lots of Aeries' By-Laws make their Junior Past Worthy President and Aerie Secretary, members of the Board. The use of the term ex-officio, only means that **whoever** is Junior Past and **whoever** is Secretary, are automatically members of the Board. The reference in the Constitution where ex-officio is used is in the details about Victory Aeries. It reads in Section 41.5, that "The duties and responsibilities of ex-officio officers of the Victory Aerie shall be the same as the duties and responsibilities of the corresponding officers of local Aeries." In the description of the Junior Past Worthy President in Section 81.3, it reads "The Junior Past Worthy President shall not hold any other office in the Aerie, except that he may serve as a member of the Board of Trustees where the Aerie By-Laws so permit." Section 89.1 states the same thing about Secretaries.

Third, the Constitution doesn't say that the Junior Past and the Secretary are limited members of the Board of Trustees, so yes they can speak if given the floor by the elected Chairman of the Board of Trustees just like everyone else and make motions and vote. Ex-officio members of any organization have the same rights and privileges as any other member, including the right to discuss, move and vote. In contrast, if your Worthy President or any other person attends, he has no right to move or vote because he is not a member of the Board.

Besides, why would By-Laws make the JP and the Secretary members of the Trustees if all they can do is sit there like lumps unable to do anything? That would be as useless as you-know-what on a bull. Why would they waste their time? Wouldn't your Aerie be better if your JP And your Secretary were active members of the Board, involved in the decisions, bringing experience and knowledge to new Trustees like you? Sure it would.

Regardless, if you are worried about your two ex-officio members trying to power trip you, if you have three or more "elected" Trustees, you are likely to defeat their motions 3-2 anyway.

**One of our Past Presidents got his PWP status in another aerie and then transferred in. He said that in his old aerie they used to do group consents at their meetings. I can't find any info on this. Is this legal where parliamentary things are concerned?**

The main 'group consent' that members experience is when the floor decides on a motion. The likely subject to what your Brother Past President is referring is what is called a *consent agenda*. A consent agenda becomes a form of group consent since it allows members to adopt a group of items en bloc without discussion. Any member only has to rise and ask that any item on a consent agenda be removed from the consent agenda and placed on the regular agenda for it to be done. Once the chair has next confirmed that no more items have been asked to be removed from the consent agenda, then a vote is called. A favourable majority result approves the contents of a consent agenda. This is usually employed to save the assembly time over items that need no further—or any—discussion. Once the vote has approved or disapproved the items on the consent agenda, then the meeting moves to the regular order of business wherein motions are considered one at a time and discussions are called for. If this is what your Brother Past President is referring to, it is perfectly legal and is completely allowed as an acceptable parliamentary procedure.

**One time at our nominations meeting we had a member stand and nominate himself for a chair in the Aerie after the President asked if there were any more nominations from the floor. The President told**

**him that he couldn't do that, and said it wasn't legal anyway because nobody seconded the nomination. Could you please answer this? A few of us are still arguing about it. Thanks.**

Firstly, it's surprising and very nice to see a response from someone not from an Aerie in British Columbia. You must have read the copies of past issues of our publication from the Provincial website—thanks yourself. Secondly, the questions you ask involve very basic practices of parliamentary procedure, but these concerns have been asked of me perhaps more than any other. I'll answer your questions simply, and in two parts:

- 1) Any member of an assembly may nominate himself for any viable, available position, and,
- 2) No nomination of anyone—by anyone—ever requires a seconder.

**OK, I have couple things about voting to ask. The results of a vote was announced like this (Mr. Smith, 31 votes and 6 proxy votes. Mr. Jones, 23 votes and 12 proxy votes. Mr. Brown, 41 votes.) The vote was allowed to stand even though it was confirmed from the balloting station that, including the proxies, we had 110 possible voters! The tellers voted among themselves to re-open the poll for another vote but they were told that they were out of order. Is this right? And why would the proxy votes not just be included with the rest?**

Ahem...there a few things going on here at once, so I'll deal with them separately.

First, from a parliamentary point of view, proxy votes count the same as the votes cast in person. So the results should have been announced as follows: Smith, 37 votes; Jones, 35 votes; Brown, 41 votes. Proxies are only recorded separately because they are confirmed when they are counted and therefore become the only possible un-spoiled votes in the case of a re-vote being required. If a re-vote was deemed necessary, the proxies would result the same as they did the first time.

Second, the tellers may not re-open the polls, only the assembly may decide that a second vote should take place because A) it declares the original vote invalid and void because some decidedly influential misconduct had occurred, or, B) no majority decision was reached. From your statement, the assembly did not collectively decide that a re-vote was necessary, and my supposition of that is based on the simple arithmetic involved.

Third, the simple arithmetic to which I refer is as follows: based on your statement, only 110 votes were possible, but from the total votes cast, 113 ballots existed. The three invalid votes, regardless of who received them, did not decide the election. The most votes cast for any candidate was 41, and this is greater than the difference between it and the next total for the second place candidate.

Therefore, regardless of who received the three invalid votes, Brown won the election over the second place finisher by seven votes at most—41 to 34—and by one vote at least—38 to 37). Therefore, the election was valid and should be considered a perfectly legal result.

If, however, the total number of votes cast had been not 113 but 114, then a tie could have resulted and the assembly should rightly have moved to have the first vote declared invalid and void and then called for a second ballot (with the proxy votes remaining validly cast for their respective candidates).

This was a very good question, with just enough quirkiness to make it intriguing. But if you are a member of an F.O.E. Aerie within BC at least, the situation you describe is not one that anyone would experience because proxy votes are not legal. Another quirk in your scenario is that polling stations' ballot times should be ruled solely by the clock. If you are describing an Eagles Aerie in BC, you should amend your Aerie By-Laws to reflect these two points.

**If you're the Parliamentarian, are you allowed to vote at the Provincial Convention? I'm just throwing this at you because it's funny.**

It may be funny, but it's still a good question. And if you thought the question was funny, try this answer: yes and no. Hilarious, eh? 😊

In all seriousness, the Provincial Parliamentarian may vote on any issue decided by a ballot, such as the election of a new Provincial Trustee (which most often happens one E-A-R-L-Y morning, as we all know). That's the 'yes' part.

The 'no' part is that at the Convention Sessions, where committee reports and other matters and motions are voted upon across the floor, the Parliamentarian may not vote. The reason for this is that he has the same duty as the Provincial Worthy President: to maintain a position of impartiality. Further, he may not cast a deciding vote, even if his vote would affect the result, because that would interfere with the Provincial Worthy President's prerogative in doing so. Thus occurs a detail to be considered if some of our Brothers are considering serving in this capacity for a future Provincial Worthy President—and I hope that Brothers *are* considering it—if a member feels that he cannot properly forego his right to vote in order to serve as parliamentarian, he should not accept the position.

Besides, such a willingness to forego that vote will make it properly clear that the Parliamentarian exists to assure that the rights of **all** members of the Provincial Aerie are respected and upheld. For any Eagles Brother it shouldn't be too hard to imagine doing something for the benefit of someone else, or in the case of a parliamentarian, for the benefit of the organization...in other words, for the good of the Order.

**I was at the State Convention this year and the State President called for all Past State Presidents to rise and adjourn to another room to vote on an award they give out. There was two State Ten Year Secretaries that got up and left the session too. Is this supposed to happen? Is a State TYS the same as a Past State President?**

A TYS is not the same as a Past President either at the state level or locally either. They are a TYS. The Constitution says in Section 2 that a ten year secretary (at any level) is given the right to vote in the Grand Aerie, but nowhere is he given the right or title of Past Worthy President. So if your state award is to be voted on only by Past State Presidents, then your Past State Ten Year Secretaries cannot vote on the award. The words 'nowhere is he given the right or title' cover this clearly enough.

**We use the following words in our meetings for the balloting process. Is this accurate? The Ritual Book describes the process but does not give any words.**

**“W.P.:** Worthy Conductor, prepare the ballot box.

**W.P.:** Worthy Vice-President, how do you find the ballot box?

**W.V-P.:** Worthy President, I find the ballot box clear.

**W.P.:** I too find the ballot box clear. I now declare balloting open on these several applicants. Remember Brothers—white ball elects, black ball rejects.

**W.P.:** Those Brothers wishing to vote may now do so.

**W.P.:** Have all those voted who wish to do so? If so, I then declare the balloting closed and Worthy Conductor, you may take the ballot box to the Worthy Vice-President for his inspection.

**W.P.:** Worthy Vice-President, how do you find the ballot?

**W.V-P.:** Worthy President, I find the ballot favorable (unfavorable) to the candidates.

**W.P.:** I too find the ballot favorable (unfavorable) to the candidates. Those wishing to inspect the ballot may now do so.

**W.P.:** Have all inspected the ballot who wished to do so? Then, Worthy Conductor, you may destroy the ballot.

I now declare these applicants duly elected (rejected) and eligible (ineligible) for the ceremony of initiation.”

That's just fine and very similar to how I have heard it done in various places. You have to remember the proper actions of the Worthy Conductor, too, naturally (including placing the ballot box on the Altar for inspection). If the candidates are rejected, then it's likely that not all of them have been rejected so the best way is to ballot again once you have split the candidate's names in half. It's pretty common that if the first half's names are accepted then you would ballot one at a time on the second batch of names. It takes a bit more time, but it allows each candidate to be accepted and the unacceptable candidate or candidates to be separated from the rest. Great question.

**My great-grandfather was a President of the Eagles in Powell River but I can find no trace of the Powell River club. Any information you can give me would be most helpful. – J. Howell, Stillwater, B.C.**

Powell River did indeed have an Aerie. It was Aerie #1967 and was instituted in 1911. In 1917 it amalgamated with Aerie #6 Vancouver. Sadly, four years after that, the Vancouver Aerie had its charter revoked. The happy ending is that Vancouver Aerie #2075 was chartered two years later and it is still going strong.

**Our members ask questions at the meeting and the Worthy President just says thanks for your question and then moves on without answering it. He said that Presidents aren't allowed to talk. What do we do?**

Your Worthy President must be new. I say this because a lot of older PWPs seem to have a real problem keeping quiet! The Worthy President is supposed to conduct the business of the Aerie with punctuality and dispatch but if he doesn't find you answers then he is not really doing much business, is he? On the other thing of course he can speak but if he wants to speak as a member he has to turn the gavel over unless he is just giving somebody information then he can just say it. What he should do is aim you at the right person who would have your answer like the Trustees or the Secretary or something and then they should answer your question for you.

Maybe you should talk to your JP and see if he will get you the right person or find you the answer himself. I'd say 'Well done' to you because you are doing everything right. Meetings are THE place to talk about your Aerie because only at meetings can problems be solved and ideas be decided upon AND where serious questions from members are answered. It's your officers' jobs to find the answers and to let you know the answers.

**I read in the Constitution that absentee ballots are illegal. So how can Past Presidents go the Grand Convention and vote for their Aeries or States?**

Because those votes cast by someone designated to vote for a certain state is not an absentee ballot, it is a proxy ballot. The difference is that absentee ballots are usually mailed in by an absent person. A proxy is just a ballot cast because someone (or some thing, like a State Aerie that can't really cast a vote) may be unable to vote normally. You'll see proxies used in the F.O.E. sometimes, but you should never see an absentee ballot because you're right, they're illegal. I understand your confusion, though, because a proxy vote is an absentee vote in a way. Robert's Rules doesn't like proxy ballots but until it decides to make them illegal the Order can use them.

**Our Secretary uses a tape recorder during the meetings and then writes the minutes when he plays them back later. Is this done in other Aeries?**

Yes. There is nothing in the Statutes that forbids it so it's a practical way for the Brother Secretary to be sure that he doesn't miss something. Our Ritual Chairman makes a motion the first meeting of every year to use the tapes during the Ritual practices as a teaching tool. Twice a year our Brother Secretary asks our floor to erase the tapes or tape over them. Another Aerie I know has recordings of their meetings going back almost 15 years. Real handy for reference but the first time you hear your own voice played back you want to crawl into a hole. If it remains a contentious topic, it is perfectly legal to introduce a By-Law amendment stating that no tape recordings be permitted in your Aerie.

**We have a parliamentarian (he used to be a past president of our club) and he is always standing up and taking over the meetings like correcting motions and telling the floor what its supposed to be doing. Is this right?**

My first answer is really a question: is your current chairman new at his job? I ask this because it is rare that a parliamentarian is elected to that position; most often, the parliamentarian serves after being appointed by the chair. That being said, I do not understand why the chairman would allow the parliamentarian to take over any part of the meeting. The answer, simply, is that the parliamentarian speaks to the chairman and the chairman conducts all aspects of the meeting. Your chairman needs to know his job and enforce his authority a bit more, I'd say. A parliamentarian may be an advisor, but the chairman is The Chairman.

**We had a meeting where our Worthy President and Worthy Vice-President were both absent and the Secretary moved over to chair the meeting. He said that Robert's Rules supports this when the two top chairs are not there. Just for future reference, is this correct?**

In many organizations, there often exist positions such as 2nd Vice, 3rd Vice, etc. In those cases, the additional Vice-Presidents would fill the chairs of either of the absent Presidents (President and 1st Vice). Next in line in those organizations is the Secretary, yes.

However, the Statutes of the F.O.E. is quite clear in regard to what order exists—if the Worthy President and the Worthy Vice-President are absent or unable to chair the meeting, the position of chair falls to the Junior Past Worthy President and then, in recent succession, to any other Past Worthy Presidents attending the meeting. Since the Statutes (which upon approval your Local By-Laws become an extension of) overwrite Robert's Rules on this issue (and Robert's Rules doesn't really differ with this anyway) the Junior Past is your man in future. And please tell your Brother Secretary that there is no argument for Robert's Rules on your floor where a Statute, Law, Regulation or By-Law supersedes it. Proper parliamentary procedure already exists in the Statutes and Ritual, and on this issue, they trump Robert's Rules. Please remember that the Statutes state that Robert's Rules are to be followed unless Statutes or By-Laws already contain a law or ruling on an issue.

**Our Secretary sometimes edits the words of motions that are made on the floor so that when we hear the minutes of the last meeting read out we have to go back and correct them. What is the best way to avoid this?**

For one, your Secretary should minute the motions accurately the first time around. It sounds like he is being left to his own interpretation as people speak, however. The best—and correct—way to resolve this is that the chairman clearly state the current motion, and its amended content, just before he calls for the vote. This enables the amendments to be added, and gives the floor time to consider if any more amendments are necessary. Once the chairman states the most recent version of the motion, then the Secretary can take as much time and ask as many questions as he likes about the wording. Once all is clear to both the Secretary and the floor, then the vote can proceed. This makes the process go much more smoothly for everyone concerned.

**Our Worthy President had a motion come on the floor last meeting and he asked if there was anything under the question and then jumped to the vote, even though some of us had more questions. Is this right and if not does the vote count?**

A Worthy President is obligated to conduct the business of the Aerie with dispatch, certainly, but he must also be sure to do things properly. Since you do not mention that anything happened to either postpone parliamentary procedure or to contravene it, then what happened was ostensibly correct. I'll explain this. Taking a vote on the motion is a correct procedure; therefore there was no contravention of the rules. The floor's only option would have been for some member to rise and call out as loudly as possible 'Point of Order, Worthy President!' At that time, the process of the vote is suspended until the Worthy President rules upon the Point of Order. The member would have stated then that there were further points to be made under The Question and the Worthy President would have to allow further discussion to take place. However, since this was not done, and since a legal vote ensued on the motion you mentioned, the result of the vote taken stands. Please make sure that your members know that they have the right to rise under a Point of Order on any action and all current business must stop until the Point of Order is decided upon by the Worthy President. There is an instance where a Worthy President would be correct in ruling against a Point of Order and that would be if the discussion had been going on an exaggerated period of time already and/or members wanting to speak further had already spoken their allotted three opportunities (the third of which would already have been a grace period

over and above the usual two times). If the chair has sensed that the discussion could ensue for a seemingly unlimited period of time, then a member can move to Postpone the Motion until all the bickering has been done during a recess or a period before the next meeting. Another option would be for a member to Call the Previous Question, which itself ends all debate and requires an immediate vote on the motion on the floor at the moment. Accurate motions dealt with properly usually have few problems arise.

**We were amending our bylaws and after the third time we amended the wording and voted on each bylaw approved separately. I don't recall a count of the votes. I thought I read somewhere that you need to do this. Right?**

In regard to By-Law amendments, you are quite correct: votes should be counted (except in the case where the vote is unanimous, wherein the minutes should reflect this). In regard to your use of the word 'approved', there is a small error of diction here. When either a Constitution or By-Laws are first established you would use the word 'approved'. If the Constitution or a By-Law is being amended, however, then the correct term is 'adopted' (or 'carried', which is also correct). Hopefully, your Conductor knows that to pass, the amendments require a 2/3 majority and does some quick mental math when the hands pop up. Instead of counting the YEA votes, he knows the number of NAY votes that will defeat the 2/3 majority and just looks for those.

**Several of us have a plan to rescind a motion made and passed at the last meeting. Are there any things we need to know first? We want to do this right. Thanks.**

This can be a bit of a fine hair to split. Please let me know first if the motion spoke to a contractual agreement [the submitter subsequently confirmed that in this case it did not].

The two remaining concerns for rescinding a motion are these: 1) that the action described in the motion has not yet been carried out, and/or 2) that everything resulting from the motion may still be undone. If both of these conditions exist, then a proper motion to rescind can be legally made.

**One of our Past Presidents told us that new officers take their new seats under New Business during the first meeting of the new term. Our current Past President said he thought this had been changed. Which one is accurate?**

This is more a detail of our Order than it is a parliamentary one, but I will answer you anyway. If your Aerie has an installation of officers that takes place before the first meeting of the new term then the new officers start the first meeting in their new chairs. If an installation does not take place until New Business of the first meeting of the term, then when New Business comes up, the Bible is closed by the Conductor and the new officers assume their new positions and the (possibly) new Conductor re-opens the Bible and the meeting continues. In such a case, remember that a PWP must have the new Officers swear the Oath required by your Aerie's Installation Procedure. No officer is legal unless he has taken the Oath of Office and told his job description just as the Installation Procedure stipulates. The pre-June Installation rule is a newer feature, so be sure that you always have the newest edition of the Constitution and keep up with the amendments for those years between issues (Constitutions and Statutes are re-published every three years). Local Aerie Secretaries receive the amendments from Grand Aerie every September, so be sure to ask for your own copy.

**Our State aerie informed us that they will be conducting an audit of our Eagles lodge two weeks from now. Isn't this something we have to agree with?**

Once a year your State or Provincial Aerie can perform a cursory audit of your local Aerie based upon their judgment alone. It's their call and they don't need permission. This is new so maybe that's why you haven't heard about it yet. Please refer to Section 35.3 of the new '05 Constitution for the details. Secondly, please work to eliminate the term 'Lodge' from your vocabulary. Elks and Moose have "lodges"; we Eagles have "Aeries".

**Our Secretary is new and he makes out our official receipts by including his signature and writing in his title at the bottom. I asked him why and he said that he read in the Constitution that he has to do this. Do you know where he might have got this from?**

The lower right of the printed official receipts your Secretary gets from Grand already has the word 'Secretary' printed just under the signature line. But I think I've found what he's referring to. It is Section 85.4, and I think it is written badly and could have confused him.

The section reads "In filling out transfer cards and official receipts for dues he shall, in connection with the name of the member, designate the rank to which he has attained in the Order." A Brother member who teaches English has rightly said that usually when the word 'he' is used in a sentence, it should consistently refer to one person only. However, the section uses 'he' in reference to the Secretary first and but then the second 'he' is supposed to be referring to the member, not the Secretary. Normally, on the official receipt, the Name line at the top would have "John Smith P.W.P." or something like that. Grand Aerie also has stickers saying 'Officer' and 'Past Worthy President' and so on. So it's the member's rank that the section is referring to, not the Secretary's. I hope this helps. Besides, 'Secretary' is a position and not really a 'rank'. Most often what we're hearing is a "title", such as PWP, Past State President, Past Regional President, Past Grand Worthy President, like that, including Honorary Past Worthy (and Prov./State/Grand Worthy) Presidents. In a nutshell: "Secretary" is a position; "Ten Year Secretary" is a title. "Rank" describes something really smelly. Remember, we're not a service club where ranks have played a "major" part (pardon the pun) in the active and retired lives of their members. We Eagles, in contrast, are a fraternity that emphasizes equality, so we have no desire or need for "rank". Some titles may have an echelon but only depict how much more responsibility such Brothers have in comparison with the rest of us, not because they are better or "outrank" us.

**An applicant for membership at our club changed his mind and wanted his money back. Is this what a Withdrawal Card is used for?**

No. Withdrawal cards are available for Members in Good Standing to use. Let's say I'm already a member of the Order and I take a new job that does not permit me to be a member in fraternal organizations (who knows why but let's just say). I can ask my Aerie Secretary for a Withdrawal Card and it's like I have suspended my membership. Then let's say it's two years later and I want to resume my membership, I would just present my Withdrawal Card to a Secretary (either at my old Aerie or a different one) and pay the club's dues. The subject would come to the Aerie's meeting and if I'm elected to membership, I then resume my membership in good standing where I left off. The difference between this and just lapsing and re-enrolling two years later is that if I withdraw once I've been a member for 20 years, let's say, then come back in after two years, from that point I resume my membership in its 21st year (even though 23 years have actually gone by). I would have five years to go to qualify for my 25 year pin. A re-enrolled Brother (after two years of having lapsed) in many Aeries would have five years to wait for a five-year pin because many Aeries issue pins only for uninterrupted years of being a member. Pins should be, in my opinion, cumulative, just as positions are. For instance, a Brother serves 8 years as Aerie Secretary then does not continue; then a few years later he serves again because his successor died – therefore, at the end of the second year of his second tenure he has served cumulatively as Aerie Secretary for ten years, and is entitled to the title and the pin as a TYS (Ten Year Secretary). However, there are still some Aeries that issue their yearly pins on a "years uninterrupted" basis. I know a member who wound up receiving three five-year pins and never received any other. He was entitled to both a ten-year AND a fifteen-year pin due to the "total" number of years he was a Member in Good Standing.

**Our club had an agency that ended a year ago and one of the Trustees that the agent removed wants to be appointed Auditor next term. We know about the 3-year ban on removed officers but Auditors are appointed so it's not the same thing, is it?**

It doesn't matter. If the Trustee was removed in the 2002-2003 term and your first elections after the agency occurred in 2005, he could be appointed to a position no earlier than 2007 and elected to a position no earlier than 2008. The reason for this is that once the 2007 election has taken place, it is too late for him to be elected during that term. However, he could be appointed to a position following the 2007 elections. His only chance for election is after three elections have been held, which means the earliest election he is eligible for would be the 2008 one.

**I'm a new Conductor this year and want to know if I'm right about something. When I check the cards at the start of the meeting can I take dual cards as proof of membership?**

Nope. The only proof of a member in good standing is a current official receipt from that Brother's home aerie. Let's say you examine a Brother's dual card that says his dues are paid there until the end of the 2006-2007 term. However, maybe his official receipt at his home aerie shows he is paid up until the end of the 2005-2006 term. The dual card is null and void since a dual card cannot be for a longer term than the home aerie membership. So stick to home aerie cards only, and even if it means waiting until a Past President finds his home aerie card in his wallet, you are right to wait. Besides, as a Past President he should know better and have his home aerie receipt handy at all times. Dual cards are the ones to bury deep in your wallet since their status is only one of information and only have status if its owner needs to prove his eligibility to vote when in the dual aerie or to hold office in the dual aerie.

**Our Secretary says that he must be paid on a per capita basis whether anyone likes it or not. Is this honestly true?**

I think your Secretary needs to take a pill and calm down first. Then he needs to know that whether he is paid or not is entirely up to the membership of your Aerie. If your membership makes a motion to amend your local By-Laws so that the Secretary is not paid a penny then they can do that.

**Why is it that there seems to be such a distance between the officers in our club and the members?**

Are you in different rooms or something? Don't let the Blazer Birds intimidate you. Don't pay attention to their fancy vests with all those name badges and job titles and stuff. They are the same as you. It's all about equality, remember? They may dress up for events and meetings but most of them I know would rather not be so formal. Go over to them and talk to them. They don't bite. If State/Provincial/Grand officers are in the bar in their street clothes then they are only members just like you. I'll bet you that if you went over to their table and asked if you could join them they'll happily welcome you into a chair. But be careful—the only thing you need to fear is that you might blink and wind up on a committee or something. But we're all here to help each other if we can. That's the beauty of the Eagles.

**Could you please answer why and where the American Flag is supposed to be during a meeting of the Order? I tried several times here to get the US Flag where I am used to seeing it, however, my comments and pleas were ignored and it stayed in the back room. Then a member complained it was not there. So it was brought out again. Thanks.— A Canadian Eagle.**

Yes, the American flag does indeed play a part in the setup and conduct of the Aerie meetings. It resides beside the altar, on the side closest to the inner (entry) door of your meeting room. From before opening until after closing the American flag remains there, with its head facing the station of the Worthy President. When the Canadian flag (always with its head facing the station of the Worthy President) is moved to the altar by the Worthy Conductor from the exit side of the Junior Past Worthy President's station, it is then placed beside, and to the outside of, the American flag already there. It stays there until the Junior Past Worthy President takes it back to his station during the Closing Ceremony.

Some Aeries have dual flag holders that angle the two flags, but these are an incorrect design. No home nation's flag should be placed behind another, but only be beside it so that when standing at the altar, one should see the altar, the US flag beside it, and then the Canadian flag beside (and to the outside of) it.

If you feel like it, please remind your Worthy President that the Fraternal Order of Eagles is an international organization and inform him that I've personally been to three Aeries in the U.S. that fly the Canadian flag at their meetings and they have no problem flying a flag that is not really involved in the ceremonies and is not referred to or touched during the meeting. I'm a Canadian, too, and I have seen the US flag used in every Canadian Aerie's meetings that I have been to. If he prefers to continue his dislike of the American flag then based on The Obligation he should resign from the Eagles and go found the Lustrous Cluster of Beavers or something. Maybe it can have bad manners as one of its rules.

**One candidate at the altar the other night was asked if he believed in a Supreme Being. He clearly stated no. Our President went right on with the installation. Is this right?**

No way! There sounds like a few things being done wrong. Maybe your WP forgot the Constitution. Read him Section 70.2. It not only says that you must believe in a Supreme Being, but that belief must exist for a candidate to be “eligible for election”. So my question is how did this candidate get into your meeting in the first place?! First, the question would have had to have been answered on the Application Form (use the 8” by 7” Applications by the way because the pamphlet ones leave this question out). Second, the question should have been asked and answered in the Interview. If the answer was not on either the application or during the interview, then the Interviewing Committee would have had to reject him. And if he was rejected, he never would have been balloted on, and never been elected and wouldn’t have been in the room for the President to ask the question. So a whole bunch of steps were messed up here. Finally, your Junior Past should have interrupted the President at that point in time and asked the Conductor to escort the guy out of there, and he would have his fees refunded. Your President should have Section 82.1 of the Constitution read to him, too, because it says that the Worthy President “shall enforce **all** of the Laws of the Order”. He took an oath to do so when he was installed. Presidents may not break the rules EVER. Presidents enforce the rules, not break them. In this case, your Interviewing Committee made screw up #1 then your President made screw-up #2 when he obligated the guy anyway. Where were your Past Presidents while this was going on?! He’s lucky I wasn’t there when he tried to pull this stunt. Your Aerie members better tug the reins on your President. He needs to be reminded that he can be replaced by a motion on your floor. The Worthy Vice-President is there to assume his duties if he is replaced, and the Junior Past is there to assume the duties if the Vice-President can’t do the job. The membership elects us to do the job and the membership can bounce our butts out if we don’t do it right. Presidents have 90% responsibility, 10% authority and NO power. Good question, though. But you can’t let such simple things slip by. So wake up your Past Presidents so that your Aerie doesn’t experience such a bonehead play ever again.

**Is there a requirement to fly the FOE flag at a meeting or is that optional?**

The Aerie flag with white background that is usually 3’ by 5’ is lots of times put on a pole outside the Aerie to be either angled out to overhang the street or if it’s on a vertical pole, it should be mounted high enough to be completely visible from street-level if hanging limp above the building. If it’s inside, it should be displayed flat on the wall behind the station of the Worthy President with its bottom edge no lower than six feet from the floor. If you can’t do this because of transparencies other stuff on the wall then the top edge of the flag should be at the six foot level.

**The Secretary of our BOT issues cash to vendors for various things. The other Trustees complain about this. What can we do?**

If he is acting against the wishes of the Board as a whole then he is in violation of Section 89.2 which says (right at the end after Petty Cash) that no single Trustee can do this, not even the Chairman of the Board. Excellent question. Another detail to check on is that the items being purchased with petty cash must only be resalable items because they are the only items you can legally purchase with petty cash. You may also want to talk to your Aerie Secretary to see where he is getting this cash from. It’s time for your Trustee Chairman to alert your President that this is going on, too.

1. \_\_\_\_\_ is used to obtain information about meeting procedure.

- a) Parliamentary Inquiry
- b) Point of Information
- c) Point of Order

2. Previous Question means \_\_\_\_\_.

- a) call for the assembly to return to the agenda.
- b) if adopted by a two-thirds vote, debate ends and a vote is immediately taken.
- c) a request for the Secretary to read the motion aloud.

3. Other than the Articles of Incorporation, the highest body of rules in an organization are \_\_\_\_\_.

- a) Robert's Rules of Order.
- b) By-Laws.
- c) Standing Rules.

4. A quorum is \_\_\_\_\_ .

- a) the largest number that can be expected to attend a meeting, except in bad weather.
- b) a majority of the members present.
- c) the minimum number of members who must be present for business to be transacted.

5. A main motion \_\_\_\_\_ .

- a) brings business before the assembly.
- b) cannot be amended.
- c) is the highest ranking motion.

6. If a member makes a motion that is not in order, \_\_\_\_\_ .

- a) he should be censured.
- b) he should be ruled out of order by the chair.
- c) the chair may suggest an alternate motion.

7. If the By-Laws require an election to be by ballot, \_\_\_\_\_ .

- a) a voice vote can be used if there is no objection and there is only one nominee for each office.
- b) this provision can be suspended by unanimous consent, and a rising vote used instead.
- c) this provision cannot be suspended, even by a unanimous vote.

8. Division of the Question means \_\_\_\_\_ .

- a) to separate a motion into two or more parts, each capable of standing as separate motions.
- b) to retake a voice vote by a rising vote.
- c) to have members who favor a motion and those who oppose it to move to opposite sides of the room.

9. The motion to Lay on the Table can be used to \_\_\_\_\_ .

- a) kill a motion.
- b) temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration.
- c) postpone consideration of a motion until the next meeting, in order to find out additional information.

10. A meeting at which the proceedings are secret is called \_\_\_\_\_ .

- a) a convention of delegates.
- b) an executive session.
- c) a mass meeting.

### **ANSWERS TO PARLIAMENTARY QUIZ**

1. a. A Parliamentary Inquiry is used to obtain information about meeting procedure.
2. b. Previous Question means if adopted by a two-thirds vote, debate ends and a vote is immediately taken.
3. b. Other than the Articles of Incorporation (in the F.O.E., our Constitution) and the F.O.E.'s own By-Laws (the Statutes), the highest body of rules in an organization are By-Laws (in descending order, your State/Province's By-Laws then your Local Aerie's By-Laws).
4. c. A quorum is the minimum number of members who must be present for business to be transacted.
5. a. A main motion brings business before the assembly.
6. c. If a member makes a motion that is not in order the chair may suggest an alternate motion.
7. c. If the By-Laws require an election to be by ballot, this provision cannot be suspended, even by a unanimous vote.
8. a. Division of the Question means to separate a motion into two or more parts, each capable of standing as separate motions.
9. b. The motion to Lay on the Table can be used to temporarily set aside a motion because something of immediate urgency has arisen, without a time set to resume its consideration.
10. b. A meeting at which the proceedings are secret is called an Executive Session.

### **TEN MORE QUESTIONS TO LOOK UP YOURSELF**

11. Additions of all Statutes of the Fraternal Order of Eagles must be approved by a unanimous vote. True or False?
12. Amendments to the Constitution of the Fraternal Order of Eagles must be approved by a majority vote. True or False?

13. A Junior Past Worthy President, being a valid Past President, may serve on the Trial and/or Nomination Committees during the same term.

True or False?

14. The Grand Worthy President, in order to suspend any Law of the Order because it conflicts with a municipal, state, provincial or national law, requires the concurrence of both the Grand Tribunal and Grand Trustees to do so. True or False?

15. The Grand Worthy President must appoint five committees prior to the regular Annual Session of the Grand Aerie. They are committees on Credentials, Elections, Resolutions, Ritual Exemplification and \_\_\_\_\_?

16. After a period of five years from the date of an Aerie's dissolution, the appropriate State/Provincial Aerie shall receive all deposited moneys and accumulated interest thereon. True or False?

17. The preparation of all local Aerie charters is the responsibility of the Membership Department. True or False?

18. In a suspended aerie, the Agent is the only person who may appoint members to a Trial Committee. True or False?

19. Bro. Smith commits an act which is illegal according to the Constitution. Bro. Jones accuses Bro. Smith of 'Conduct Unbecoming' and files appropriate charges in writing. However, it is later discovered that Bro. Jones did not personally witness Bro. Smith commit the act. Should the charges be immediately dismissed? Yes or No.

20. The Comptroller of the Grand Aerie shall be appointed by the Grand Worthy President with the approval of the Grand Trustees. True or False?

So how did you make out?

***The Fraternal Order of Eagles was organized in February, 1898, in Seattle, Washington, by six theater owners, and immediately set out upon a series of crusades in support of workmen's compensation laws, old age pension laws, and the Social Security Act. Through the years the Order has donated Truth Libraries to schools in 35 countries, supported Radio Free Europe, donated to coronary, cancer and dystrophy research, sponsored crusades for safety, civil defense, community betterment, and has contributed to various homes for homeless children and the aged.***

# BC PROVINCIAL CURSORY SURVEY FOR LOCAL AERIES

AERIE NAME & NO: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

THIS CHECKLIST, WHILE NOT BEING ALL INCLUSIVE, IS MEANT TO BE A GUIDE FOR EVALUATING THE PROPER OPERATION OF AN AERIE. MANY OTHER FACETS OF AN AERIE'S OPERATION EXIST THAT CAN LEAD TO ITS SUCCESS OR FAILURE, THE COMPLETION OF THIS SURVEY SHOULD GIVE AN OVERALL VIEW OF THE AERIE'S OPERATION AND INDICATE AREAS WHERE IMPROVEMENTS ARE REQUIRED.

PLEASE **CIRCLE** EITHER **YES**, **NO** OR **N/A** FOR THE FOLLOWING TO DETERMINE IF THE AERIE IS OPERATING **IN COMPLIANCE WITH OUR FRATERNAL LAWS**

**THE PROVINCIAL COMPLIANCE OFFICER WILL REVIEW ALL SURVEYS; IF 20% OR MORE ANSWERS ARE NO, [ 13 OR MORE ] THEN HE MUST TAKE FORMAL STEPS AND ALERT THE PROVINCIAL EXECUTIVE. IF THE AERIE'S BY-LAWS HAVE BEEN AMENDED SINCE THE MOST RECENT CURSORY SURVEY, ATTACH A COPY OF THEM TO THIS SURVEY. IF THE AERIE HAS A BUILDING (OR OTHER) FORM OF SOCIETY IN PLACE, PLEASE INCLUDE A COPY OF THE SOCIETY BY-LAWS AS AN ADDITIONAL ATTACHMENT - SOCIETIES MUST ALSO BE IN COMPLIANCE WITH THE PROVINCIAL BY-LAWS UNLESS SOCIETY FOUNDED 1954 OR EARLIER.**

## **WORTHY PRESIDENT (SECTION 82.1) (A)**

### (A) COMMITTEE APPOINTMENTS (Section 82.1A, 100.1, 100.2)

- |                                                                             |     |    |
|-----------------------------------------------------------------------------|-----|----|
| 1. Appointment of Aerie Auditor? (102.1)                                    | Yes | No |
| 2. Trial Committee? (62.1)                                                  | Yes | No |
| President appointed Chairman of the Trial Committee?                        | Yes | No |
| 3. By-Laws Committee? (100.2)                                               | Yes | No |
| Date the Aerie By-Laws were last updated: _____                             |     |    |
| 4. Visiting Committee? (100.2)                                              | Yes | No |
| 5. Membership Committee? (100.2)                                            | Yes | No |
| 6. Finance Committee? (101.1)                                               | Yes | No |
| 7. Attendance Committee? (101.2)                                            | Yes | No |
| 8. Publicity Committee? (100.2)                                             | Yes | No |
| 9. Interviewing Committee? (100.2, 70.11)                                   | Yes | No |
| 10. Aerie Officers meeting with Ladies Auxiliary at least quarterly? (72.1) | Yes | No |
| 11. Is there a harassment policy in effect and posted?                      | Yes | No |
| 12. Has the Affiliation Agreement been signed and sent to the Grand Aerie?  | Yes | No |
| 13. Is the Ritual being used at all meetings of the Aerie?                  | Yes | No |
| 14. Are "short-form" Obligations being performed upon any new members?      | Yes | No |
| 15. Are any meetings of the Aerie performed in a "round table" format?      | Yes | No |

### (B) BONDING

- |                                                                          |     |    |
|--------------------------------------------------------------------------|-----|----|
| 1. Are all Officers and Employees that are handling money bonded? (94.1) | Yes | No |
| 2. Has notice of bonding been forwarded to the Grand Aerie? (94.2)       | Yes | No |

## **SECRETARY (Section 85.1)**

### (A) RECORDS

- |                                   |     |    |
|-----------------------------------|-----|----|
| 1. Minute Book up to date? (85.1) | Yes | No |
| 2. Using the MMS Completely       | Yes | No |
| (a.) Officer's list completed?    | Yes | No |
| (b.) Payment History?             | Yes | No |

|      |                                                                       |     |    |
|------|-----------------------------------------------------------------------|-----|----|
| (c.) | Batch Entry?                                                          | Yes | No |
| (d.) | Initiation/Dropped?                                                   | Yes | No |
| (e.) | Delinquent Report?                                                    | Yes | No |
| (f.) | Auditor getting reports?                                              | Yes | No |
| 3.   | Receipts for money received credited to the proper funds? (85.8)      | Yes | No |
| 4.   | Receipts provided for money turned over to the Treasurer? (85.8)      | Yes | No |
| 5.   | Secretary's Cash Book up to date and signed by Treasurer? (85.8)      | Yes | No |
| 6.   | Has the Society Act been upheld and the Non Profit status been filed? | Yes | No |
| 7.   | Has the Aerie's Annual General Meeting been held per the Society Act? | Yes | No |
| 8.   | Are the Aerie By-Laws posted on the Aerie Bulletin Board? (122.1)     | Yes | No |
| 9.   | Are the Aerie House Rules posted in the Aerie?                        | Yes | No |

(B) REPORTS

|    |                                                        |     |    |
|----|--------------------------------------------------------|-----|----|
| 1. | Financial Reports made at every Aerie Meeting? (85.13) | Yes | No |
| 2. | Annual Report current? (102.1)                         | Yes | No |

**TREASURER (Section 86.1)**

(A) RECORDS

|    |                                                                       |     |    |
|----|-----------------------------------------------------------------------|-----|----|
| 1. | All money turned over to Treasurer being deposited? (86.1)            | Yes | No |
| 2. | Money deposited within 48 hours of receipts with deposit slips shown? | Yes | No |
| 3. | Proper receipts endorsed/exchanged by Secretary and Treasurer?        | Yes | No |

(B) REPORTS

|    |                                                       |     |    |
|----|-------------------------------------------------------|-----|----|
| 1. | Treasurer's Annual Report properly maintained? (86.3) | Yes | No |
|----|-------------------------------------------------------|-----|----|

**TRUSTEES (Section 89.1 – 89.11)**

(A) DUTIES

|    |                                                                               |               |    |
|----|-------------------------------------------------------------------------------|---------------|----|
| 1. | Chairman and Secretary elected? (89.1)                                        | Yes           | No |
| 2. | Secretary and/or JPWP ex-officio members (in By-Laws)? (89.1) <u>SEC= Y N</u> | <u>P= Y N</u> |    |
| 3. | House Rules followed & Amendments made properly? (89.3)                       | Yes           | No |
| 4. | All Trustees comply with Compatibility Laws? (89.11)                          | Yes           | No |
| 5. | Approval of Expenditures by the Finance Committee? (89.2)                     | Yes           | No |
| 6. | Receipts issued for receipt of all funds from club activities? (89.4)         | Yes           | No |
| 7. | Is Insurance coverage provided? (89.9)                                        | Yes           | No |
| 8. | Date the Insurance Policy expires: _____                                      |               |    |
|    | Public Liability? Amount \$ _____                                             | Yes           | No |
|    | Liquor? Amount \$ _____                                                       | Yes           | No |
|    | Aerie Home & Contents? Amount \$ _____                                        | Yes           | No |
|    | Are the Eagle Riders included on the policy? N/A                              | Yes           | No |
|    | Is the Auxiliary included on the policy?                                      | Yes           | No |
| 9. | Are complaints responded to within thirty (30) calendar days? (89.3h)         | Yes           | No |

(B) RECORDS

|    |                                                                                                                                          |     |    |
|----|------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. | Books audited monthly by the Aerie Auditor? (102.1)                                                                                      | Yes | No |
| 2. | Minutes kept on each Board Meeting? (89.1)                                                                                               | Yes | No |
| 3. | Do By-Laws provide for a Manager of the Buffet and Social Rooms? (89.8)                                                                  | Yes | No |
| 4. | Does the Manager have an agreement with the Aerie? (89.9)                                                                                | Yes | No |
| 5. | Are all employees in compliance with Local YES NO and Provincial Aerie By-Laws, YES NO Statutes YES NO , and our Fraternal Laws? YES NO? |     |    |

(C) REPORTS

- |                                                                                    |     |    |
|------------------------------------------------------------------------------------|-----|----|
| 1. Weekly report of Buffet/Social Rooms completed and presented on Aerie Floor?    | Yes | No |
| 2. Inventory of Buffet Goods (Monthly)?                                            | Yes | No |
| 3. Maintaining current and up to date Inventory on all real and personal property? | Yes | No |
| 4. Monthly Profit and Loss Statement?                                              | Yes | No |

**AUDITOR (Section 102.1)**

- |                                                                         |     |    |
|-------------------------------------------------------------------------|-----|----|
| 1. Copy of the Constitution and Statutes made available to the Auditor? | Yes | No |
| 2. Monthly Audit of Records completed and reports made?                 | Yes | No |
| Secretary Records and Reports audited?.....                             | Yes | No |
| Treasurer Records and Reports audited?.....                             | Yes | No |
| Trustees Records and Reports audited?.....                              | Yes | No |
| 3. Annual Report for the past Fiscal Year sent to the Grand Aerie?      | Yes | No |

|                                                |
|------------------------------------------------|
| TOTAL NUMBER OF <b><u>NO</u></b> ANSWERS _____ |
|------------------------------------------------|

***EXPLAIN ACTION TAKEN BY YOU FOR ALL NO ANSWERS (if more space is required, use back of form):***

---



---



---



---



---

**CONCLUSIONS:**

*This Aerie*

---



---

**RECOMMENDATIONS:**

*I recommend that*

---



---



---



---

Survey performed by: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LOCAL WP or SECRETARY

Date: \_\_\_\_\_

***~ A COPY OF THIS COMPLETED SURVEY MUST BE PROVIDED TO LOCAL AERIE ~DONE ~ NOT DONE ~***

RECEIVED

JUL 22 2014

## BY-LAWS

### OF

*The British Columbia Provincial Aerie No. 10006*, Fraternal Order of Eagles, instituted by authority of the Grand Aerie of the Fraternal Order of Eagles.

This Provincial Aerie was instituted on the 17<sup>th</sup> day of July, in the year of 1945.

This Provincial Aerie was incorporated under the Laws of the Province of *British Columbia* on April 8, 1948.

*Pursuant to the authority granted by Section 35, Statutes of the Fraternal Order of Eagles, and for the purpose of securing a more efficient organization of, and strengthening the bond of fraternity between the several Aeries and their Membership within the Province of British Columbia, under the Charter granted by the Grand Aerie, Fraternal Order of Eagles, the British Columbia Provincial Aerie hereby enacts and adopts these By-Laws, heretofore adopted.*

### MEETINGS & CONVENTION

**Section 1.1** The meetings of this Provincial Aerie shall be held on one Saturday in September and one Saturday in March, each at a Local Aerie within the Province of British Columbia (decided by the Worthy Provincial President of each term), and, prior to the Grand Aerie Convention on the Session dates that comprise the Annual Provincial Convention, which is held on the first full weekend within the month of June, on the respective Wednesday through Saturday, inclusive. The opening ceremony on opening day is to commence no later than 1:00 p.m. At the Annual Convention of the British Columbia Provincial Aerie and Auxiliary, its agenda shall feature a Joint Banquet, called the Convention Banquet, which shall be held on the Friday evening and serve as the Outgoing Provincial Presidents' Banquet (Aerie and Auxiliary). Said Banquet is to be held in a venue chosen by the Host Aerie for that Convention.

(a) A Joint Ceremony with the Officers of the Provincial Aerie and Provincial Auxiliary will be held prior to the opening of the sessions. This ceremony is to commence no later than 11:00 A.M. on the Thursday of the Convention. The city dignitaries should be invited to attend at this time.

**Section 1.2** The Executive Committee shall consist of all the Officers of the Provincial Aerie. The quorum for an Executive Committee shall be ten (10) members of the Committee.

**Section 1.3** Between the annual sessions of this Provincial Aerie, The President and the Executive Committee shall have and exercise all powers of this Provincial Aerie whenever any emergency arises.

**Section 1.4** For the purpose of hosting the B.C. Provincial Convention, all Aeries wishing to bid for the Convention may do so. This is to be for three (3) years in advance. The B.C. Provincial Executive will then decide the location of said Convention.

**Section 1.5** Special meetings shall be held in conformity with Section 72.2 Statutes for Local Aeries, or Laws amendatory thereof.

**Section 1.6** The registration fee for the delegates to the annual Convention of this Provincial Aerie shall be forty dollars (\$40.00) for registration and banquet ticket, and thirty-five dollars (\$35.00) for extra banquet tickets.

**Section 1.7** Any Local Aerie applying to host the Provincial Convention, or any Local Aerie chosen to host the Provincial Convention, shall submit a cheque to the *BC Provincial Aerie, F.O.E.*, for the amount of five hundred dollars (\$500.00).

(a) Within ninety (90) days after the Provincial Convention, a financial statement shall be submitted to the *CKC/HLS*

Provincial Executive Committee in which the sum of five-hundred dollars (\$500.00) shall be recorded as an operating expense to the Hosting Aerie. Once all revenues and expenses have been totaled (including the \$500.00 expense) then the remaining net profit shall be equally divided between the hosting Local Aerie, and Local Auxiliary.

**Section 1.8** In opening and closing this Provincial Aerie Sessions and installing delegates and officers, the approved Ritual as provided by the Grand Aerie, Fraternal Order of Eagles, shall be used.

### **NOMINATION AND ELECTIONS**

**Section 2.1** The Officers of this Provincial Aerie shall be as follows; Junior Past Worthy President, Worthy President, Worthy Vice President/President Elect, Worthy Chaplain, Worthy Conductor, Secretary, Treasurer, Inside Guard, Outside Guard, and five (5) Trustees.

**Section 2.2** All Officers except the Junior Past President, the Worthy President, the Secretary and the Treasurer shall be nominated and elected at the Annual Convention for a term of one (1) year.

**Section 2.3** The term of office of both the Secretary and the Treasurer of the Provincial Aerie shall be for three (3) years.

**Section 2.4** Except as otherwise provided by the Laws of the Order, should a vacancy occur in any Provincial Aerie Office other than Trustee, Secretary, and Treasurer, by means of death, removal from Office, removal from the Province, or resignation, such vacancy or vacancies will be filled as follows:

- (a) Worthy Provincial President, The Worthy Vice President/President Elect shall succeed to the office of Worthy Provincial President;
- (b) Worthy Vice President/President Elect shall be filled by appointment of the Worthy President from among the Past Provincial Presidents of the Provincial Aerie for the unexpired term;
- (c) Junior Past Worthy President - the same shall be filled by appointment of the Worthy President from among the Past Provincial Presidents for the unexpired term;
- (d) Any other elective office shall be filled by appointment of the Worthy President from the Past Provincial Presidents for the unexpired term;
- (e) All vacancies in office not described in the above Sections or subsections shall be filled as provided in Section 92.1, Statutes, F.O.E. or Laws amendatory thereof;

**Section 2.5** No person other than a Past Worthy President or a Ten Year Secretary of a Local Aerie shall be eligible for the Office of President, Vice President-President Elect, or Secretary of the Provincial Aerie, nor shall any person be eligible to hold office as President, Vice President/President Elect, Secretary, Treasurer, or Trustee, unless he shall at the time of his installation as such Officer be of legal age as defined by the laws of this Province, nor unless he shall be a member in good standing in his own Local Aerie, and the Local Aerie have its Provincial per capita tax paid.

**Section 2.6** No person shall be placed in nomination for any office unless he is in good standing, shall be present at the time such nomination is made, or if unable to be present, has given his written consent to have his name placed in nomination for such office.

(a) Local Aeries shall be required to propose nominees for commencing or continuing service in a Provincial Office, and shall submit in writing on Aerie stationery the name or names of their nominees and the office to which they desire them to be nominated. Such submissions are to be in the hands of the Provincial Secretary not later than the opening day of the Provincial Convention. After the report of the Nominating Committee, further nominations may be made from the floor of the Convention. All nominations from the floor must be accompanied by a detailed endorsement letter, and said letter must be presented to the Chairman of the Nominations Committee directly following the acceptance of the nomination, so that all nominees for all offices each year shall have a letter on file.

*OKTUS*

(b) Every Aerie wishing to have one of their members nominated from the floor will have a letter of support from the Local Aerie in the hands of the Provincial Nominating Committee before the Provincial Aerie Convention. Such nominations from the floor will be confirmed as nominees as having a letter of support from his Local Aerie.

**Section 2.7** Procedure for balloting on Provincial Aerie Officers, shall be conducted by not less than three (3) members of the Elections Committee, and shall be by the use of a Polling Station, situated separate from the Provincial Aerie Meeting. This Election to take place between the hours of 7:00 a.m. to 9:00 a.m. on the Saturday of the Provincial Convention and the Committee shall report the results prior to the end of the Saturday morning session. Any Member wishing to vote shall present his official credential, whereupon it shall be stamped and he shall receive his official ballot.

**Section 2.8** Tellers shall be appointed by the Worthy President. (Presiding Officer)

**Section 2.9** There shall be no proxy votes.

### **PROVINCIAL AERIE MEMBERSHIP (DELEGATES)**

**Section 3.1** The Provincial Aerie shall be composed of delegates from the Local Aeries of the Province of British Columbia as follows:

- (a) The presently serving Officers of this Provincial Aerie;
- (b) All of the Past Presidents and Ten Year Secretaries of this Provincial Aerie;
- (c) Representatives elected by the Local Aeries comprising this Provincial Aerie;
- (d) All Past Worthy Presidents and Ten Year Secretaries of Local Aeries within the jurisdiction of the Provincial Aerie, provided however, that no individual shall be eligible to vote or sit in the deliberations of this Provincial Aerie unless he is in good standing in the Local Aerie of which he is a member.

**Section 3.2** Each Local Aerie which has filed its reports and paid its per capita tax in full, and is otherwise qualified by the Laws of the Grand and the Provincial Aerie, shall be entitled to one (1) vote for a membership total of up to one hundred (100), and shall be entitled to an additional vote for each additional hundred members on whom the per capita tax has been paid, or major fraction thereof, on its rolls on November 30<sup>th</sup> preceding the Annual Provincial Convention.

**Section 3.3** The Secretary of each Local Aerie comprising the Provincial Aerie shall make a semi-annual and/or quarterly report to the Provincial Aerie on such forms and in such manner as may be proscribed by the Secretary of this Provincial Aerie and in conformity with Section 35.3, Statutes F.O.E. or laws amendatory thereof. Any changes in the office of a Local Aerie President or a Secretary shall be reported forthwith by such Aerie to the Secretary of this Provincial Aerie.

### **FUNDS**

**Section 4.1** The following funds are hereby established for this Aerie:

- (a) The Social Fund (commonly referred to as the Nest)
- (b) The General Fund

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

### **DUES**

**Section 5.1** Each Local Aerie shall pay to this Provincial Aerie an annual per capita tax in the sum of ~~two dollars and sixty cents~~ **three dollars** (~~\$2.60~~) (**\$3.00**) for each member whose name appears on the Membership rolls of the Local Aerie on the date upon which the per capita tax is due, the same to be paid semi-annually. *CKC/TS*

## **DUTIES OF OFFICERS AND COMMITTEES**

**Section 6.1** The Worthy Provincial President shall be empowered to select a District Deputy for each zone set up by the Provincial Executive to coordinate activities in each zone.

**Section 6.2** The Provincial Vice President/President Elect will appoint the Installing Worthy President, the Installing Conductor, and the Chairman for the Installation Ceremony for the Provincial Officers. He may also appoint members for the remaining chairs if he so desires.

**Section 6.3** The Finance Committee shall report, and this Aerie adopt, a budget of the anticipated per capita tax and other income and authorized expenditures and appropriate the money from the Provincial Aerie Treasury to finance the same. Such appropriations shall not be exceeded except by unanimous approval of this Provincial Aerie's Board of Trustees. The appropriations shall include the expenses of officers, bond premiums, salaries, expenses of the offices of both the Provincial President and Provincial Secretary, and any expenses of this Provincial Aerie.

**Section 6.4** The Provincial President shall appoint a Past Provincial President as Chairman of the Nomination Committee, which shall consist of Past Provincial Presidents only. Not less than five (5) Past Provincial Presidents will sit on this Committee, and they shall receive and consider all nominations for each and every office of the B.C. Provincial Aerie, and make their recommendations known to the assembled delegates prior to nomination of Officers. No action or recommendations of this Committee shall exclude further nominations from the floor.

(a) To maintain the consistency and accuracy of the information possessed by the members of the Nominations Committee, it shall be composed of the five (5) most recent Past Provincial Presidents of British Columbia, including the current Junior Past Worthy Provincial President, who shall serve as the Committee Chairman.

**Section 6.5** There shall be a Provincial Membership Board consisting of five (5) members including the Provincial President. The Membership Board shall be appointed at the Annual Convention each year by the incoming Provincial President. The duties of the Board shall be under the control of the Secretary-Treasurer of the Board, whose service dispensation will be three hundred dollars (\$300.00) annually, payable quarterly, and the signing officers shall be responsible to the Provincial Aerie Executive for all moneys received and disbursed.

**Section 6.6** Provincial Aerie Officers may serve as any Provincial Aerie Committee Chairman, but only for two (2) years on said Committee. Members may serve on Committees for two (2) years only as Chairmen. This will allow Officers to become more involved in the operations of the Provincial Aerie.

## **DISABILITY BENEFITS**

**Section 7.1** The British Columbia Provincial Aerie does not pay benefits for any sickness or disability.

## **FUNERAL BENEFITS**

**Section 8.1** The British Columbia Provincial Aerie does not pay any funeral benefits.

## **DISPENSATIONS**

**Section 9.1** All charity donations, receipts or cancelled cheques are to be presented to the Provincial Secretary by April 30<sup>th</sup> (because the Secretary's and Treasurer's books close as of that date).

**Section 9.2** All serving Officers and Past Provincial Presidents serving as members of any Committee, and attending the session of the Provincial Aerie, shall receive nothing in remuneration.

*CKS  
tts*

**Section 9.3** The Worthy Provincial President shall receive annually a service dispensation of four dollars (\$4.00), payable quarterly, and in addition thereto an annual allowance shall be made for his respective office expense in such amount as shall be fixed by the budget as adopted by this Provincial Aerie.

(a) The Worthy Provincial President shall be allotted actual expenses not to exceed six thousand dollars (\$6,000.00) for the purpose of visiting all Local Aeries in the Province of B.C. during his term of office, paid from the Provincial General account.

(b) With the authority invested in the Provincial Executive, an additional five hundred dollars (\$500.00) may be granted to the Provincial President, if required and the funds available.

**Section 9.4** The Provincial Secretary shall receive annually a service dispensation of five hundred dollars (\$500.00), payable semi-annually, and in addition thereto an annual allowance shall be made for his respective office expense in such amount as shall be fixed by the Budget as adopted by this Provincial Aerie.

**Section 9.5** The Provincial Treasurer shall receive annually a service dispensation of fifty dollars (\$50.00), payable annually.

**Section 9.6** The Provincial Aerie Auditor shall receive annually a service dispensation of fifty dollars (\$50.00), payable annually.

**Section 9.7** Duly-appointed Deputy Provincial Presidents and Provincial Aerie Representatives shall receive as per diem expenses as follows: fifty dollars (\$50.00) per day plus twenty cents (\$0.20) per kilometer if traveling by automobile or actual expense of a bus fare. Reports of such duties shall accompany all expense vouchers.

**Section 9.8** The Provincial Aerie Legal Advisor shall be paid a retainer fee not in the excess of nil dollars (\$0.00) per year. The Legal Advisor is to counsel and advise the Provincial Officers on matters of a legal nature which are a concern to the welfare of the Provincial Aerie and its Local Aeries. He shall attend the Provincial Aerie sessions and other such meetings as are held by the Provincial Aerie where his presence is required, and he shall be paid nothing for his attendance at such meetings. If the Legal Advisor is called upon to represent this Provincial Aerie in any legal action which requires his appearance or attendance in a civil court involving the Provincial Aerie or any of its Local Aeries, he will be allowed such additional legal fees as is commensurate with the service rendered by him. The fee is to be paid by the Provincial Aerie or the local Aerie, whichever is involved. If this Provincial Aerie comprises of more than one zone a legal advisor for each zone may be appointed.

**Section 9.9** The service dispensations of the Aerie Auditor and Aerie officers shall not be paid until such time as the duties required of them by the Laws of the Order and the By-Laws of this Aerie have been fulfilled, and all reports then due have been completed, presented and transmitted to those entitled to receive them.

**Section 9.10** An appropriation not to exceed one thousand, ~~eight hundred~~ dollars (~~\$1,800.00~~) **(\$1,000.00)** shall be allowed the Chairman of the Ritualistic Competitions and to be paid by the B.C. Provincial Aerie General Fund.

**Section 9.11** The Provincial Aerie shall send the Junior Past Worthy Provincial President as the official delegate of the B.C. Provincial Aerie, to the Grand Aerie each year. Travel to be by economy accommodations by most direct and economical route, plus fifty dollars (\$50.00) per day while traveling to and from and in attendance at the Grand Convention (to be paid in U.S. funds when traveling in the United States), together with the registration fee as set by the Grand Aerie.

**(a) A full-page ad for the Grand Convention booklet shall be prepared and paid for by the Provincial Aerie each term to represent the Aeries and Auxiliaries of the province.**

**Section 9.12** The immediate Junior Past Provincial President shall be sent to the Washington State Convention. *OK*

as the official representative of the B.C. Provincial Aerie. His allotted expenses are not to exceed two hundred dollars (\$200.00, to be paid in U.S. funds).

**Section 9.13** The Provincial President shall be sent to the Pacific Northwest Regional Conference, as the official delegate or representative of the B.C. Provincial Aerie. His allotted expenses are not to exceed three hundred dollars (\$300.00), to be paid in U.S. funds when held on U.S. soil, and economy travel fare will be paid when the P.N.R.C. is to be held in Alaska. **A full-page ad for the PNWR Conference booklet shall be prepared and paid for by the Provincial Aerie each term to represent the Aeries and Auxiliaries of the province.**

**Section 9.14** The Pacific Northwest Regional President nominees shall be nominated and elected for, from the Past Provincial Presidents or Ten Year Secretaries by a secret ballot. Each Past Provincial President, Ten Year Secretary, and Provincial Aerie Officer are to have only one (1) vote.

### **OFFICER BONDING**

**Section 10.1** The President, Secretary, Treasurer, Trustees, and other employees of this Provincial Aerie who handle moneys of the Provincial Aerie shall each give a surety bond conditioned for the faithful performance of their duties. The premium for such bonds shall be paid by the Provincial Aerie. No such Officers or Employees of this Provincial Aerie who shall be required to be bonded shall be permitted to assume or discharge the duties of such office or employment until so bonded, and notification thereof forwarded to the office of the Grand Worthy President. The bond shall be purchased by the Provincial Aerie in the amount and according to the following schedule:

Classification Number 3 applies to the British Columbia Provincial Aerie:

(3).....under \$40,000.00 Annual Gross Receipts.....amount of Bond: \$6,500.00

**Section 10.2** No officer or employee shall be permitted to assume or discharge the duties of his office or employment until bonded.

### **MILITARY SERVICE RECEIPT**

**Section 11.1** The British Columbia Provincial Aerie does not grant any military service benefits.

### **MISCELLANEOUS**

**Section 12.1** In appreciation of services rendered by the retiring Worthy President, the Aerie may, by resolution adopted by the Aerie, present some suitable gratuity to the retiring Worthy President, at a cost not to exceed the sum of \$100.00 to be paid from the General Fund.

**Section 12.2** This Provincial Aerie shall be divided into districts or zones as proscribed by the Provincial Aerie.

(a) The Provincial Ritual Competitions shall be held on a date to coincide with the respective Zone Conferences.

**Section 12.3** Any violation of these Provincial By-Laws by any member, officer, or Local Aerie attending or belonging to or affiliated with this Provincial Aerie shall constitute a violation of the Laws of the Order, and may be tried in the same manner and penalized to the same extent as a violation of the Constitution and Statutes, Fraternal Order of Eagles or laws amendatory thereof.

(a) No amendment, alteration, or addition to these Provincial By-Laws shall take affect unless made in accordance with the requirements of Section 35.4, Constitution and Statutes, Fraternal Order of Eagles, or amendatory thereof. All amendments to these By-Laws shall be proposed in writing and shall be signed by at least three (3) Delegates to the Provincial Convention and, before action can be taken thereon, each such By-Law shall be read at two (2) regular sessions of the Provincial Convention, including the session at which said By-Law was introduced and the final action thereon shall be taken at the regular session next following the second reading thereof. Proposed By-Laws and Amendments shall be adopted by a two-thirds vote of all

CKC/TCB

Delegates of the Provincial Convention present and voting.

(b) All resolutions to be considered at the Provincial Convention shall be submitted in writing to the Provincial Secretary forty-five (45) days prior to the annual Convention. The Provincial Secretary must mail copies of said resolution to the Local Aerie at least thirty (30) days prior to the Convention. Provided however, the Committee of the Provincial Aerie and Officers may submit resolutions for the purpose of facilitating the work of the Convention under the Good of the Order.

**Section 12.4** All properties, including the Home, Clubhouse and Buffet, of the Local Aerie or Society, shall be under the charge of the Board of Trustees of said Aerie, Fraternal Order of Eagles. They shall strictly enforce all rules and regulations governing the premises of the Society. The Society shall be, at all times subject to and under the jurisdiction and control of the Statutes, Rules and Regulations of the Grand Aerie, Fraternal Order of Eagles as stated in the Constitution, Section 89.7. The members of the Society must be members of the said Aerie. The Directors of the Society must be the elected Officers of the said Aerie.

**Section 12.5** Where the Constitution and Statutes of the Fraternal Order of Eagles, the Rituals, and the By-Laws do not cover or control, then Robert's Rules of Order (Revised) shall govern the actions and deliberations of this Provincial Aerie.

*OK  
HLS*

**BY-LAWS OF**  
**The British Columbia Provincial Aerie No. 10006 , Fraternal Order of Eagles**  
**~ 2014 Edition ~**

**BY-LAWS COMMITTEE:**

Endorsed this day, June 6, 2014, by the following Past Worthy Presidents of the Order:



\_\_\_\_\_  
Curtis R. Johnson, P.P.P.



\_\_\_\_\_  
Joseph G. Millette, P.P.P.



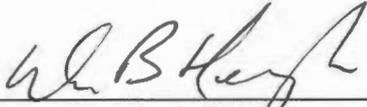
\_\_\_\_\_  
Kit P. Chamberland, P.P.P.

First reading at regular session held the afternoon of June 5, 2014

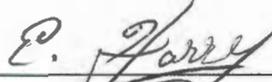
Second reading at regular session held the morning of June 6, 2014

Adopted after third reading held the afternoon of June 6, 2014

Attested:



\_\_\_\_\_  
William B. Heigh  
PROV. SECRETARY



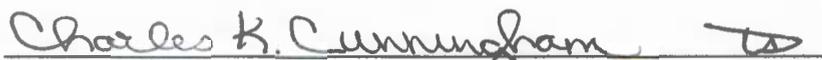
\_\_\_\_\_  
Eric P. Harry  
PROV. PRESIDENT



---

Approved this 16<sup>th</sup> day of August, 2014.

**(DO NOT WRITE ON THE ABOVE LINE, GRAND SECRETARY USE ONLY!)**

  
\_\_\_\_\_  
GRAND SECRETARY, FRATERNAL ORDER OF EAGLES