

that meetings can be held?

12. Do your By-Laws provide for a way to withdraw from the organization and from an office or committee assignment?

13. Do your By-Laws provide for a way to fill a vacancy and perhaps declare a vacancy?

14. Do your By-Laws provide for a way to remove someone from office or a committee appointment if they are not performing the assigned duties?

15. Do your By-Laws provide for a way for members to call a special meeting?

16. If you have representation by delegation, do the By-Laws explain how the delegates are chosen and provide for alternate delegates?

17. Do your By-Laws provide for a way for members to propose amendments to the By-Laws?

18. Do the By-Laws provide for a parliamentary authority?

**~ SUGGESTED FURTHER TOPICS ~**  
*(based upon Robert's Rules of Order)*

*Include the following to avoid some of the most common mistakes found in By-Laws:*

Explain the nominating procedure.

State when dues are due and what are the penalties for being late or for non-payment.

List the Standing Committees and allow for the appointment of Special Committees.

Have a clause for removing officers and/or include the phrase "or until their successors are elected."

Include a clause to cancel and reschedule meetings in case of an emergency or inclement weather.

Include a quorum number for Aerie Meetings, Trustees Meetings, Committee Meetings and Special Meetings.

**Aerie Phone:  
604-859-5405**

**Aerie Fax:  
604-859-5117**



**1 January**

**2006**

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## AERIE COMMITTEES

# THE BY-LAWS COMMITTEE

*Compiled by the Past Presidents of Aerie 2726*

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Abbotsford

Fraternal Order of Eagles

Aerie 2726

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*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 suggested adoption, rejection or amendment. [This method is also used in the amendment of House Rules].

At least one month prior to its first meeting, the By-Laws Committee should announce in the Aerie bulletin that suggestions are being accepted in regard to the By-Laws and House Rules until the day before the first By-Laws Committee meeting. Forms will be kept behind the Lounge Bar and in the Aerie Office for this purpose.

Once the third reading has occurred, the amendments/changes shall be discussed on the Aerie floor and voted upon. Once the vote has taken place the By-Law Committee shall provide a final printed version of the amendments, which are to be stamped with the Aerie Seal, and signed by the Worthy President, Aerie Secretary and the Chairman of the By-Laws Committee. The By-Laws are then submitted to the Grand Secretary for their approval or rejection. Any By-Laws returned as approved from Grand Aerie shall be effective upon receipt; any rejected shall be reconsidered or postponed based upon the recommendations (and re-presentation to the floor, as above) as the By-Laws Committee sees fit.

[House Rules once approved by a vote on the Aerie Floor shall be immediately in effect and require no approval from Grand Aerie.]

**One cardinal reminder for all By-Law Committee members: if the Constitution and Statutes of the Order already contain a topic or point of information, there is no need to add such topics or points as By-Law additions. It is only where the local Aerie has specific additional details in regard to the topics or points that these should be added to the By-Laws.**

### **REQUISITE TOPICS OF CONSIDERATION**

*(based upon standards of fraternities)*

1. Do your By-Laws give the final power to the members?
2. Carefully assess if the By-Laws give any powers to the Board of Trustees. Do they provide for ways for the members to bring business before the Board to consider? Do they provide for a way for the members to reverse a Board's action?
3. If the Board has the power, do the By-Laws allow for members to bring up new business at an Annual meeting or other general membership meetings?
4. Do your By-Laws provide for the majority to rule?
5. Do your By-Laws protect the rights of the minority and absent members by requiring a two-thirds vote to remove from membership or in amending By-Laws?
6. Do your By-Laws provide for a fair and equitable way to nominate and elect officers and board members? Do your By-Laws provide for an impartial Nominating Committee and nominations from the floor?
7. Do your By-Laws allow all members who wish to serve on committees the opportunity to serve?
8. Do your By-Laws allow new members to be immediately active in the organization? Or do they provide for a "probationary" period? Is there a valid reason for this "probationary" period?
9. Do your By-Laws provide for proper notification of removal from membership because of failure to pay dues?
10. Do your By-Laws set the month and day for all meetings and for proper notification?
11. Do your By-Laws set a reasonable quorum requirement so