

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

Our Pledge:

We will strive unselfishly to live for Liberty, Truth, Justice and Equality.

Abbotsford #2726, of the Fraternal Order of Eagles, would like to welcome you into our Aerie. As our new Brother, we do not expect you to remember everything told to you at Initiation. This leaflet has been compiled to help answer some of your questions and hopefully make you feel more comfortable at your first few meetings. If you have any questions not covered here, please do not hesitate to ask.

Mission Statement:

The Fraternal Order of Eagles, an international non-profit organization, unites fraternally in the spirit of Liberty, Truth, Justice, and Equality, to make human life more desirable by lessening its ills, and by promoting peace, prosperity, gladness and hope.

~ Meeting Practices ~

If you wish to enter an Aerie room when a meeting is in session, rap once on the outside door, give your name, name of your Aerie and present your official receipt to the Guard. He will admit you to the Aerie. Advance immediately toward the Altar. When you reach the flag, stop and give the salutation sign, then step to the Altar and give the salutation sign to the Worthy President who will recognize you, then quietly take a seat.

The salutation sign is made by placing your right hand over your heart, thumb and

fingers joined. This sign is also used when members rise to address the Worthy President, when they reach the Altar to ballot on applications, and when crossing the room. The Worthy President will acknowledge the salutation sign by a wave of his right hand.

If you wish to retire while an Aerie is in session, go to the Altar, salute the Worthy President and, after your salutation is acknowledged, quietly leave the room.

Voting Sign: Raise the right hand, palm outward, the thumb and fingers joined and extended upward.

Balloting: When you step up to the ballot box at the Altar, give the Worthy President the salutation sign, then cast your secret ballot, then proceed to your seat.

Responses to gavel raps: Two raps summon the Aerie to order. One rap calls the members to their feet or seats them when standing.

-- **Do not** cross the room between the Altar and the station of the Worthy President [This may only be done during Initiation or when the Bible is closed]. This symbolic area is where our past Brothers reside during our meetings. --

Remember to carry your signed official receipt with you to Aerie Meetings.

OBLIGATION

sworn by every member of our fraternal Order

Before God, and on my honor, I promise that I will never make known to anyone the Rituals of this Order, except to Eagles in good standing, and then only if I am authorized to do so.

I promise never to aid or join an Aerie, or any organization of alleged Eagles, that is not approved by the Grand Aerie.

I will abide by and obey the laws, rules and regulations of the Grand Aerie.

I promise never to propose for admission into the Order a man whom I know to be unworthy; never to use the blackball unless I have conscientious reasons for so doing; and never to permit the religious opinions of an applicant, his nationality, or his membership in any other organization to influence my ballot.

I promise never to take unfair advantage of an Eagle in business matters, and never to let him suffer loss of any kind if I can prevent.

I promise to further, at all times, the patriotic, the humanitarian and the fraternal teachings of this Order.

I promise to try, steadfastly, to make my home the abiding place of thoughts and acts that are wholesome and righteous.

I promise to give our Country the devoted loyalty of a patriot.

Before this Altar my attention is particularly directed to the following vows, and I give my pledge to observe them: "If I cannot speak well of an Eagle, I will not speak ill of him."

I promise at all times to respect the sanctity of his home and family.

I understand the meaning of these pledges and I ask my God and my Brothers to help me keep them.

I acknowledge that the willful violation of any of them is just cause for expulsion from the Order

~ Parliamentary Motions ~

[All Motions are carried or defeated by a simple majority (**half plus one**) of those voting, except where a * is shown]

Main Motion: The basic device by which a matter is presented to the assembly for possible action. Stand, salute the Worthy President and say, "Worthy President, I move that we _____."

Second: Another member agreeing that the motion just stated should be debated [this does not require the seconder to agree with the motion]. Stand, salute the Worthy President and say, "Worthy President, I second the motion." [If you wish to change a detail involved, you may also make a **Motion to Amend**.]

Amend: A secondary motion, outranking the main motion, whose purpose is to modify the main motion. This may be done several ways: "I move to amend by striking _____" (remove a word or phrase) **or** "by inserting _____" (insert a word or detail) **or** "by adding _____" (always at the end) **or** "by substituting _____" (line or paragraph).

Postpone: A secondary motion, outranking the main motion, whose purpose is to take the question out of the hands of the assembly temporarily, to be studied, and brought back when complete details are known.

Table the Motion: Like postponing but meant to take the question out of the hands of the assembly indefinitely. A motion to **Take a Motion From the Table** (to revisit a tabled motion) requires a ***favorable two-thirds vote***.

~ The F.O.E. Order of Business ~

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. Secret Ballot on Applications
7. Initiatory Ceremony
8. Report of the Aerie Physician
9. Sick and Visiting Committee
10. Ordering Warrants for Benefits
11. Reception/Disposition of Bills & Communications
12. Reports of Standing Committees
13. Reports of Special Committees
14. Excuses of Absentees
15. Unfinished Business
16. Reports of Officers Concerning the Finances of the Aerie and the Status of Members
[this includes Secretary, Treasurer and Trustees]
17. New Business [where spending money is approved]
18. Report of the Aerie Auditor
19. Reports of Membership Campaign and Membership Security Committees

Since 1898, The Fraternal Order of Eagles has been a huge influence internationally, federally and regionally, in our states and our provinces and, most of all, in our communities.

We Eagles started Mothers Day. We provided the impetus for Social Security. We helped end job discrimination based on age. We raise millions of dollars every year to combat diseases. We help handicapped kids, uplift the aged, and otherwise make life a little brighter for people not as fortunate as ourselves.

We uphold and nourish the values of home, family, and civic duty that are so necessary in society.

We promote fairness and friendly fraternalism in over 1,800 communities across North America.

Our praises have been sung by Prime Ministers and Presidents, but still today too many people wonder:

"Who Are The Eagles?"

*It's time to get out the word,
"We Are The Eagles"*

For more than a century, we have been leaders in the effort to make the world a brighter and better place for everyone.

Welcome to Abbotsford Aerie #2726

Our Meetings are held
2nd and 4th Tuesdays of every month at 7:30 p.m.
@ **Abbotsford Eagles Hall**

Our address is:

33868 Essendene Avenue
Abbotsford, B.C. V2S 2H4
Phone: 604-859-5405
website: bcfoe.com/2726

Abbotsford Aerie #2726
2012 – 2013 term

Worthy President – **Dave Low**
604-854-5946
dave_low@shaw.ca

Worthy Secretary – **Dick Penner**
604-217-5170
dickpenner@telus.net

PLEASE BE CERTAIN THAT THE SECRETARY
ALWAYS HAS YOUR **CURRENT**
ADDRESS, PHONE NUMBER(S) AND
E-MAIL ADDRESS.

Our Purpose: To aid in the patriotic and humanitarian plans of the Fraternal Order of Eagles.

Our Motto: If I cannot speak well of an Eagle, I will not speak ill of him.

Our Ode: Around you stand, hand touching hand, men who have come before this altar to be bound with you in vows forevermore. The man that's stirred to speak a word for an absent Brother's name, will find that he can easily put the slanderer to shame. In justice to yourself—be true—and help us in life's fight, then if we do the same by you, life's burdens will be light. And if we try most earnestly to do each other good, we shall ring true from every view of this great Brotherhood.

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 single exception to this is for the Finance Committee. 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 solitary 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
- Supervise all of your other employees
- Protect and maintain all of your possessions
- 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 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.

COMMENDING THE FRATERNAL ORDER OF EAGLES ON ITS 110TH ANNIVERSARY
HON. JIM McDERMOTT OF WASHINGTON
IN THE HOUSE OF REPRESENTATIVES
Tuesday, September 23, 2008

Mr. MCDERMOTT. Madam Speaker, 110 years ago, the Fraternal Order of Eagles, F.O.E., was founded in Seattle, in what is now the seventh Congressional District that I am privileged to represent. Since its founding, the F.O.E. has expanded to become an international organization with nearly 1 million members that raises and contributes more than \$100 million annually to charities benefiting children, health research, and the elderly. I rise today to commend the Eagles on their 110th anniversary, to highlight some of their many accomplishments, and to thank the Eagles for their good work over the last 110 years.

The Eagles have a long and proud history of living up to their motto, "people helping people." The Eagles were the first public advocates for establishing the Mother's Day holiday, were a driving force behind establishment of the Social Security System, and work to provide assistance to individuals in need in local communities across the United States and Canada. Just this year, the Eagles have partnered with the University of Iowa and committed to raise \$25 million to establish the Fraternal Order of Eagles Diabetes Research Center that will break new ground in efforts to both treat and prevent the spread of this terrible disease.

The Fraternal Order of Eagles was created in 1898 when six competing theater owners held a secret meeting at Moran's shipyard in Seattle to talk about a musicians' strike. By mid-1898, a constitution and by laws for the new organization had been adopted and the Grand Aerie established. Local F.O.E. chapters and the places that they meet are known as "Aeries." Many of the early members of the Eagles were actors, playwrights, and stage hands who spread the word about the new fraternal organization as they toured from town to town across the U.S. and Canada. The incredible spread of the Eagles in the early years is largely attributable to these people. Eagle Aerie #1—the Mother Aerie—was established in Seattle in 1898, but some of the earliest Eagle aeries are located in: #8 San Jose, California, 1899; #11 Butte, Montana, 1899; #25 Skagway, Alaska, 1899; #33 St. Paul, Minnesota, 1899; #48 Galveston, Texas, 1900; and #42 Rochester, New York, 1900. By the end of 1903 just 5 years after the creation of the Eagles, there were nearly 600 Aeries operating in all corners of the U.S. and numerous locations in Canada. Today, Eagle membership totals about one million in about 1,500 individual local Aeries throughout the U.S. and Canada.

In addition to camaraderie the fraternity was established to serve a very important function. In the days before death benefits, workmen's comp, or health insurance, the Eagles offered a death benefit to the families of Eagles killed in the line of work to ensure proper burial, no Eagle has ever been buried in

a potter's field, and Aeries had physicians who provided health care to members.

The Fraternal Order of Eagles Grand Auxiliary was adopted at the 1951 international convention in Rochester, NY. However, Auxiliaries date back to March 24, 1927 in Pittsburgh, KS. By March of 1951, 965 local Auxiliaries were in existence and by the end of that year 22 state and provincial Auxiliaries were operating.

The local state/provincial, regional and grand Auxiliaries have continued to grow and provide their importance to the Fraternal Order of Eagles by consistently serving as the strongest fundraising arm in the Organization. The Auxiliary, traditionally consisting of women, is a fully operating arm of the Fraternal Order of Eagles with equal positions of leadership.

In 1944, the Eagles Memorial Foundation was created. The Memorial Foundation supports children of members who die while serving their country, or at work. All Eagle members and their families are automatically protected by this member benefit. With the Memorial Foundation, children of deceased members who die while serving their country or at work are able to attend college or vocational school with grants up to \$30,000. They can also receive medical assistance including payments to physicians, dentists, orthodontists and hospitals. The cost of eyeglasses, prescriptions, as well as medical and dental devices is also included.

Over the years, the Eagles have also actively advocated at the national level for laws that help their fellow Americans. In the 1930s, the Eagles very actively organized to push for creation of the Social Security system. When the Social Security Act was signed in 1935, President Franklin Roosevelt (himself a lifelong Eagle), presented a pen with which he signed the Act and wrote to then-Eagle Grand Worthy President John M. Morin:

I am very glad to give you as the representative of the Fraternal Order of Eagles a pen with which I signed the Social Security Securities Act . . . I have long observed with satisfaction the sponsorship by the F.O.E. of social justice legislation both in the states and in the nation. The records for more than a quarter of a century bear witness to the campaigns of education conducted, the literature distributed, and the addresses delivered by your socially-minded Order. These efforts have borne, and are bearing gratifying results. Our countrymen owe the Eagles good will for their unselfish services.

The pen I am presenting to the Order is a symbol of my approval of the Fraternity's vision and courage. May its possession inspire your 600,000 members to re-dedicate their own efforts and those of the Fraternity to the insuring of such economic and political conditions as will bring a greater degree of happiness to our people.

The Eagles also supported old age pension laws in the 1920s: "You Eagles have planted this seed . . . If the Eagles of the United States never do anything else,

they have more than justified their existence in their advocacy of this great humanitarian movement."—Gov. Joseph M. Dixon, Governor of Montana, signing into law America's first old age pension law (1923). Jobs After 40: "The Eagles started this whole idea. That is why I invited the Eagles to be at this private bill signing, and the reason I am presenting this pen to the Fraternal Order of Eagles."—President Lyndon B. Johnson, signing the Federal "Jobs After 40" bill, outlawing upper age limits in hiring.

And enactment of Medicare legislation: "For your energetic and dedicated espousal of social justices, and for the generous support you have given to all measures designed to further economic opportunity and the compassionate treatment of the sick and disabled."—President Lyndon B. Johnson, in a message to the Eagles on the signing of the Medicare amendment to the Social Security Act.

Today, the Eagles advocate for equally important causes. The Eagles support congressional and administration action to ensure the long-term stability of the Social Security system while protecting the fundamental principles on which it was founded and to provide health care coverage to every American child. The Eagles are also actively advocating for enactment of the Children's Access to Reconstructive Evaluation and Surgeries, CARES Act, H.R. 1655. Evidence suggests that insurance companies are increasingly denying access to the approximately 40,000 American children born annually with birth defects and needing reconstructive surgery. The CARES Act would require all group and individual health insurance coverage and all group health plans to provide coverage for surgery and other outpatient and inpatient medical treatments related to a minor child's congenital or developmental deformity. As a medical doctor and Member of Congress, I am especially proud to be a cosponsor of the CARES Act.

In addition, the Eagles are tremendously generous in providing assistance to a wide variety of very worthy charitable causes. Every year, Eagles across the U.S. and Canada generate more than \$100 million for charities supported by the F.O.E. The Eagles provide 100 percent of those funds directly to charities in the form of grants, paying administrative costs from their membership dues.

These charities include: the Max Baer Heart Fund; the Robert W. Hansen Diabetes Fund; D.D. Dunlap Kidney Fund; the Jimmy Durante Children's Fund; support for Children's AIDS Awareness and Medical Research; the Lew Reed Spinal Cord Injury Fund; the Golden Eagle, Golden Age Grants, support for community-oriented programs primarily serving the aged, Alzheimer and Parkinson Funds; and the Disaster Relief Fund, first response program for national disaster situations in Canada and the United States, and the new Fraternal Order of Eagles Diabetes Research Center at the University of Iowa.

In addition, the Eagles also provide educational benefits to graduates of Home on the Range in

Sentinel Butte, North Dakota; High Sky Girls Ranch in Midland, Texas; and Bob Hope High School in Port Arthur, Texas. The Eagles also operate Eagle Village, located in Bradenton, Florida, a 26-acre senior community open to any member who has at least 15 years of continuous membership in the Fraternal Order of Eagles.

In addition to large national charitable initiatives, Eagles work at the local level to make their communities better places to live and work. Many activities focus on children and improving their quality of life. Eagles Aeries and Auxiliaries conduct toy drives, send young victims of domestic violence to camp, hold baby showers for needy families, provide Christmas and Thanksgiving baskets, provide backpacks and school supplies, make quilts for nursing homes, and more.

On September 16, 2008, the Fraternal Order of Eagles signed an agreement with the University of Iowa to partner in a 5-year fund-raising project that will culminate with the Fraternal Order of Eagles Diabetes Research Center at the University of Iowa. The Fraternal Order of Eagles Diabetes Research Center will be a dedicated center for diabetes research within the Institute for Biomedical Discovery Building at the University of Iowa. The Eagles are committing to raise no less than \$25 million over the next 5 years to fund this center. Money fundraised by the Fraternal Order of Eagles will go directly to medical research. Currently, an estimated 23.6 million adults and children in the USA—8 percent of the population—have diabetes.

The Eagles' membership is a broad cross-section of America, ranging from blue-collar workers to teachers to doctors and everyone in between. Seven United States Presidents have been Eagles: Theodore R. Roosevelt, Warren G. Harding, Franklin D. Roosevelt, Harry S. Truman, John F. Kennedy, James Earl "Jimmy" Carter, Ronald W. Reagan. In addition, many famous Americans have been active Eagles, including: Arnold Palmer; Bob Hope; Jimmy Durante; Max Baer, boxing heavyweight champion; Tony Stewart, NASCAR driver; Billy Ray Cyrus, musical performer and entertainer; and baseball Hall of Famers Stan Musial and Roger Maris.

One hundred and ten years ago, the Eagles organized with a simple objective, to "make human life more desirable by lessening its ills and promoting peace, prosperity, gladness, and hope." You have succeeded.

Over the last 110 years, the Eagles have been an integral part of the fabric of our country—providing civic leadership, raising funds for children, the elderly and medical research, and improving the country in ways great and small. The Eagles have made the United States an immeasurably better place to live, work, and raise families.

Thank you for all you have done for our communities and our country. Congratulations to the members and leadership of the Fraternal Order of Eagles. Best wishes for the next 110 years and beyond.

CLOSING CEREMONY

The Provincial President shall stand throughout the closing ceremony.

Provincial President:

My Brothers,
as we have finished the business of the session we will close with prayer.

The Provincial Chaplain shall leave his place and go to the Altar.

~ GAVEL calls up the Aerie ~

Provincial Chaplain:

Our Father, we ask that each of us may feel that he has conscientiously done his duty, and that only good may come to our Order from what we have done here. Amen.

Delegates:

Amen.

Provincial President:

I now declare this session of the British Columbia Provincial Aerie closed.

~ GAVEL closes the session ~



The Ritual of the British Columbia Provincial Aerie

“People Helping People” since 1898

The Provincial Conductor shall go to the station of the Provincial Vice-President, receive from him the Eagle, the emblem of our Order, and place the Eagle upon the pedestal, or other device prepared for it, at the side of the Altar opposite the side where the flag has been placed . The head of the Eagle shall be toward the station of the Provincial President. The Altar shall be flanked by the Flag on the one side and the Eagle on the other. The Flag should hang free The Altar shall hold only the Bible. The Eagle shall stand by itself. Thus, the Flag, the open Bible, and the Eagle will occupy separate places of dignity and honour in the order named. During the ceremony a patriotic air should be played.

Provincial Conductor:

This is the Eagle — the emblem of our Order. From its beak in balance hang the scales of Justice ready to weigh impartially the merits of every cause. The open sweep of its mighty wings shows strength of purpose to go forth at any moment to the defense of the dearest principle of this Fraternity — Equality.

Provincial President:

Provincial Conductor,

The Provincial Conductor gives the salutation sign.

what is the motto of our Order?

Provincial Conductor:

If I cannot speak well of an Eagle, I will not speak ill of him.

The Provincial conductor shall return to his place.

Provincial President:

I now declare The British Columbia Provincial Aerie ready to consider such matters as should rightly come before it.

~ GAVEL seats the Aerie ~

~~~~~  
**ORDER OF BUSINESS**  
*The Order of Business shall be as adopted by the delegates assembled.*  
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Provincial President:

Provincial Conductor,

The Provincial Conductor gives the salutation sign.

attend the Flag!

The Provincial Conductor shall go to the station of the Junior Past Provincial President and, receiving from him the Flag, place it upon the pedestal or other device prepared for it. The procedure shall be the same as that required of Local Aeries. During this part of the ceremony a patriotic air should be played.

Provincial President:

The Aerie will salute the Flag.

Provincial Conductor:

This is our Flag. Above it, during the busy day and in the silence of the night, is a sentinel -- the Spirit of Liberty -- always on duty, guarding the honour of the Nation and the happiness of the home.

Provincial President:

Provincial Conductor,

The Provincial Conductor gives the salutation sign.

you will lay the Bible upon the Altar.

The Provincial Conductor shall go to the station of the Provincial Chaplain, receive from him the Bible and place it, opened, upon the Altar. During this part of the ceremony a religious air should be played.

Provincial Conductor:

This is the Bible. Its pages contain the wisdom of the ages, and its teachings are founded on the everlasting laws of Truth.

Provincial President:

Provincial Conductor,

The Provincial Conductor gives the salutation sign.

attend the Emblem!

PROVINCIAL AERIE RITUAL

Also for State, District or Regional Aeries. The officers will make appropriate substitution of words. The placing of stations, with the exception of the Altar, shall be left to the judgment of the Provincial President of the Provincial Aerie. The Altar however, must be set in some conspicuous spot, either on the floor of the hall or on the stage. The signs, the Flag, the Bible, and the Eagle, shall be utilized the same as in Local Aeries.

OPENING CEREMONY

The officers or the Provincial Aerie shall wear the regalia prescribed for corresponding officers of a Local Aerie. Such regalia shall be adjusted immediately after the officers take their places. The Provincial President shall stand throughout the Opening Ceremony.

Provincial President:

The delegates will be in order.

Brother officers, take your places.

Provincial Inside Guard,

The Inside Guard rises and gives the salutation sign.

The British Columbia Provincial Aerie is about to open a business session. You will please notify all accredited delegates to sit with us.

The Provincial Inside Guard will carry out these instructions, and, returning to his station, will say:

Provincial Inside Guard:

Your instructions have been obeyed.

~ GAVEL calls up the Aerie ~

Provincial President:

Provincial Chaplain,

The Provincial Chaplain gives the salutation sign.

lead us in prayer.

The Chaplain shall make his way to the Altar and say:

Provincial Chaplain:

Our Father, we ask that our deliberations be marked by an earnestness that will exclude every selfish thought; and that as delegates we shall at all times do that which is best for this Fraternity so that the sum of our efforts will advance the happiness of mankind everywhere and be wholly acceptable unto Thee. Amen.

Delegates:

Amen.

~ GAVEL seats the Aerie ~

Provincial President:

Junior Past Provincial President,

The Junior Past Provincial President rises and gives the salutation sign. He shall remain standing until the Provincial President seats the Aerie.

what are your duties as senior officer of the Provincial Aerie?

Junior Past Provincial President:

To guard the right of each member to be heard when he is entitled to the floor, and to raise promptly a point of order if anyone in speech or in debate deliberately ignores his fraternal obligation. In this way, I can best exemplify the spirit of Liberty.

Provincial President:

Provincial Vice-President,

The Provincial Vice-President, rises and gives the salutation sign. He shall remain standing until the Provincial President seats the Aerie.

what are your duties?

Provincial Vice President:

To aid you in maintaining order; to preside over this body during your absence; and to impress upon these delegates that anything of lasting value must conform to the eternal laws of Truth.

Provincial President:

Provincial Chaplain,

The Provincial Chaplain rises and gives the salutation sign. He shall remain standing until the Provincial President seats the Aerie.

what are your duties?

Provincial Chaplain:

To show by word and act that strength will be added to our deliberation if we observe the eternal principle of Justice.

Provincial President:

Provincial Conductor,

The Provincial Conductor rises and gives the salutation sign. He shall remain standing until the Provincial President seats the Aerie.

What cardinal principle of our Order does my station symbolize?

Provincial Conductor:

Equality.

Provincial President:

As presiding officer of this Provincial Aerie, I shall try to treat each delegate fairly, and use as impartially as I can, the powers vested in me. I promise to take into consideration the fact that the honest intention of each one of you, rather than the eloquent words of the few, is the guiding influence by which we should direct our proceedings.

~ GAVEL calls up the Aerie ~

~ NOTES ~

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

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604-859-5117**



1 January

2006

AERIE POLICIES

The Selection and Development of Officers and Chairmen of the Aerie

Compiled by the Past Presidents of Aerie 2726

Choosing the right officers does not begin when the Nominating Committee is given the membership list and instructed to find members to serve. It really begins when a member joins the Aerie.

Every member has the possibility of serving in some leadership position if allowed to grow and develop with the Aerie. But the first thing the other members have to do is recognize the abilities and talents of other members.

If a few people are doing all the work in the Aerie, then there needs to be some soul searching and self-examination. Members might ask the following questions:

1. Are we giving new members an orientation where we explain the purpose and goals of the organization?
2. Do we explain what the officers do? What the various committees do?
3. Do we tell the new members what we expect of them?
4. Do we assign a new member a mentor?
5. Do we get to know the member and his talents so that he can be assigned to the right committees?
6. Do we give new members any information about basic parliamentary knowledge so that they can make motions at meetings and follow the business at the meetings?
7. Do we assign them to committee work immediately or do we make them wait awhile?
8. Do the members think that only certain individuals can do things?
9. Is there an inner circle in the organization so that others feel excluded?

10. If someone isn't doing their job well do we criticize or offer to help them?

11. Do Committee Chairmen allow the committee members to have input or do they run the entire show and just order the committee members around?

12. Does the Worthy President allow members to present business and participate in discussion, or does the Worthy President act as a tyrant?

How the Aerie answers these questions will determine the kind of organization we shall have and what will happen to new members.

The successful Aerie that retains members is active and growing, and is the one that recognizes and uses the talents of all the members. Those that have an inner circle or just a few people doing the work will no doubt not exist within a few years.

Aeries must encourage all members to work and develop their skills. The older members should mentor the newer members so when they progress out of their positions, the remaining members are prepared to take over. This not only refers to carrying out the day-to-day duties of the Aerie but also in such matters as parliamentary practices, event coordination and Ritual competition. Continuity is the key factor. The Aerie is an entity in and of itself. Members come and go. By having mentors, training sessions, and a constant appreciation of everyone's work and talents, the Aerie will survive the transition of current officers and incoming members.

“Blame has never solved a problem. Anger separates people and grudges only keep them apart. If one lessens the distance between people, teams will build themselves. Whether in politics or in life, one man only may succeed by going his own way; the best things about a society, however, from good laws to new opportunities, come from many men gathering to resolve problems employing little more than common sense and compromise.”

Committee Chairman/spokesman reports to the Aerie floor if such requests are approved or not, and the Aerie votes thereafter. Aerie members are reminded that despite the usual practice of voting along with any committee's recommendation, members are entitled to vote against any such recommendations.

While the Board of Aerie Trustees present a monthly Profit and Loss Statement to the Aerie floor for approval, the Finance Committee should retain copies of these reports and during his report to the floor, the Finance Committee's spokesman should alert the Board of Trustees of any unprofitable ventures occurring in the Aerie as a whole. The Trustees are then to focus upon taking steps to remedy the loss to the Aerie, if possible (required by the Aerie Financial Officer's Handbook). Should a venture or activity continue to be unprofitable, the Finance Committee may recommend at any time the discontinuation of said venture, and the Aerie membership shall decide the matter by vote.

If, like Grand Aerie, the Local Aerie had a capital budget approved by the General Membership at the start-of-term General Meeting¹, then the Finance Committee should track the totals of budgetary expenditures as the months of the term progress. Budgetary deficits must be both announced by and approved by the Finance Committee before such bills are to be voted for payment.²

Vacancies/Substitutions:

If substitutes serve at a meeting for one of the Committee, any spokesman would have polled the three members as to their decisions regarding the issues, and report the approval. It is not the officers' positions that belong to the Committee, but the Brothers themselves, thus if any of the officers resign or lose their office, they retain membership on the Finance Committee for the balance of the term, unless that position is also resigned.

Conclusion:

The Finance Committee protects the Aerie and its funds from bills invoked by individuals and individual causes that do not further the Aerie's functionality, social purpose or public reputation. It must keep on hand records regarding the Aerie's planned projects for the current term, as well as for any long-term goals.

¹ Required by Part 6, Section 56 of the BRITISH COLUMBIA SOCIETY ACT.

² Since a capital budget is the only budget that can be legally authorized by the voting members present at a Grand Aerie Convention, and a capital budget at the Provincial/State Aerie level must also be presented for approval at the annual Convention for the **ensuing** term, the same practice is therefore the only authorized practice at the Local Aerie level. Local Aeries are not authorized to spend a sum of money during the term and then establish a capital budget. Local Aeries without a budget approved at a General Meeting are limited to conducting business from their balance sheet and should make efforts to raise money specifically for any projects incurred during that term of office.

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1 January

2006

AERIE APPOINTMENTS

THE FINANCE COMMITTEE

Compiled by the Past Presidents of Aerie 2726

Abbotsford

Fraternal Order of Eagles

Aerie 2726

Constitutional Definition

Section 101.1. A Finance Committee consisting of three (3) members in good standing is hereby created in each Aerie. The members thereof shall be appointed at the beginning of each term, and they shall serve for terms of one (1) year and until their successors are appointed.

(a) It shall be the duty of the Finance Committee to 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 for final action; it shall require that all regulations of the Aerie relating to sick and funeral claims are adhered to by the Aerie, review all such claims as to their validity, require such additional proof from the claimant as may be deemed necessary on questionable claims, recommend the approval or rejection of all claims and present them to the Aerie for final action.

The Worthy President of the Aerie, while he does appoint the Finance Committee, is not authorized to change the membership of such “Finance Committee,” and may appoint new members to such Finance Committee only when a vacancy properly occurs thereon. (Opinion No. 581)

Section 110.5. No debt shall be contracted, except for the current expenses of the Aerie, unless such debt shall have been authorized by a vote of the Aerie, at a regular meeting, and no claim of any kind against the Aerie, including claims for current expenses, shall be paid, unless the bill for such claim shall have been presented to the Aerie, shall have been referred to the Finance Committee for its approval or rejection, and shall have been authorized by a vote of the Aerie.

Conflicts of Interest

It may be considered a conflict of interest for the Finance Committee to be composed of any members that submit bills to the Aerie for payment. Constitutionally, such individuals would include Trustees, Committee Chairmen or Event Chairmen (who handle money and submit it to the Aerie Secretary). The requirement for eligibility of appointment, therefore, would be those members or officers who will not serve in those capacities. One prime choice, since he is seldom given any other chairmanship than Membership (whose committee budget is established at the General Meeting at the beginning of the term and thus approved by the General Membership of the Aerie), would be the Brother who serves as Worthy Vice-President. Another prime choice, since he is often only given the responsibility of the Memorial Service (on a selected Sunday sometime during the term), is the Brother who serves as the Worthy Chaplain. A final prime choice would be the Brother who serves as the Worthy Conductor, who normally holds only the responsibility for all Ritualistic paraphernalia.

Although non-officers may be appointed to a Finance Committee, the advantages of choosing the above named officers are that all three are present for all meetings held by the Aerie, thus providing a consistent attendance of the Committee, further saving the Worthy President from finding three other such individuals who will always attend. In cases where one of these officers have a bill or invoice to submit,

another Brother from the respective committee can present it, and the officer in question can defer the majority approval to the other two Finance Committee members.

Process

Before the opening of the meeting, the Finance Committee can easily review all unpaid bills currently held by the Aerie Secretary, and can discuss and decide upon their authorization or rejection. Many Aeries incorrectly have the list of bills read to the Aerie floor by the Aerie Secretary and subsequently have some member in the room move and second the payment of them. The Finance Committee Chairman/spokesman should move the acceptance of the bills to be paid, and the Worthy President should immediately call for any discussion or question, and then proceed to the vote as normal.³

As in the case of any committee of the Aerie, its recommendation is not enough for the desired action to be taken – the membership present at the meeting must approve by majority vote the Finance Committee’s recommendation to pay the bill(s). This exemplifies yet another of the checks and balances in place regarding Aerie business: no Committee can authorize any action, it can only recommend.

Note: One area of confusion in this last regard occurs in relation to Aerie Trustees. Aerie Trustees do not compose a committee, they compose a ‘board’, which under Robert’s Rules of Order (Sections 1 and 49), is defined as a specific group having been assigned particular functional authority over designated areas of business or activity. Examples of such Aerie Trustee authorization is the duty of hiring and firing employees, making sure hall and banquet activities are operating at a profit, conducting emergency repairs between Aerie Meetings, and so forth. The authority granted the Board of Trustees, as defined by the Aerie By-Laws, does not authorize spending Aerie funds except in the case of emergency repairs. All other expenses must be authorized by the Finance Committee and then the Aerie floor **before** the funds can be spent.

In addition to the review of bills, the Finance Committee also recommends or approval/rejection of requests for charitable donations made by members and by organizations in the community. As with the process of bill approval, such

³ As with reports from any Committee that consists of an obvious membership of more than only its Chairman – such as with reports or motions from the Board of Aerie Trustees – such motions are considered automatically seconded (as per Robert’s Rules Section 4: Motions).

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.

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1 January

2006

AERIE COMMITTEES

THE BY-LAWS COMMITTEE

Compiled by the Past Presidents of Aerie 2726

Abbotsford

Fraternal Order of Eagles

Aerie 2726

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

~ RECORDS TO BE KEPT PERMANENTLY ~

SECRETARY'S CASH BOOKS, MINUTE BOOKS, SEMI-ANNUAL REPORTS

MISCELLANEOUS RECEIPTS (AND DUPLICATES), INDIVIDUAL LEDGER SHEETS AND/OR CARDS, OLD STYLE OFFICIAL RECEIPT STUBS

TREASURER'S CASH BOOKS, ANNUAL REPORTS, WARRANT CHECKS (CANCELLED, EXCEPT THOSE WHERE THE MORTGAGE OR LIENS HAVE NOT BEEN CANCELLED), WARRANT CHECK STUBS

TRUSTEE'S MINUTE BOOKS

DECLARATIONS OF PHYSICAL CONDITION, SICK AND FUNERAL BENEFIT RECORDS, CLAIMS FOR DISABILITY BENEFITS, CLAIMS FOR FUNERAL BENEFITS, DEATH CERTIFICATES

AUTHORIZATION FROM GRAND AERIE DEPARTMENTS, F.O.E. EMPLOYEES' PENSION FUND RECORDS

APPLICATIONS FOR MEMBERSHIP, ROLL BOOKS, VISITOR REGISTERS

BUILDING PLANS AND SPECIFICATIONS; DEEDS, MORTGAGES, NOTES, LEASES AND CONTRACTS; BY-LAWS, TAX RECORDS, PAYROLL RECORDS, WITHDRAWAL AND TRANSFER CARDS

AERIE AUDITOR'S RECORD BOOKS

~ TERM SCHEDULE DEADLINES ~

SEMI-ANNUAL REPORT (to Grand Aerie & Prov. Sec.)	DEC. 1
PER CAPITA PER MEMBER (GRAND \$4.00, PROV. \$1.30)	DEC. 31
PROPOSED PROV. BY-LAW & RESOLUTIONS (mailing date)	APR. 1
REPORTS OF CHARITY TOTALS (for the term)	APR. 30
CONVENTION PRE-REGISTRATION PAYMENTS (to Prov. Sec.)	MAY 15
LIST OF NAMES FOR PROV. MEMORIAL (to Prov. Sec.)	MAY 22
SEMI-ANNUAL REPORT (to Grand Aerie & Prov. Sec.)	JUNE 1
PER CAPITA PER MEMBER (GRAND \$4.00, PROV. \$1.30)	JUNE 30

Aerie Phone:
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1 January

2007

AERIE OFFICERS

THE
AERIE
SECRETARY

Compiled by the Past Presidents of Aerie #2726

~ **STATUTORY RESPONSIBILITIES** ~

Section 85.1. It shall be the duty of the Secretary to keep a full and complete record of the proceedings of the Aerie in a book provided for that purpose by the Grand Aerie; to read to the Aerie all reports, bills and communications which may be presented; to assist in the transaction of the business of the Aerie, to write all communications, to fill out all certificates and cards granted by the Aerie, to keep and maintain at all times a full, complete and up-to-date roster of the membership and officers of the Aerie, with the latest and up-to-date residence and mailing address of each member and officer, and to keep the Grand Aerie Publications Department, and such other departments of the Grand Aerie as the Grand Secretary shall direct, at all times promptly advised of all changes in membership, in officers, and in addresses; to issue all summonses and notices which may require his signature to attest them; to affix the Seal of the Aerie to all documents which may require it; to notify the Grand Secretary forthwith of the expulsion of any member and the cause thereof; and to perform such other duties as may be required of him by the Laws and usages of the Order.

The mailing list or roster is an official record of the Local Aerie for which the Aerie Secretary is responsible. Every Aerie member, whose name is on the roster list of the Local Aerie, is entitled to full protection from any misuse of such roster list. Neither the Aerie Secretary nor the Aerie is authorized to permit the use of the roster list for any purpose other than official Aerie business. (Opinion No. 290)

The Aerie roster could be maintained in a computerized mailing system at a location other than the office of the Aerie Secretary if such action was authorized by vote of the Aerie. Any member who misuses the Aerie roster, or allows the misuse of the Aerie roster either by intent or neglect shall be subject to discipline by the Local Aerie Trial Committee. (Opinion No. 660)

After the report of the Nominating Committee, further nominations may be made from the floor of the Convention.

SECTION 4.1 Each Local Aerie shall pay to this Provincial Aerie an annual per capita tax in the sum of two dollars (\$2.60) 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.

SECTION 7.1 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.

~ **RECORDS KEPT FOR 3 YEARS THEN DESTROYED** ~

OFFICIAL RECEIPT BOOK CARBON COPIES, OLD STYLE OFFICIAL RECEIPT RECORD BOOKS, OLD STYLE MISCELLANEOUS RECEIPT RECORD BOOKS

TRUSTEES PROFIT & LOSS STATEMENTS, TRUSTEES WEEKLY & MONTHLY REPORTS.

~ **RECORDS KEPT FOR 2 YEARS THEN DESTROYED** ~

BILLS, INVOICES, ETC., VOUCHER FOLDERS, REQUISITIONS

TEMPORARY DUES RECEIPTS; DISTRIBUTION OF RECEIPTS

TREASURER'S MONTHLY REPORTS , MONTHLY DELINQUENT MEMBERS REPORTS, QUARTERLY REPORTS.

CORRESPONDENCE (SHOULD BE CAREFULLY SCREENED BEFORE DESTROYING; SOME CORRESPONDENCE COULD BE DESTROYED IN LESS THAN TWO (2) YEARS, WHILE SOME SHOULD BE KEPT MUCH LONGER.)

the Treasurer, and when so signed by the Treasurer shall become a Treasurer's check.

Section 85.8. The Secretary shall receive all moneys due the Aerie shall segregate and enter such receipts upon his records to the credit of the respective funds of the Aerie as required by the Laws of the Order, and shall pay such money to the Treasurer at the close of each meeting, or on the succeeding day, and shall take his receipt therefor.

Moneys collected by an individual or committee for the benefit of the Aerie shall be deposited with the Treasurer and Secretary. (Appeal No. 720)

Section 85.9. In the event of the absence of the Treasurer, the Secretary shall deposit all collections in the proper Aerie account in the bank in which the Treasurer deposits the funds of the Aerie, and shall procure from the bank a duplicate deposit slip therefor. As soon as the Treasurer shall have returned from his absence, the Secretary shall deliver such duplicate deposit slip to the Treasurer, and shall require the Treasurer to enter and sign the proper receipt.

Section 85.10. The Secretary shall demand, receive and receipt for all money and/or property received or coming into the possession or under the control of any committee, Marching Club, Degree Team, Drill Team or Band.

Section 85.11. The Secretary shall receipt for all money received from every source, other than the receipts provided for by the official receipts of the Order, on special form receipts, which shall be provided by the Grand Aerie, which shall be duplicate carbon receipts, and which shall be known and designated as Miscellaneous Receipts.

Section 85.12. (a) The Secretary shall have the power to appoint assistants to efficiently carry on the duties of his office. The assistant so appointed shall be under the supervision and employed by the Aerie Secretary only. The assistants so appointed shall give bond for the faithful performance of their duties, the premiums to be

paid by the Aerie. The Secretary shall also be responsible, on his bond, for the faithful performance of the duties assigned to such assistants, and their compensation shall be paid by regular Aerie voucher check from the treasury of the Aerie if provided for in the By-Laws of the Aerie, and in that event, such compensation shall not be charged against, and regularly deducted from, the compensation of the Secretary.

(b) The Secretary shall have sole custody of his office and determine who shall have keys to it. If other officers share the office, then a secure place must be provided to the Secretary for his books and records and the roster of the Aerie.

Section 85.13. At every meeting of the Aerie he shall read an itemized account of the receipts to and the disbursements from each fund of the Aerie since the last regular meeting. At the last regular meeting of each month he shall read an itemized list of all approved unpaid bills of the Aerie on hand, and the date such bills were due and payable.

Section 85.14. The Secretary upon request shall deliver all books, papers and property of the Aerie to the Auditor or to such officer or officers as the Grand Worthy President or the Grand Secretary shall direct.

Section 85.15. The Secretary shall meet with the Auditor whenever he shall require him to be present to assist in auditing the books and accounts of the Aerie and shall render such assistance as the Auditor shall deem necessary.

Section 85.16. The Secretary shall deliver to his successor in office the Seal and all of the books, papers and property of the Aerie which may be in his possession.

Section 85.17. The Secretary shall receive such compensation for the performance of his duties as may be prescribed by the By- Laws of the Aerie. Such compensation shall be a per capita compensation, and shall be based upon the number of

members who are in good standing or who are no more than three (3) months in arrears. Such compensation shall not be paid to the Secretary however, until all reports then due as required by the Laws of the Order shall have been completed and transmitted to those entitled to receive the same.

The Secretary is an elected official who is paid according to the Aerie By-Laws. As the Secretary is elected, he is not an hourly employee paid on an hourly basis, so the minimum wage laws do not apply. The Secretary is to be paid on a per capita tax basis. (Opinion No. 556)

Auditor, Section 102.1. -

The Aerie Auditor can remove books and records from the Aerie premises upon the approval of the Aerie membership. (Opinion No. 761) [AN ELABORATION ON THIS OPINION HAS STIPULATED THAT NO OTHER OFFICER MAY REMOVE AERIE BOOKS AND RECORDS FROM THE AERIE; MINUTES TAKEN AS NOTES MAY BE TAKEN HOME TO BE TYPED (PROVIDED THAT THE AERIE BY-LAWS PERMIT THE AERIE SECRETARY TO TYPE MINUTES AND THEN PASTE THEM INTO THE SECRETARY'S MINUTE BOOK).] Grand Tribunal Opinion No. 542 states in part: "Records should never be taken from the Aerie Home at any time by anyone. There is too much danger of vandalism, burglary, or destruction at the hands of children or grandchildren. They should be kept under lock and key at all times in the Secretaries office. If there is not room for the secretary to have an office, a secure place must be made to store the Aerie records."

~ PROVINCIAL RESPONSIBILITIES ~

[as per the BY-LAWS of the British Columbia Provincial Aerie]

SECTION 2.2 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, Provincial, and Local Aerie shall be entitled to one (1) vote for each hundred members on whom the per capita tax has been paid, or major fraction thereof, on its rolls in December preceding the Annual Convention.

SECTION 3.5a Any Local Aerie desiring to propose for nomination, either commencing or continuing in a Provincial Office, shall submit in writing on Aerie stationery, the name or names of their nominees and the office to which they desire him to be nominated. Such submission is to be in the hands of the Provincial Secretary not later than the opening day of the Provincial Convention.

Section 85.2. The Secretary shall maintain such systems of records, books and accounts, and shall issue such notices and make such reports as the Grand Aerie shall prescribe.

Section 85.3. He shall issue receipts for dues, fines and assessments using receipts forms which shall be prescribed by the Grand Aerie.

Section 85.4. 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.

Section 85.5. He shall, on a form to be provided by the Grand Secretary, on or before the fifth (5th) day of each and every month, notify by mail, to his last known address, each and every member of the Aerie who will be delinquent on the fifteenth (15th) day of such month, and he shall notify each member who may be indebted to the Aerie for an amount equal to three (3) months' dues, by written or printed notice, sent to his last known address.

Section 85.6. On the last meeting night of each month, the Secretary shall read to the Aerie, or post in a conspicuous place on the Aerie premises, the names of all members who shall be indebted to the Aerie in a sum equal to three (3) months' dues. The Secretary shall furnish to the Membership Security Committee a copy of this posted list. The Secretary shall furnish, monthly to the State or Provincial Secretary, if required, on blanks provided by the Grand Secretary, a list of the names and addresses of those members who are in arrears the equivalent of one (1) month's dues, and at the same time and on the same report in the blank space provided for that purpose, show such additional information as may be required by the Grand Secretary.

Section 85.7. When, and as directed so to do by the Aerie, the same is not contrary to or in violation of the Laws of the Order, he shall, on forms prescribed by the Grand Aerie, draw warrant checks on the Treasurer against the proper funds of the Aerie. Each warrant check shall be countersigned by the Worthy President and by

~ NOTES ~



AERIE POLICIES

The Selection and Development of Officers and Chairmen of the Aerie

Compiled by the Past Presidents of Aerie 2726

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~ NOTES ~



AERIE POLICIES

**THE
BALLOTING
PROCEDURE**

Compiled by the Past Presidents of Aerie 2726

W.P.: Worthy Conductor [*salutation sign*], prepare the ballot box.

[The Worthy Conductor shall get the ballot box from its allotted location and then make certain that the ballot box has all its balls in the selection side of the box. Once this is done, he shall thereupon present the ballot box to the Worthy President for inspection, and then shall take it to the Worthy Vice-President for inspection. Both the Worthy President and the Worthy Vice-President shall check that all balls are on the selection side of the ballot box.]

W.P.: Worthy Vice-President [*salutation sign*], 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.

[The Worthy Conductor shall then present the ballot box to the following officers, in the order of Worthy President, Junior Past Worthy President, Worthy Vice-President, Worthy Chaplain, and thereafter place it upon the Altar. Each officer rises, gives the salutation sign to the Worthy President and once the salutation sign is returned, he votes.]

W.P.: Those Brothers wishing to vote may now do so.

[To ballot, members advance to the altar, give the Worthy President the salutation sign, and once it is returned they vote then return to their seats. While the balloting is taking place, the Worthy Conductor shall stand two paces from the altar on the audience side of the room, permitting members to ballot in such a way that no member sees the ballot cast by another member. For each ballot cast beyond the initial four, the Worthy Conductor shall announce the count verbally.]

W.P.: Have all those voted who wish to do so? [*He waits for confirmation from the members present*]

If so, I then declare balloting closed and Worthy Conductor, you may take the ballot box to the Worthy Vice-President for his inspection.

[The Worthy Conductor presents the ballot box to the Worthy Vice-President for inspection and after such inspection then presents the ballot box to the Worthy President for his inspection. Both shall check the result side of the ballot box at this time. Should the number of ballots cast differ from the number that the Worthy Conductor last announced, and this difference is confirmed verbally with the Worthy Conductor, the Worthy President shall declare the ballot spoiled and begin the balloting procedure again from the beginning]

If the inspection confirms the accuracy of the ballot count announced by the Worthy Conductor, the next step of the procedure will occur.

W.P.: Worthy Vice-President [*salutation sign*], how do you find the ballot?

W.V-P.: Worthy President, I find the ballot favorable/unfavorable to the candidate(s).

W.P.: I too find the ballot favorable/unfavorable to the candidate(s).

Should the ballot be unfavorable, and the candidates having been voted upon collectively, the Aerie shall proceed to vote again, but upon each candidate separately.

Should any candidate then be rejected, the Worthy President, if in his judgment the interests of the Order so demand, may immediately award a second ballot to such applicant, before any other business shall intervene.

Should the ballot be favorable to the candidate(s), the Worthy Conductor places the ballot box on the altar.]

W.P.: Those wishing to inspect the ballot may now do so.

Members shall advance to the altar and inspect the ballot in the same manner in which they would have voted, giving the salutation sign and then returning to their seats.

W.P.: Have all inspected the ballot who wished to do so? Then, Worthy Conductor, you may destroy the ballot. I now declare this/these applicant(s) duly elected/rejected and eligible/ineligible for the Ceremony of Initiation.

[The Worthy Conductor returns all balls to the selection side of the ballot box, places it in its allotted location and then returns to his seat.]

source: The Rituals of the Fraternal Order of Eagles, 1961 edition.

Navigation Within the Aerie Room

All officers and members are to observe the proprieties of conduct at all times. To address anyone, members must rise, give the salutation sign to the Worthy President, and address him or the other member/officer through the Worthy President's station, i.e. "Worthy President, _____" or "Worthy President, through you to Brother _____, ...".

Should any member or officer wish to move the length of the room (from the Inside Guard's station to the Trustees' station, for example) they may do so freely. For instance, a Committee Chairman may wish to deliver his committee report to the Secretary after he has read it to the floor. If he is seated on the same side of the Altar as the Secretary, he may pass along the side of the room between the Junior Past Worthy President's station and the Altar, drop off the report and then return quietly to his seat. If, however, he is seated on the opposite side of the Aerie Room from the Secretary (on the Worthy Chaplain's side, for instance) he must advance to the Altar, give the Worthy President the salutation sign and then proceed to the Secretary. To return to his seat, he must return to the Altar, give the salutation sign to the Worthy President and then proceed back to his seat. **Any 'crossing' of the room must include this formality.** *Variation 1:* On such occasions when the Worthy President may be involved in note-taking, conversation or be otherwise occupied, a member at the Altar awaiting the salutation sign may turn toward the Worthy Vice-President's station to receive it from the Worthy Vice-President and then proceed. This option also includes any members entering or leaving the Room. *Variation 2:* If the Worthy Conductor has been granted "Freedom of the Floor" by the Worthy President, he may pass back and forth across the Aerie Room as often as he likes without stopping to give the salutation sign. *Variation 3:* **NO salutation signs are given during the Initiatory Ceremony except by the Worthy President; any movements during this Ceremony are direct, without stopping at the Altar (as would normally be required).**

Officers must enter and exit their stations properly, standing to the left of their stations (when facing the Altar) and enter their stations **from the left**; any time they exit their stations, they step out **to the right**.

Lastly, **no member** may either sit behind, or pass behind, the station of the Worthy President. Guests may sit *beside* him, but not *behind* him.

The Guff

The Guff is the area of the Aerie Room between the Worthy President's station and the Altar. Symbolically, it is where all Brothers who have passed on reside during the course of the Aerie Meeting. No members shall be permitted to walk through The Guff (except during the Initiatory Ceremony). Such behavior gains instant condemnation because said Brother is seen to be "treading" on the Passed Brothers. Even within Aeries where no fines are levied between the officers, a fine would be collected by the Worthy Conductor for such a severe infraction. As is true of any 'inner fine', the amount of the fine is decided by the Worthy President.

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



1 January

2006

AERIE PUBLICATIONS

THE AERIE ROOM

Compiled by the Past Presidents of Aerie 2726

Abbotsford

Fraternal Order of Eagles

Aerie 2726

Instructions Explanatory of Diagram

Prior to the Opening of the Meeting

It shall be the duty of the Worthy Conductor to see to it that the Flag, unfurled, is placed at the side of the Junior Past Worthy President's station (1), nearest the entrance into the meeting room, with its topper facing the station of the Worthy President.; and that the Bible, unopened, is placed at the station of the Worthy Chaplain (3); that the Eagle is placed at the station of the Worthy Vice-President (5), facing the station of the Worthy Vice-President. The US flag shall be placed on the side of the Altar on which members enter the meeting room when in session, nearer the Altar than the position to which the Canadian flag will be moved.

In the Opening Ceremony

The Canadian flag (1) shall be placed in a suitable holder or device and on the side of the Altar on which members enter the meeting room when in session (2), with its topper facing the station of the Worthy President, and in such position that those who enter the room will face the flag before reaching the Altar. The Eagle (5) shall be placed on a pedestal at the side of the Altar (6) opposite the side where the flags have been placed (2), The Bible, opened, shall be placed upon the Altar (4). **NOTE for Inside Guards:** Once the Opening Ceremony has begun, no members shall be permitted to enter the Aerie Room until it is complete. Guards should open the door and ask the Brothers who are without to please wait until the Opening Ceremony concludes, and then admit them.

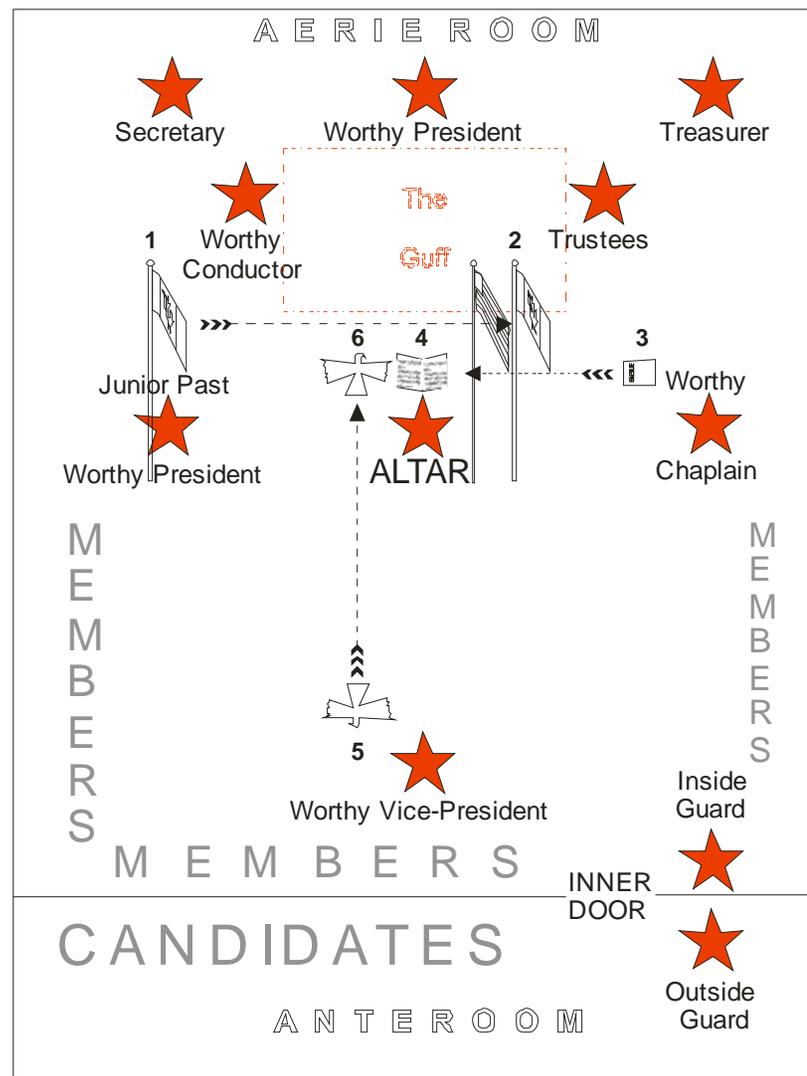
Variations

Some Aeries place the Treasurer at the same table as the Secretary (to the left of the Junior Past Worthy President's station), thereby allowing a long table for the Trustees to be placed opposite it (to the right of the Worthy Chaplain's station).

Since the flags are placed on the same side of the room as the Inner Door, some Aeries may have the Inner Door on the opposite side (to the rear and left of the Worthy Vice-President's station in the diagram). In such cases, the flags would be on the left of the Altar (when facing the Worthy President's station), and the Eagle placed opposite it on the right. The Worthy Conductor during the Opening Ceremony, and the officers during the Closing Ceremony, would place/retrieve the objects accordingly.

Closing Ceremony

The objects are removed in the reverse order (Eagle, Bible, Flag) to which they were placed during the Opening Ceremony. Once the final lines are delivered from the Altar, the Worthy Vice-President lifts the Eagle and takes one full step backward; then the Worthy Chaplain lifts the Bible and then takes one-half-step backward, then the Junior Past Worthy President lifts the flagpole and bangs it once on the floor. All three turn toward their stations.



The Junior Past Worthy President bangs the flagpole a second time on the floor and all three officers make their ways back to their stations, placing the Eagle, closed Bible and Canadian flag at their stations first (as they were before the Opening Ceremony) and then step around until they can all enter their stations at the same moment (since it often takes the Junior Past Worthy President the longest time to get into position, once he is ready to step in, he may nod so that the officers can "step in" together). Once they have done this, the Worthy President then may declare the meeting closed.

TR TR TR TR TR TR CH

CND TRS JPP IG OG

VP/P-E WP SEC

LAYOUT - PROV. EXECUTIVE SESSIONS