

# **The Past Masters Association of the Tenth Masonic District**

## **By-Laws**

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### Article I – Name and Purpose

1. The name of this association shall be “The Past Masters Association of the Tenth Masonic District.” (“Association”)
2. The purpose shall be:
  - a. To create and maintain a fraternal spirit among the Masters, Wardens and Past Masters of the Tenth Masonic District, and among the various Lodges of the District.
  - b. To assist in connection with District social, educational and Grand Lodge functions.
  - c. To render aid and assistance to the District Deputy Grand Master as he may request.
  - d. To perform charitable work as voted on by the Association.

### Article II – Membership and Assessment

1. The membership of the Association shall consist of the ruling Masters, current Wardens and Past Masters of the Tenth Masonic District.
2. No member shall be individually assessed by the Association for it’s Treasury.

### Article III – Meetings

1. The Association shall meet four times per year, at a time and place designated by the Association.
2. The January meeting of each year shall be the Annual Meeting of the Association.
3. A quorum of the Association shall consist of at least one (1) representative from two-thirds (2/3) of the total lodges composing the District.
4. The President shall be entitled to call meetings of the Executive Committee at a time and date of his choosing.

### Article IV –Officers and Duties

1. The officers of the Association shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a 3<sup>rd</sup> Vice President, a Treasurer, a Secretary, and a Chaplain.
2. All officers of the Association must be Past Master’s.
3. It shall be the duty of the :
  - a. President to preside at all meetings of the Association, and to appoint all standing special committees. He shall be the chairman of the Executive Committee.

- b. 1<sup>st</sup> Vice President to assume all duties of the President in the latter's absence or incapacity, and to be the chairman of the program committee of the Association.
  - c. 2<sup>nd</sup> Vice President to assist the 1<sup>st</sup> Vice President, to interface with the members of the Scholarship Committee and to perform such other duties as requested.
  - d. 3<sup>rd</sup> Vice President to assist the 2<sup>nd</sup> Vice President and perform other duties as requested.
  - e. Treasurer to receive all monies from the Secretary, give a receipt for the same, and pay them out by order of the President with the consent of the Association. He shall make a Treasurer's report at each Association meeting.
  - f. Secretary to keep accurate minutes of the transactions of the Association, and to receive all monies due the Association and pay them to the Treasurer, taking his receipt for the same.
  - g. Chaplain to arrange for the devotions required at each meeting of the Association.
4. The officers of the Association shall be elected at the Annual meeting of the Association. All elections of officers shall be by majority ballot. The position of Chaplain shall be appointed by the President.
  5. The President shall appoint a member of the Association to fill any vacant office until the next annual election, except in the event of the vacancy of the President's office, in which case the 1<sup>st</sup> Vice President shall serve as President until the next annual election.
  6. No officer shall be elected to succeed himself in office with the exception of the Treasurer and Secretary.

#### Article V – Committees

1. There shall be six (6) standing committees – the Executive Committee, the Program Committee, the Budget Committee, the Masonic Service Committee, the Nominating Committee and the Audit Committee – and as many special committees as required, all appointed by the President.
  - a. The Executive Committee shall consist of the officers of the association and the District Deputy Grand Master, and the junior past president of the Association. It shall be the duty of the committee to study and recommend the policies of the Association.
  - b. The Program Committee, consisting of the 1<sup>st</sup> Vice President as chairman, the 2<sup>nd</sup> Vice President and the 3<sup>rd</sup> Vice President shall plan and provide programs for the regular meetings of the Association.
  - c. The Budget Committee shall prepare and present a budget for the Association at the annual meeting, and oversee the financial needs and programs of the Association throughout the year. It shall coordinate its budget efforts with that of the Master's and Wardens Association for the handling of funds within the District.
  - d. The Masonic Service committee, consisting of the Junior Wardens of the Lodges of the District, shall, under the direction of the Masonic

Service Association (MSA) Field Agent at Menlo Park Veterans Home, deal with all matters concerning the District's efforts, and with any other items pertaining to the work of the MSA. It shall also assist with any other Grand Lodge charitable activities.

- e. The Nominating Committee, consisting of three (3) members, all of whom shall be Past Masters, shall, at the last meeting of the year prior to the Annual meeting in January, announce its nominations for officers, which names shall be placed in nomination at the annual meeting. Nominations may also be made from the floor at the Annual meeting. No member shall serve more than 2 consecutive years on this committee.
  - f. The Audit Committee, consisting of three (3) members, all of whom shall be Past Masters, who shall arrange for and coordinate an independent outside audit of all records of the Association including the Scholarship Fund.
2. When not named as members of a committee, the President and DDGM shall be members ex officio of all committees.

#### Article VI – Amendments

1. These By-Laws may be amended at a regular meeting of the Association, by a vote of two-thirds majority of the members present, provided a written copy of the proposed amendment (s) is in the hands of the Secretary and read to the members of the Association present, at some regular meeting prior to the time of action.
2. These By-Laws may be set aside, in whole or in part, at any time by action of the Grand Master, or the DDGM until the next regular meeting of the Association, where such action may be acted upon by the membership.