

**BY-LAWS  
THE ASSOCIATION OF CHAPTERS - DISTRICT 20**

**ARTICLE I**

**NAME**

Section 1. The name of this organization shall be "The Association of Chapters, District 20, Order of the Eastern Star, Hamilton County, Ohio."

**ARTICLE II**

**OBJECT**

Section 1. This Association shall exist for the purpose of:

- A. Uniting all members of the Order, within the District, in closer bonds of fraternity.
- B. Arranging preliminary details to the Worthy Grand Matrons annual School of Instruction.
- C. Providing an association through which District financial affairs, pertaining to the general membership may be channeled.
- D. Exchanging ideas, among all members, beneficial to all District undertakings.
- E. Sponsor a District Dinner or Party on a convenient date in September.

**ARTICLE III**

**MEMBERSHIP**

Section 1. All District 20 members in good standing of Chapters affiliated with this Association are members of said Association.

**ARTICLE IV**

**DUES**

Section 1. Each Chapter holding membership in this Association shall pay annually, on or before the first day of June, forty five (45) cents per member, based upon membership shown on the annual returns to the Grand Chapter as of the preceding May 31<sup>st</sup>.

A. Five (5) cents per member of the dues collected Each year shall be placed in a fund earmarked for expenses incurred by the Line Grand Officers of District 20.

## ARTICLE V

### OFFICERS

- Section 1. All members of this Association shall be eligible to vote and to hold office.
- Section 2. The elective officers of this Association shall be: President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer.
- Section 3. The appointive officers of this Association shall be: Chaplain, Marshal and Parliamentarian.
- Section 4. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office except the Secretary and Treasurer, who shall be eligible to serve not more than four (4) one (1) year terms.

### Section 5. DUTIES OF THE ELECTIVE OFFICERS

- A. The President shall:
1. Preside at all functions of the Association.
  2. Appoint all essential committees not otherwise provided for in the By-laws.
  3. Call special meetings of the District and of the Executive Board ( see Art VIII, Section 1,C).
  4. Perform all other duties required of a presiding officer.
  5. Ex officio member of all committees except Nominating Committee.
- B. The First Vice President shall:
1. Preside at all meetings and perform all the duties of the President, in the absence of that officer.
  2. Succeed to the Office of the President, should a vacancy occur.
  3. Serve as chairperson of the Budget committee.
- C. The Second Vice President shall:
1. Assist the President and the First Vice President in the performance of their duties.
  2. Succeed to the office of the First Vice President should a vacancy occur.

- D. The Third Vice President shall:
  1. Assist the President, the First and Second Vice President in the performance of their duties.
  2. Succeed to the office of the Second Vice President should a vacancy occur.
  
- E. The Secretary shall:
  1. Keep a true record of the proceeding of all meetings.
  2. Preserve all books and documents.
  3. Conduct all essential correspondence.
  4. Collect all money due the Association, pay it to the Treasurer
  5. Perform such other duties pertaining to this office as may be required of this officer.
  
- F. The Treasurer shall:
  1. Receive and deposit all money in a depository approved by the Association.
  2. Keep a record of funds received, deposits made and disburse these funds upon proper authority.

Section 6. A. The President shall have the power to fill all vacancies in the appointive offices and in the appointed committees.

## ARTICLE VI

### MEETINGS

- Section 1. A. The Fiscal year for the Association of Chapters shall be June 1st thru May 31st.
  
- B. Regular meeting of the District Association shall be at least Three (3) in number, held in the months of March, June and October, and any additional meetings required with at least one month's notice to each Chapter. The Executive Committee shall select the place and time of all meetings.
  
- C. The June meeting shall be known as the Annual Meeting and shall be for the purpose of Electing Officers, receiving reports of Officers, Committees and for any other business that may arise.
  
- D. The Executive Board will have the authority, in the event of an emergency, to re-schedule at a convenient time and place.

### QUORUM

Section 2. Representatives from two thirds (2/3) of the Chapters of District 20 shall constitute a quorum for transaction of business, providing three (3) of the elective officers of the Association are present.

NOTICE  
Section 3.

Due notice of all meetings shall be mailed by the secretary of this Association to Chapters of District 20.

ARTICLE VII

ELECTIONS  
Section 1.

Officers shall be elected by separate ballot at the June meeting, when there are two or more nominees for any office.

- A. The First, Second and Third Vice President, in turn, may succeed to the office of President. An election shall be necessary only in the event of a vacancy.
- B. The Third Vice President shall be elected annually
- C. The Secretary and Treasurer shall be elected for a term of one (1) year. They may be eligible for re-election. They may, if re-elected, serve in their respective offices for a period of no more than four (4) years.

Section 2.

At the June meeting, the Nominating Committee shall present a list of one nominee for the office of Third Vice President and any other vacancies which may occur.

- A. It shall be the privilege of any member to make a nomination from the floor for any elective office to be filled, with the consent of the nominee.
- B. If there are nominations, election shall be by separate ballot. Should there be no nominations from the floor, the nominative ballot shall be the elected ballot.
- C. In a contested election, a majority of votes cast by those present and voting shall elect.
- D. The newly elected officers shall be installed at the meeting in October.

ARTICLE VIII

THE EXECUTIVE BOARD

Section 1.

- A. The elected officers of the Association shall constitute the Executive Board.

- B. The Executive Board shall meet with the Deputy Grand Matron immediately following Grand Chapter Session to advise her of the preliminary plans for the School of Instructions.
- C. The Executive Board shall meet at the call of the President during the interval between meetings to consider and plan all business of the Association and take care of such emergency matters as may arise.
- D. The Executive Board shall prepare and present an estimated budget on anticipated revenue received on or before the first day of June and disbursements incidental to the September District Dinner, Grand Chapter Party, Annual School of Instruction and operating expenses. This budget is to be presented in June for approval to the membership.

## ARTICLE IX

### THE CHAPTER REPRESENTATIVES

- Section 1.
- A. One member from each Chapter in District 20 shall be elected or appointed by that Chapter to serve as its representative.
  - B. The Chapter Representative shall attend all meetings and shall report on all transacted business to their respective Chapters.
  - C. If the designated Chapter Representative is not present, any member of that Chapter in attendance may serve as a pro tem representative for that meeting.
  - D. Chapter Representatives shall be responsible for reporting to their Chapter, the activities and events of the District Association. They will be the contact person between the District Association and their respective Chapters.

## ARTICLE X

### COMMITTEES

#### Section 1.

#### Nominating Committee

- A. At the March meeting the President shall appoint a Nominating Committee of Three (3) members; these members to be chosen from among Three (3) different Chapters.

- B. The duty of the Nominating Committee shall be to prepare and present at the June meeting a slate of Officers to be elected as per Art. VII.

Section 2.

Audit Committee

- A. An Audit Committee of three (3) members shall be appointed by the President of the Association of Chapters at the March meeting of the Association.
- B. An audit of the books of the Treasurer shall be made prior to the Annual Meeting in June. A detailed report of the audit is to be distributed to all Association members present at the meeting.

Section 3.

Budget Committee

- A. The Budget Committee shall be composed of the Executive Board with the 1st Vice President as chairperson.

ARTICLE XI

PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in Roberts Rule of Order - Newly Revised shall govern this Association wherever applicable and when they are not inconsistent with these By-Laws.

ARTICLE XII

AMENDMENT

Section 1.

These By-Laws may be amended or revised only if the amendment is proposed in writing, signed by members of at least three (3) Chapters, and presented at a regular meeting; said amendment to be voted upon at the next meeting. It shall require a two-thirds affirmative vote, by ballot, of the members present and voting, for adoption. Amendments shall be effective immediately upon adoption, unless otherwise stated.

These Bylaws adopted June 4, 1972

Revised April 14, 1982

Revised June 10, 1987

Revised June 14, 1989

Revised November 11, 1992

Revised April 13, 1995

Revised June 11, 1997

Revised June 13, 2001

Revised March 11, 2005

Revised January 16, 2009