

CHAPTER II

COLUMBUS LODGE NO. 2143

ORDER SONS OF ITALY IN AMERICA

HOUSE RULES

HISTORICAL REFERENCE

12/27/89	Guido Vitiello, Chairman
04/27/94	Frank Janoscak, Chairman
01/11/95	Joseph Pesale, Chairman
04/12/95	Joseph Pesale, Chairman
12/04/96	Anthony Ragno, Chairman
08/11/99	Frank Gatto, Chairman
01/08/03	Michael Bonavia, Chairman
12/29/04	Anthony Ventiera, Chairman
02/01/06	Anthony Ventiera, Chairman
02/01/07	Keith Wilson, Chairman
01/09/08	Edward P. Bochynski, Chairman
01/14/09	Edward P. Bochynski, Chairman
12/22/10	Philip J. Guerrieri, Chairman
03/27/13	Anthony Musarra, Chairman
04/09/14	Fred Bellise, Chairman
08/26/15	Gary Caparco, Chairman
08/23/17	James Raffa, Chairman
09/25/19	Frank Franchi, Chairman
12/30/20	James San Filippo Jr, Chairman

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All pages have been revised by Committee & Chairman recommendation, Officer recommendation & Membership vote on December 30th, 2020

All previous versions of Columbus Lodge House Rules prior to the above date considered void and not in force, whether a conflict arises or not.

Columbus Lodge 2143
S. Farmingdale NY

ARTICLE I: NAME

Section 1:

This lodge, under the Charter granted by the Supreme Council, shall hereinafter be known as **COLUMBUS LODGE NO. 2143, ORDER SONS OF ITALY IN AMERICA.**

ARTICLE II: MEMBERSHIP

Section 1:

- a) All applications for membership into this Lodge shall be accompanied by the initiation fee (whatsoever it may be, as promulgated by the Assembly at the time) plus a full year's dues (may be prorated as to time of year).
- b) The Lodge's yearly dues shall be paid in one annual payment by January 1st of the incoming year and will be adjusted each year for increases to the "per capita tax" that is assessed to the Lodge. Members in good standing for 15 consecutive years in Columbus Lodge, and age 65, shall be entitled to a \$15 reduction from the regular dues. Members in good standing for 15 consecutive years in Columbus Lodge and age 75 shall pay no more than the then current "per capita tax" assessed to the Lodge. In all cases these amounts shall be rounded off to the nearest dollar.
- c) Said applications for membership, when received and found to be in order, must be read at a regular session of the Lodge and thereafter the membership committee shall proceed with its tasks of screening and investigating said candidates, placing a special emphasis in carefully examining the character of the applicant and, upon completion of said investigation, to report back to the Assembly with its recommendations. The application for membership is then read again to the Assembly after which said Lodge is ready to proceed to vote on same.
- d) After an applicant is favorably voted upon and the candidate fails to appear for initiation on two consecutive occasions, said applicant shall forfeit his fee and dues to the Lodge, unless said applicant has given proper notice to the President prior to the initiation and is excused by the President.
- e) The Supreme/Grand Lodge General Laws & Judicial Code and the State By- Laws book will be made available to any member at a general meeting upon request for said member's inspection between meetings. The member will sign for the book and return by the next General Meeting. All members have the right to purchase this book at their own expense (Last updated: 3-27-13).
- f) Admission to Social Membership will be limited to one member per calendar year (January to December). The total number of Social Members shall not exceed ten (10) members at any time. The selection of a Social Member shall be made from all applications submitted during the calendar year. The selected Social Member will be initiated at the last Initiation Ceremony scheduled for that calendar year.

Section 2:

- a) An attendance ledger shall be used to keep accurate attendance records of all meetings.
- b) All members Brothers are required to sign in prior to a meeting. Brother's full name and
- c) Lodge Membership Number must appear. A member shall not sign the attendance ledger for another member (Last updated 3-27-2013).
- d) The Attendance Ledger is officially closed at completion of committee reports.

- e) The Sentinel will at the time for closing of the Ledger have the President or presiding officer sign the Ledger on the next line after the last Brothers name. The President's signature will include the date and the total number of Brothers in attendance.
- f) The Recording Secretary will include the attendance figure as part of those meetings minutes.
- g) The Ledger is to be kept in the office safe and shall be given to the Sentinel(s) twenty minutes before a meeting.
- h) Any member wishing to view the Ledger must first notify the President and must view the Ledger in the Lodge office in the company of an Officer as assigned by the president.
- i) If a Brother Member is asked by the President to represent the Lodge at an event instead of attending a meeting, the President and/or Presiding Officer shall enter the member's number into the Ledger and will be excused due to being on lodge business.

ARTICLE III: LIFE MEMBERSHIP

Section 1:

- a) By secret ballot of no less than two thirds affirmative vote of those present at any regular Lodge session, and only after written notice through an official lodge notification for all members, may then elect a member in good standing to honorary life member for extraordinary and distinguished service rendered this Lodge.
- b) This extraordinary and distinguished services rendered to the Lodge by said nominee shall be presented to the Assembly at one of its regular sessions in the form of a written resolution and in compliance with the house rules of this Lodge, and through an official Lodge notification for all members, specifically mentioning the date upon which said resolution will be acted upon, thereby giving every member in good standing an opportunity to be heard on the subject, and thereafter if said resolution is approve, its provisions shall be strictly complied with.
- c) It is the intent of this Lodge that rendering services as an officer or executive member of the Council of this Lodge, or chairman or any of the Lodge distinguished services, as herein above mentioned, with the exception that all current Past Presidents and Presidents leaving office will automatically have conferred on them the title of Life Member with all benefits and honors so derived.
- d) It is the further intent of this Lodge that not more than one nominee receives this honor in any one year and that the membership of this Lodge shall decide and choose the nominee to receive this award.
- e) However, membership will have benefits derived, will be exemption from paying annual dues.
- f) For members not described in Article III Section 1 (c), consideration for lifetime membership will be reviewed and/or proposed by a committee of seven (7) Past Presidents, selected at the discretion of the president, for any given year, effective August 23, 2017

ARTICLE IV: SESSIONS-Fraternal/Home Lodge

Section 1:

- a) The regular sessions of this Lodge shall be held on the second and fourth Wednesdays of each month throughout the calendar year.
- b) Whenever there is a fifth Wednesday of the month, this shall be reserved for a Columbus Home Lodge meeting.

Section 2:

a) This Lodge shall meet at its headquarters on the aforesated days and through an official Lodge notification for all members, excepting that in the event an extraordinary or special session is called, the membership shall be notified by mail at least 7 days prior to special meeting.

ARTICLE V: ELECTIVE OFFICERS AND DUTIES

Section 1:

The elective officers of the Lodge shall be:

- a) The President
- b) First Vice President
- c) Second Vice President
- d) The Orator
- e) The Immediate Past President
- f) The Recording Secretary
- g) The Corresponding Secretary
- h) The Financial Secretary
- i) The Treasurer
- j) Nine (9) Trustees
- k) Five (5) Masters of Ceremonies
- l) Two (2) Sentinels

Section 2: Duties of the President:

- a) He signs the minutes of the Assembly and minutes of the Council and all orders of payment, checks, correspondence (He may delegate this duty to any of the four chair officers of the Lodge.) and all documents which invest the responsibility of the lodge.
- b) It shall be the duty of the President to select a principal trustee. The principal trustee must have served as a trustee for a period of two years, during the past six years. In addition, the President shall appoint the Chaplain as well.
- c) Shall convene Chair-Officers meetings on a quarterly basis.

Section 3: Duties of the First Vice President:

- a) Assist the President as directed in approving written correspondence of the Lodge and its committees prior to being mailed and or distributed.
- b) Shall meet with all Committee Chairmen at least on a quarterly basis.
- c) Shall be a member of the House Rules Committee.
- d) Shall be the Columbus Lodge Convention Chairman at the State Conventions.
- e) The First Vice President shall hire a licensed building inspector to inspect the building for any damage and any other items that will require repairs; this will be done during the Month of August. The inspection report will be submitted to the President and the Council and presented to the membership for appropriate action. (Last update by the membership on August 26, 2015).

Section 4: Duties of the Second Vice President:

- a) He shall also be responsible for all tickets to be sold in Lodge affairs and the chairman of the specific committee shall be responsible to the Second Vice President for all tickets received either by paying for said tickets received or by returning said tickets.
- b) He Shall be a member of the House Rules, Orientation and Membership Committees.
- c) Three months prior to the expiration of the current insurance policy, the Second Vice-

- President will be responsible to secure a minimum of three (3) bids to cover the cost of insuring the building. The insurance bids received will be submitted to the President and Chair Officers for appropriate action. This process should take place once every three (3) years (Last updated: 8-23- 2013).
- d) Bonding Insurance - The bonding insurance as applies to financial officers and other applicable members will be quoted and put out for bid by the Second Vice President. This bonding applies to all checking signatories. The amount of said bond will be determined by the Lodge Council.
 - e) He will serve as Local Lodge Visitation Chairman.

Section 5: The Orator:

- a) He shall be charged with the prosecution of any violator or he may appoint any member in good standing in the Lodge to carry out such prosecution before the Committee on Arbitration of the Lodge.
- b) Shall be the Chairman of the House Rules Committee.

Section 6: The Recording Secretary:

- a) The Recording Secretary shall inform the Financial Officers of approval of any resolution to expend funds as needed. This House Rule applies to charity,

Section 7: The Financial Secretary:

- a) To prepare a list of members who are in arrears and in default in the payment of their dues and to give a copy of said list to the Committee on Lapsation.
- b) The Financial Secretary shall be bonded at the expense of the Lodge in an amount to be suggested by the Council and approved by the Assembly. To have all Financial Reports available at each meeting and make them available to the members for their inspection. (Financial Report to include the Balance Sheet, Income Statement, General Ledger, Cash Disbursements Journal & Cash Receipts Journal).

Section 8: The Treasurer:

- a) The treasurer shall be bonded at the expense of the Lodge in an amount to be suggested by the Council and to be approved by the Assembly.
- b) To permanently file all bills paid in behalf of the Lodge.
- c) To render a report of all the monies of the Lodge on hand and in banks at each regular session of the Lodge.
- d) Said Treasurer shall render in addition (subject to section (C) above) an annual report to the Lodge and same shall be due at the meeting following the expiration of his term of office.
- e) Said Treasurer shall keep accurate accounts of the Lodge's assets and finances and shall be ready to give and itemized statement of the receipts and disbursements at every session of the Assembly upon request by the membership.
- f) The Treasurer shall be reimbursed for any expenses, which he may incur in conjunction with the performance and discharge of his duties, upon receipt of the Financial Secretary of lawful bills for said expenditures.

Section 9: The Corresponding Secretary:

- a) Will prepare, at Presidents direction, lodge written correspondence
- b) Will have lodge stationery on hand as needed
- c) Will review correspondence with President before mailing as directed by the President.
- d) Will read received correspondence at lodge meetings as directed by the President.

- e) Will be responsible for letters and communications being recorded by the recording secretary and maintain a file of outgoing and incoming correspondence.
- f) Will post correspondence as needed on lodge membership bulletin board.
- g) Will perform other duties as directed by the President.

Section 10: The Principal Trustee:

- a) In addition to assuming all the duties and responsibilities as outlined in Article V, Section 10 The Principal Trustee will also be responsible for the following:
 - 1) The principal trustee will preside over the monthly trustee meetings and set a specific agenda to be followed at each meeting.
 - 2) He will ensure that the trustees examine, evaluate and supervise the financial affairs of the lodge. This will include annual/year to date comparisons of recurrent income/expenditure statements and reports to monitor the financial progress of the Lodge (Last updated: 3-27-2013).
 - 3) The principal trustee will report his evaluations monthly to the membership.

Section 11: The Trustees:

- a) The Trustees of the Lodge shall meet monthly to discuss the financial affairs of the Lodge.
- b) On a monthly basis examine, review & verify the General Accounting Records of the Lodge as kept by the Financial Secretary and Treasurer of the Lodge.
- c) To examine, review & verify the Monthly reports submitted to said Trustees by the Financial Secretary and to have at least four of said Trustees certify as to its correctness by affixing their signatures thereon in addition to that of the Financial Secretary.

Section 12: The Masters of Ceremony:

- a) The Master of Ceremonies will be present at least twenty minutes prior to all Lodge functions to ensure that the function is properly facilitated.
- b) A Master of Ceremony will assume the duties of the Sentinel should he not be in attendance.

Section 13: The Sentinels:

- a) To be present at least twenty minutes prior to the General Meeting to supervise the signing in on the Attendance Ledger. Furthermore, they are charged with the care and security of the Attendance Ledger. Sentinels will sell and distribute all lodge general meetings' 50:50 raffles tickets and keep proper accountability for any interested member to view (Last updated: 3-27- 2013).

Section 14: The State Delegates:

- a) The lodge will pay for two delegates to a room. If the delegates wish to have a single room, they must assume the additional expenses. The term 'Delegates' to include Bene Emeritus.
- b) Any delegate that plans to leave the State Convention prior to its scheduled conclusion must obtain the approval of the President, in sufficient time prior to the starting date of the Convention. This shall not apply to emergency situations.
- c) Any delegate not providing enough time prior to the start of the convention, as determined by the Convention Chairman, a review of the facts and circumstances will be made to determine if penalties should be imposed. Penalties may include non-reimbursement and/or will not be considered for delegation for the next two years.

Section 15: The Qualifications to run for Office:

- a) Must be dues paid member in good standing for at least one year
- b) Must have attended 50% of all general meetings in the one-year period prior to being appointed to the committee
- c) After 90 days of initiation a member has the right to vote in an election of lodge officers and state delegates
- d) Any member seeking office in the lodge shall attend no less than 6 separate monthly general meetings. Be a member in good standing for a minimum of at least (1) year and have been a member of a standing committee for a minimum period of at least one-year immediately prior to being nominated for office as verified by the attendance ledger.

Running for the Office of President:

To be eligible to run for office of President the following requirements are necessary:

- a) Must have served as a chair officer of Columbus Lodge for at least one term
- b) Must have attended 75% of all general meetings in the one-year period prior to be nominated for office

*** Section 15 part A & B were approved by the State Recording Secretary Nancy Quinn and seconded by Past Grand Venerable Joseph Fay on April 10th, 1999. ***

Section 16: The Past President:

- a) Past Venerable/President are allowed to attend Council meetings. They will have the privilege of voting at council meetings. However, if they miss 3 consecutive regular and/or council meetings without justifiable cause, they lose their voting rights in the current administration.

ARTICLE VI: COMMITTEES

Section 1:

The following shall be additional Standing Committees of the Lodge:

- a) Health, Welfare & Mortuary Committee
- b) Membership Committee
- c) House Committee
- d) Feast and Festival
- e) Lapsation/Retention Committee
- f) Public Relations Committee
- g) Commission for Social Justice Committee
- h) Parades Committee
- i) Visitation Committee
- j) Kitchen Committee
- k) Entertainment Program Committee
- l) Lodge Newspaper Committee (Navigator)
- m) Budget
- n) Scholarship

Section 2:

- a) All Committee Chairmen or designees must attend the April Officers Meeting and at that time submit a report listing the planned activities and members of that committee.
- b) All Chairmen must advise the President in advance of an event, outlining the proposed expenditures and ticket price/sales.
- c) A full detailed report including all financial material must be submitted to the President & Principal Trustee then to the Council within Thirty (30) days after the event. And then to the General Membership.
- d) In order to participate in any Lodge sponsored function, priority up to a specified cutoff date must be given to members over non-members. Under no circumstance will non-members be subsidized by the Lodge.

Section 3:

- a) There are two types of working committees from which are derived various benefits for the volunteers working on said committees.

1. STANDING COMMITTEE

- i) A standing committee is one, which will be in existence for as long as there is a need.
- ii) The Council of the Lodge will approve the standing committee.
- iii) It will serve a useful function in the day-to-day operation of the Lodge.
- iv) It will be chaired by a Chairman and an assistant or Co-Chairman.
- v) Chairman will be responsible for keeping accurate accounts of money spent and earned; hours worked by volunteers; reporting to the President, the Council of the Lodge, as well as the General Body of the Lodge.
- vi) As many volunteers as the Chairmen deem it necessary to accomplish the purpose of the committee will man the committee.

BENEFITS DERIVED

- i) Invited to the Committeemen Dance.
- ii) Invited to any approved function in appreciation for time and effort expended on a committee.

2. INTERIM COMMITTEE

- i) An Interim Committee is one, which may be appointed by the President (or his proxy) to perform a **one-time** project to research, document and report findings to the President.
- ii) An Interim Committee does not require approval of the Council of the Lodge since its findings will be reported back to the President and then presented to the Council of the Lodge for action.
- iii) The committee should be comprised of a Chairman and an **even** number of committee members.
- iv) An Interim Committee **is not** empowered to spend money.

BENEFITS DERIVED

- i) Invited to the yearly committeemen dance **at the Presidents discretion.**

ARTICLE VII: DUTIES OF ARBITRATION COMMITTEE

Section 1: Fees for Filing Complaint

- a) A **\$25.00** fee must accompany the complaint payable to the Lodge where the complaint is filed by a member and **\$100.00** if filed with the State Committee on Arbitration. The fees are not refundable after being paid, under any circumstances, nor regardless of the outcome of the case. The committee, however, does have the right to assess said costs to the party against whom the case is determined.
- b) Failure on the part of the member to pay said costs within the time prescribed by the Order to the committee shall subject said member to expulsion from the Order and he shall forfeit all dues paid to the Lodge for that year.

Appeals:

- a) The member shall have a right to appeal to the State Committee on Arbitration within ten days after notification, in writing, is sent to him at his last known address.

Section 2: House/Lodge Committee

- a) It shall be primarily responsible for the proper maintenance, control and operation of the Lodge Building and shall promulgate rules and regulations regarding the operations and control of our Lodge Headquarters, including each and every department thereof to wit: the operation of the bar, setting of prices for food and liquor; the kitchen; and each and every section of the building, including the parking spaces and all surrounding outside property pertaining to our Lodge quarters, which rules shall be submitted to the Council for approval.
- b) The duties of all other committees seem to be inherent by their titles.

Section 3: Visitation

- a) Members going on a visitation sponsored by the Lodge will assume their own travel and incidental expenses. Shared tickets must be paid to the visitation chairman by the established cut-off date. If a member is not representing Columbus Lodge #2143 at an outside function, he is not permitted to share in the tickets allotted by the lodge. This updated policy was updated and approved by the membership 8-26-2015.

1. Testimonials

- i.) Columbus Lodge to pay for two tickets for the President and guest only if said Lodge attended Columbus Lodge Testimonial. Columbus Lodge to pay for one extra ticket if other Lodge sent four (4) or more guests to the Columbus Lodge testimonial. Columbus Lodge to pay a maximum of \$270 for any single visitation which includes the President and guest. Note: Visiting State or National officials who receive a stipend from the State or free tickets to attend a Columbus Lodge event will be excluded from their respective Lodge count for purposes of reciprocation. The following updated policy was approved by the membership on 3-27-2013.

2. Sister Lodge and Deputy Lodge

- i.) This refers to the Ann Bambino Lodge, considered a sister lodge, the Columbus Lodge will pay for two (2) tickets for the President and guest plus extra tickets with Columbus Lodge paying a maximum of \$400.

3. Attendees

- i.) If the President and guest cannot attend a visitation, the President must ask the First Vice President, Second Vice President, Immediate Past President and Orator to attend in that succession. If they cannot attend, the President and Visitation Chairman will solicit from the Lodge membership a representative.

4. Charities Affair Attendance

i.) Grand Lodge Charity Ball

1. The Lodge will pay for two tickets, plus one additional ticket to be shared by the membership.

ii.) Golden Lion Dinner Dance

1. Lodge to pay for two tickets for the President and a guest only.

iii.) Breakfast, Dine-Around, and Other OSIA Charity Events

1. The Lodge shall purchase two (2) tickets for the President and guest plus two (2) extra tickets. (Exception: For ACIM breakfast the Lodge will purchase up to five (5) tickets) to be shared by its members.

iv.) Little Italy Day

1. The Lodge shall pay for two (2) tickets for the President and guest.

v.) Other Charities where a table is included as a part of a donation

1. The Lodge is to expend up to \$1,000 in a calendar year with a maximum of \$500 for one table at each affair.

5. Member Honored

- i.) In instances where a member of Columbus Lodge #2143 is being honored by another filial (or local lodge) or by the NYS Grand Lodge, the Columbus Lodge will pay up to 4 tickets, (2 tickets for the president and his guest and 2 tickets to be shared by the membership); current maximum limits shall be waived; And not to be repeated in the same calendar year for the same member as approved by the membership on 9/25/2019.

6. District I, II or III Milestones

- i.) Columbus Lodge will pay for two tickets for the president and a guest plus an extra ticket to be shared by the membership (not to exceed \$300), when a filial (or local) lodge in District I, District II, or District III reaches a milestone of 25, 50, 75, 100, 125 years.

All expenditures must be brought to the attention of the officers and members for approval prior to the event, with the visitation chairman reporting the appropriate amounts and numbers.

Section 4: Membership Screening Committee:

- a) The Membership Screening Committee shall consist of (5) members: A Chairman, (2) members appointed by the President, the 2nd Vice President and the Orientation Chairman.
- b) If two of the above positions are held by one person the principal trustee will be selected to be the 5th member of the committee.

Section 5: Nominating Committee:

- a) The Nominating Committee must explain the duties and responsibilities of council positions, including that of the position of Delegate to the State Convention, to any member seeking such office(s). Candidate must sign an acknowledgement of being so informed of his duties and responsibilities.
- b) The Chairman of the Nominating Committee will post the duties and responsibilities for all elected positions, including State Delegate, for review by prospective candidates (bulletin board by kitchen window). This shall be done in sufficient time prior to the Committee's first meeting, and shall be posted in a conspicuous location within the confines of the Lodge building.
- c) Qualifications for the Nominating Committee
 - i.) Must be dues paid member in good standing for at least one year
 - ii.) Must have attended 50% of all general meetings in the one-year period prior to being appointed to the committee
 - iii.) No Nomination Committee chairman can serve consecutive years
 - iv.) President selects and appoints all committee chairman
- d) Resignation from the Nominating Committee
 - i.) Any Brother accepting membership to the Nominating Committee and having participated in one meeting in which interviews and/or discussion regarding possible candidates were held will not be permitted to resign from the committee for the purpose of seeking nomination for office. The only acceptable exception would be if one approaches the committee and expresses interest in one of the elective positions. This does not prevent the member from seeking nomination from the floor.
- e) Notice of nominating committee meetings shall be posted on the bulletin board and published by an official written communication
- f) ***Committee Recommends Approval***

*** Section 5 part C,D,E,F were approved by the State Recording Secretary Nancy Quinn and seconded by Past Grand Venerable Joseph Fay on April 10th, 1999. ***

Section 6: Electoral Committee:

- a) The Electoral Committee will review all articles submitted as per Article: VIII, Section 4 (Electioneering), sub. 3, by candidates for Chair positions for publication in the Navigator, to assure that the contents of such articles conform to the ideals of the Order.
- b) Any member having served on the nominating committee are excluded from serving on the electoral committee within the same fraternal year.

ARTICLE VIII: ELECTIONS

Section 1:

- a) Voting in general elections shall be by written or printed ballot **or voting machines if necessary**, for all officers enumerated in Article V of these laws and said elections shall be held during the month of **February**. However, should said candidates are unopposed then, of course, there would be no need for a written ballot **and or voting machines if necessary**. In the further event that only one office is being contested, then the printed ballot shall be used; the Assembly, of course, may for the sake of expedience, adopt any other method in said case where only one office is being contested, as it may see fit under the circumstances.

Section 2:

- a) Notice of said general election must be given to the entire membership in writing or through official communications at least five days prior to said election.

Section 3:

- a) The Election shall be conducted and supervised by the Electoral Board which shall consist of a Chairman and at least four members, who must be members for at least one year and in good standing. The President and or presiding officer of the assembly shall appoint this committee, at least one month prior to the election. In addition to the a-fore-stated, the Electoral Board shall be responsible to perform the following duties:
 - i.) Distribute ballots if used only to duly qualified members present.
 - ii.) Count the votes, excluding those ballots that are unmarked and segregate those that in the opinion of the Board may be void or contestable.
 - iii.) Detect and declare void ballots, which bear special marks.
 - iv.) Declare void ballots that reveal the voter's identity.
 - v.) Count the votes cast for each candidate.
 - vi.) Announce the results of the Election(s).
 - vii.) Keep all ballots or printed results from a voting machine in a sealed envelope for thirty days after said election(s) and then destroy said ballots or printed results.

Section 4: Elections Procedures:

a) Electioneering:

- i.) The Placement of Flyers, posters and alike are forbidden to be placed in or on the building.
- ii.) The distribution of handouts is permitted, provided that it takes place at least 20 feet from the stairs leading to the building. The candidate is responsible for any litter that may occur.
- iii.) Candidates seeking a contested Chair position (President, 1st Vice President, 2nd Vice President, and Orator) will be allowed a quarter page article (equal space) in the Election Issue of the Navigator or official lodge written correspondence. Articles are to contain material solely to promote their candidacy to the Chair position sought. All Articles must be submitted to the Chairman of the Electoral Board for review as per guidelines of the Article VII: Section 5.
- iv.) At the first general meeting of the month of February, ONLY candidates running for a chair position will be allotted three (3) minutes to address the membership.

b) Ballot:

- i.) The order of placement of the electoral ballot shall be in the order of the nominating committee's report followed by the names of those nominated from the floor. **The Electoral Board shall meet with the candidates nominated from the floor or their designee, to draw for position on the ballot.** All candidates who were recommended by the Nominating Committee will have 'NC' affixed to their name. Ballots not used are to be destroyed.
- ii.) Used Ballots are to be kept as out-line in By-Laws/House Rules.

c) **Elections Rules:**

- i.) General Elections for Officers, Delegates and Committee of Arbitration shall take place at the second general meeting of the month of February. Voter registration will begin at 6:30pm end at 9PM.
- ii.) Special Elections shall take place as outline in the By-Laws/House Rules. Voting will be by secret ballot. Names of the candidates will be place on the ballot by draw.
- iii.) At the opening of the Election each candidate will be introduced by the President or designee according to position on the ballot.

d) **Voting Area:**

- i.) An area will be marked off for the exclusive use of the Electoral Board. If at any time non-electoral personnel is found in the area they will be escorted by the Master of Ceremonies from the Hall and their voting will not be permitted.
- ii.) A designate area will be established for voting. This area must be separated from the general assembly by at least five feet.

Section 5: Declared Election Results:

- a) All candidates will be declared by a majority vote.
- b) In the event of a tie vote, the candidate having seniority based on continuous membership shall be declared the winner. There shall be no cumulative voting.

Section 6: Electronic Voting:

- a) In the event that the general election is affected by unforeseen or unexpected circumstances (i.e. but not limited to, extreme inclement weather, pandemic, government restrictions or regulations) the President can authorize the use of an online voting system. All other election and voting rules still apply.

Section 7: Mailings:

- a) Any candidate that wants to do a private mailing or electronic/digital mailing has to be approved by the President.
- b) If a violation of the President's ruling is made, such candidate may face disqualification.

ARTICLE IX: MORTUARY FUND

(Established September 1987)

Section 1:

- a) The fund shall be reviewed every two (2) years to determine its status. The President, Chairman and financial officers shall review the fund.
- b) By a Vote of the membership the fund may be continued as is, increased, decreased or terminated if monetary constraints exist.
- c) Description of Mortuary Fund last updated on August 26, 2015 for members:
 - i. Less than 1 year Bible Only
 - ii. 1 year +1 day to 5 years \$150 plus bible
 - iii. 5 years+1 day to 10 years \$175 plus a bible
 - iv. 10 years +1 day to 15 years \$200 plus a bible
 - v. 15 years +1 dayto whenever \$250 plus a bible

- d) Description of Mortuary Fund as voted upon on March 27, 2013 and repealed August 26, 2015:
- | | | |
|-------|-----------------------------|------------|
| i.) | Less than 1 year | Bible Only |
| ii.) | 1 year +1 day to 5 years | \$75 |
| iii.) | 5 years+1 day to 10 years | \$100 |
| iv.) | 10 years +1 day to 15 years | \$125 |
| v.) | 15 years +1 day to whenever | \$150 |
- e) If a member with a minimum of 5 years of continuous membership in Columbus Lodge fails to pay his dues to illness and dies, his family shall be eligible to receive a Bible in accordance with the policy schedule stated in Section 1, (d)(1). However, the date of death must occur within the calendar year in which the membership lapsed.

Section 2: HEALTH AND WELFARE BENEFITS

- a) The Benefits shall be reviewed every two (2) years to determine its status. The President, Chairman and financial officers shall conduct the review and make recommendations to the membership.
- b) By a **Vote of the membership** the benefits may be continued as is, increased, decreased or terminated if monetary constraints exist.
- c) Description of benefits is as follows:
- i.) At the time of the illness the member must be in good standing.
 - ii.) Hospitalization must be for a minimum of 48 hours and two consecutive overnight stays.
 - iii.) In order to qualify for the benefits listed below, the Lodge Welfare Chairman is to be notified no later than 90 days after the hospital admission.

BENEFIT:

- a) **\$25** However, members can only receive (1) benefit from this fund during a twelve-month period. If any member does not qualify for any of the above benefits, a get-well card will be sent to that member.

ARTICLE X: FINANCIAL ACTIVITIES

Section 1:

- a) **ALL** Financial Activities and expenditures of Lodge funds must be brought to the council and the membership for approval prior to being spent, with the only exceptions being routine expenditures necessary to keep the lodge functioning.
- b) The President can spend up to **\$2,500** for emergency, if time does not allow going to council or membership.
- c) If an emergency expenditure, for repairs, exceeds the amount stated under Article X, Section 1 (b), a simple majority approval by the President, First Vice President, Second Vice President, Immediate Past President and Orator can raise the emergency limit to **\$5,000**.
- d) If one or more officers enumerated under Article X, Section 1 (c) cannot be successfully contacted, the President must contact the Recording Secretary, the Financial Secretary, and/or Treasurer, in that sequence, as a replacement.

Section 2: Budget:

- a) To override any budget line item previously approved in the current budget year, a 2/3 vote in favor of the motion will be required of the members in attendance at a General meeting.

Section 3: Participation in Financed Lodge Sponsored Functions:

- a) In order to participate in any Lodge sponsored function, the following conditions prevail:
 - i.) Up to a date specified by the Chairman, priority must be given to members over non-members
 - ii.) Under no circumstances will non-members be subsidized by the Lodge.

ARTICLE XI: CONFLICT OF INTEREST POLICY

Section 1: Conflict of Interest:

- a) The purpose of the conflict of interest policy is to protect the Columbus Lodge's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any officers of the Columbus Lodge or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Interested Person:

- a) Any Elective Officer, as defined in Article V of the Columbus Lodge House Rules, who has directly or indirect financial interest, as defined below, is an interested person.

Section 3: Financial Interest:

- a) A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - i.) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - ii.) A compensation arrangement with the organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - iii.) A potential ownership or investment in or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- b) Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.
- c) A financial interest is not necessarily a conflict of interest. Under section 12 (4) a person who has a financial interest may have a conflict of interest only if the appropriate Columbus Lodge elective officers decides that a conflict of interest exists must disclose the existence of the financial interest.

Section 4: Duty to Disclose:

- a) In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Columbus Lodge elective officers the proposed transaction or arrangement.

Section 5: Determining Whether a Conflict of Interest Exists:

- a) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he shall leave the Columbus Lodge elective officers while the determination of a conflict of interest is discussed and voted upon. The remaining elective officers shall decide if a conflict of interest exists.

Section 6: Procedures for Addressing the Conflict of Interest:

Policy as voted upon on Feb 1, 2007:

- a) An interested person (who is not an officer) may make a presentation at the officers' meeting, but after the presentation, he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) After exercising due diligence, the elected officers shall determine whether the lodge can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- c) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the officers shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter the transaction or arrangement.

Section 7: Violation of the Conflict of Interest Policy:

- a) If the officers have reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain alleged failure to disclose.
- b) If after hearing the member's response and after making further investigation as warranted by the circumstances, the officers determine the member has failed to disclose an actual conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 8: Recording of Proceedings:

- a) The minutes of the officers' meeting shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the officers' decision as to whether a conflict of interest in fact existed. Also, the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

ARTICLE XII: BUILDING ACTIVITIES

Section 1: General Procedures:

This section was approved by the membership effective 3-27-2013:

- a) All work to be done on the building or any Columbus Lodge Property must include plans and an exact scope of work. Plans must be submitted to the officers and membership for approval for being submitted for bids.
- b) Bidding will also be announced at meetings inviting members to seek bids. Bids will be sealed and sent to the attention of the committees and addressed to Columbus Lodge ONLY. Upon receipt, the bids will be put into the safe and opened at the appropriate time by the committee, the Chair officers, Principal Trustee, and one other trustee. Bids accepted by the committee must then be submitted to the officers and members for approval.

As approved on 9/25/19: This article will be repealed from the fraternal lodge (Columbus Lodge #2143) House Rules upon the notification of the entire membership, a vote by the membership, and approval of "House Lodge By-Laws" containing similar language.

All pages have been revised by Committee & Chairman recommendation, Officer recommendation & Membership vote on December 30th, 2020
All previous versions of Columbus Lodge House Rules prior to the above date considered void and not in force, whether a conflict arises or not.

