

Revised 01/2023

## **By-Laws for the**

Ladies Auxiliary to Aerie #4089 Fraternal Order of Eagles,  
Located at 5130 S. Ridgewood Ave. Port Orange, Florida 32127

This Auxiliary was instituted under the laws of the state of Florida this  
5<sup>th</sup>, day of May in the year of 1984.

### **Meetings**

#### **Section 1.1**

The meetings of this Auxiliary shall be held on the second (2<sup>nd</sup>) and the fourth (4<sup>th</sup>) Monday of each month at the hour of 7:00 p.m., with the officers meeting being held 30 minutes before each meeting, the place of the meetings shall be at 5130 S. Ridgewood Ave, Port Orange, Fl. 32127

#### **Section 1.2**

Special meetings shall be held in conformity with Section 3.2 of the rules and regulations for the government of Ladies Auxiliaries or laws amendatory thereof.

#### **Section 1.3**

At no time will alcoholic beverages be allowed in the meeting.

#### **Section 1.6**

(As adopted by the Grand Auxiliary August 1996)

All local Auxiliary candidates for membership shall be elected by majority vote of these members present and voting by secret ballot.

## **NOMINATION AND ELECTION**

### **Section 2.1**

All nominations for elected officers will be made from the floor.

### **Section 2.2**

The office of the Madam Conductor shall be filled each year by election.

### **Section 2.3 (b)**

The election of officers shall be conducted with the polls opening at 10:00 am and close no sooner than 6:00 p.m.

### **Section 2.4**

Tellers shall be appointed by the Madam President or Presiding Officer.

### **Section 2.5**

The term of office of the Madam Secretary shall be one (1) year.

### **Section 2.6**

The term of office of Madam Treasurer shall be for one (1) year.

### **Section 2.7**

The term of office for each Madam Trustee shall be for one (1) year.

### **Section 2.8**

The position of Honorary Mother shall be filled by appointment of the Madam President for the term of one (1) year.

## **AUXILIARY MEMBERSHIP**

### **Section 3.1**

The fee for membership by initiation, in conformity with Section 1.4 of the rules and regulations for the government of the Ladies Auxiliary or laws amendatory thereof, shall be \$30.00.

### **Section 3.1 (a)**

The minimum age that members will be accepted into this Auxiliary will be (18) eighteen years of age on the date of initiation.

## **FUNDS**

### **Section 4.1**

The following funds are hereby established for this Auxiliary

- A. The Benefit Fund.
- B. The General Fund - A
- C. The General Fund - B

### **Section 4.2**

By resolution, the Auxiliary shall designate some banking institution in which each of such funds shall be separately deposited in accordance with section 23.1 of the Ladies Auxiliary Rules and Regulations or Laws amendatory thereof.

## DUES

### **Section 5.1**

The regular dues shall be \$30.00 per year non beneficial members and beneficial members (exclusive of any additional dues authorized under Section 27.1 of the rules and regulations for the government of Ladies Auxiliary, or laws amendatory thereof, and provided for in section 2.1(a) of the rules and regulations for the government of Ladies Auxiliary), payable annually in advance of May 31<sup>st</sup>.

### **Section 5.2**

The regular dues shall be allocated as follows:

- A) Benefit Fund \$20.00 deposited at the rate of \$20.00 per annum.
- B) General Fund - A \$6.00 deposited at the rate of \$6.00 per annum.
- C) General Fund - B \$4.00 deposited at the rate of \$4.00 per annum.

### **Section 5.3**

Dual and transferring members shall pay the same dues as current members of Port Orange Auxiliary #4089 being \$30.00 per year.

### **Section 5.4**

The allocation of the dues of dual members and transferring members shall be divided among the various funds as follows:

- A. Benefit Fund \$20.00 deposited at the rate of \$20.00 per annum.
- B. General Fund - A \$6.00 deposited at the rate of \$6.00 per annum.
- C. General Fund - B \$4.00 deposited at the rate of \$4.00 per annum.

### **Section 5.5**

As provided in Section 2.2 of the rules and regulations of the government of Ladies Auxiliaries, or laws amendatory thereof, the dues of all members of this Auxiliary shall become due and payable on the 31<sup>st</sup> day of May.

## **Section 5.6**

All members who are one (1) month in arrears in their dues must be dropped by the Secretary from the rolls of the Auxiliary on the first (1<sup>st</sup>) day of July. Re-enrollment \$30.00.

## **Section 5.7**

Notifications to the membership can now include email.

### **DECEASED MEMBER TRIBUTE**

## **Section 6.1**

Upon the death of a member in good standing, the Auxiliary shall provide a floral arrangement or suitable tribute that shall be paid from the General Fund, not to exceed \$75.00.

### **DUTIES OF OFFICERS**

## **Section 7.1**

The duties of all Officers of this Auxiliary shall be as set forth in and required by the rules and regulations for the government of Ladies Auxiliaries, F.O.E., The Constitution and Statutes, F.O.E., and these by-laws, or as the same may hereafter be amended.

## **Section 7.2**

If any Officer absents herself from (3) three consecutive meetings of this Auxiliary, be they regular Auxiliary meetings, properly called Auxiliary special meetings, regular officers meetings, or duly called officers meetings, so long as they are consecutive, without being excused by a vote of the Auxiliary in regular session. The office of such officer so absenting herself shall be declared vacant by the presiding officer. If Madam President is absent from the city, town or village in which this Auxiliary is located for (3) three consecutive meetings, she shall, unless excused by a vote of the auxiliary in regular session, be considered as having vacated her office, and the Madam Vice President shall succeed thereto, and the office of the Madam Vice President shall be declared vacant.

## COMPENSATION

### **Section 8.1**

For the faithful performance of their respective duties, the Madam President and the Madam Vice President shall receive the sum of \$0.00 per annum.

### **Section 8.2**

For the faithful performance of her secretarial duties, the Madam Secretary and Madam Assistant Secretary shall receive per capita compensation, payable quarterly and based upon the number of members in good standing and who are not more than one (1) month in arrears at the end of each month, as follows; \$.25 cents each, per month, per member . If there is NOT an Assistant Secretary then the Madam Secretary will receive the fee of \$.50 cents per member per month.

### **Section 8.3**

For the faithful performance of her duties, the Madam Treasurer shall receive \$250.00 per annum, payable annually.

### **Section 8.4**

The compensation for the Madam Secretary and the Madam Treasurer shall not be paid until after the report of the Auxiliary auditor has been presented to and accepted by the Auxiliary. Neither shall the compensation of the Madam Secretary or the Madam Treasurer be paid until the Madam Secretary and the Madam Treasurer's reports have been forwarded to the Grand Secretary.

### **Section 8.5**

For the faithful performance of his or her duties, the Auxiliary Auditor shall receive, not in excess of \$250.00 per annum, payable annually. The auditor shall perform the audit monthly and present those results at the first Auxiliary meeting of the month.

### **Section 8.7 (Revised 1/2000)**

Whenever the Auxiliary has, by proper resolution, approved payment of the expense of an accredited representative for attendance at the Grand Auxiliary Convention, she may be allowed the lesser of actual plane, or railroad fare, going and returning by the most direct route, or if traveling by automobile, not in excess of 45 cents per mile, round trip, approved registration fees, and not exceeding \$75.00 per day for lodging when in actual attendance at the Grand Auxiliary Convention provided these expenses are not reimbursed by any other group and provided that the member has not been reimbursed for any other convention during the current year. It will be the responsibility of the approved representative to provide receipts for all expenses to the secretary of the Auxiliary upon her return from the convention. Maximum reimbursement per year per member is limited to \$500.00. Any exception will be made on the floor at an auxiliary meeting.

### **Section 8.8**

Delegates to State Convention shall be appointed by the auxiliary. Each delegate or representative, for her actual attendance, may be allowed as her expense, not in excess of 45 cents per mile round trip plus approved registration fee and lodging not to exceed \$75.00 per day for up to three days, when in actual attendance at the State Convention providing these expenses are not paid by another group and provided that the member has not been reimbursed for any other convention during the current year. Maximum reimbursement per year per member is limited to \$500.00. Delegates must attend all meetings to receive reimbursements. Cost of lodging will not be reimbursed for any hotel rooms closer than 30 miles from the delegate's home.

### **Section 8.11**

Whenever the Auxiliary has, by proper resolution authorized a delegate or delegates to attend zone conferences, each representative for her actual attendance may be allowed as her expense when traveling by automobile, not in excess of 45 cents per mile round trip, approved registration fee, and not to exceed \$75.00 per day for two days while going to and actual attendance at zone conference.

### **Section 8.12 (Revised 1/2000)**

The auxiliary, by proper resolution can authorize the expenses of any Past Madam President who has continually participated in the growth of her Auxiliary, who has attended 2/3 of, or sixteen (16) meetings (including excused absences), and been actively involved in fund raising during the current year to attend the State Convention and receive the same monetary allowances for her actual attendance at a State meeting as set forth for duly elected/appointed delegates in Section 8.8, providing these expenses are not paid by another group and provided that the member has not been reimbursed for any other convention during the current year. Maximum reimbursement per year per member is limited to \$500.00.

### **Section 8.13 (revised 1/2000)**

For an Auxiliary member to be considered as a delegate, she must have attended at least sixteen (16) meetings and been actively involved in Auxiliary sponsored activities and fund raising during the current term.



## **MILITARY SERVICE RECEIPT**

### **Section 9.1**

Upon a vote of the Auxiliary in regular meeting, there may be issued to any member in good standing, who is in Military Service, a Military Service Receipt. When such receipt has been issued such member, during her term in Military service and for thirty (30) days thereafter, shall not be obligated to pay dues to the Auxiliary, but shall be carried on the rolls of the Auxiliary as a member in good standing.

### **Section 9.2**

Beneficial members holding a Military service receipt shall be entitled to funeral benefits only.

## **BONDS**

### **Section 10.1**

The Madam President, Madam Vice President, Madam Secretary, Madam Treasurer and each Madam Trustee of this Auxiliary shall be bonded by a blanket bond, to be purchased by the Auxiliary in the amount of \$1,500.00.

### **Section 10.2**

This Auxiliary may purchase its fidelity and surety bond coverage locally. No officer or employee shall be permitted to assume or discharge the duties of her office or employment until bonded, and until notification thereof has been forwarded to the office of the Grand Worthy President, F.O.E., as herein before provided, such act shall vacate such office and forfeit such officers rights thereto, and such act shall cause-the discharge of such employee and work a forfeiture of his or her rights to compensation therefore.

## **MISCELLANEOUS**

### **Section 12.1**

In appreciation of services rendered by a Madam President, this Auxiliary may by proper resolution, present her with a love gift of \$100.00 per consecutive years of service not to exceed \$500.00.

### **Section 12.2**

Where the Constitution and Statutes, F.O.E., Rules and Regulations for the government of the Ladies Auxiliaries, the Rituals of the Order, and these by laws do not cover or control, the Roberts Rules of Order (Revised) shall govern the actions and deliberations of this Auxiliary.

### **Section 12.3**

To allow an internal unit to be formed for the purpose of a Past President's Club.

### **Section 12.4**

To allow an internal unit to be formed. (J.O.E)

### **Section 12.5**

Any request for auxiliary funds must be brought by the requestor to an auxiliary meeting for vote on the floor.

### **Section 12.6**

If an emergency decision has to be made before a meeting can convene the Madam President has the authority to authorize an expenditure of \$100 from the auxiliary General Fund.