

# **Fraternal Order of Eagles**

## **Officer Duties**

### **Aerie**

The duties listed are a brief overview of duties spelled out by the Constitution and Bylaws of the Order. If you wish to find out more about an office please see the section indicated below the office name.

### **Jr. Past Worthy President (Sections 81.1-81.3)**

The Jr. Past Worthy President serves only as a member of the Board of Trustees when permitted by Aerie by-laws.

### **Worthy President (Sections 82.1-82.3)**

The Worthy President presides over all meetings of the Aerie, shall enforce the laws of the Order, and can decide upon questions in the Aerie for which there is an equal division, with the exception of electing officers and candidates for membership. This position has general supervision over all the affairs of the Aerie unless otherwise noted.

### **Worthy Vice President (Sections 83.1-83.2)**

The main duty of the Worthy Vice President is to preside in the absence of the Worthy President and assist with preserving order in the Aerie. If for some reason the Worthy President is incapable of performing the duties of his office, the Worthy Vice President may exercise the powers and perform the duties of the Worthy President.

**Worthy Chaplain  
(Section 84.1)**

Any and all devotional exercises of the Aerie in accordance with Ritual are the responsibility of the Worthy Chaplain.

**Secretary  
(Sections 85.1-85.17)**

The duties of the secretary are numerous, including keeping a full proceedings of the Aerie in a book provided for that purpose by the Grand Aerie; reading all reports, bills and communications which may be presented; fill out certificates and cards granted by the Aerie; keep and maintain an up-to-date roster; to affix the seal of the Aerie to all documents requiring it and to perform any other such duty assigned to them within the by-laws.

**Treasurer  
(Sections 86.1-86.8)**

The duties of the Treasurer include demanding and receiving all money from the Secretary belonging to the Aerie; providing receipts for the money; depositing funds within 48 hours in the bank account designated by the Aerie; signing warrant checks; keeping all records and books related to money; hold in trust all securities designated to the Aerie and any other such duty assigned to their position within the laws of the Order.

**Worthy Conductor  
(Sections 87.1-87.3)**

The Worthy Conductor will ensure that all participants in attendance at the opening of any session are permitted to remain; prepare the ballot box for the election of candidates to membership and supervise the voting; introduce all visitors and

seat them; hold custody of all Ritual items and any other such duty assigned to their position within the laws of the Order.

## **Guards**

### **(Sections 88.1-88.2)**

The Inside Guard will maintain a position at the inner door of the Aerie, examining the official receipt of every member entering the meeting room while the Aerie is in session. The Outside Guard will have charge of the outer room during a session and permit only members in good standing to enter the room.

## **Trustees**

### **(Sections 89.1-89.11)**

Under the direction of the Aerie, the Board of Trustees will hold all real property belonging to the Aerie and all personal property not entrusted to any other officer by the Laws of the Order and maintain an inventory of such property. Immediately following the installation of officers each year, the trustees will elect one of the other members as Chairman for one year. The board shall meet at least weekly and keep all official records of their meetings as required. The board maintains control of maintenance and operations throughout the club and shall control the conduct and duties of the employees of the Aerie. The Board of Trustees shall enforce all House Rules adopted by the Aerie. The Board of Trustees must also perform or maintain any other duties as stated within the Laws of the Order.

## **Auxiliary**

The duties listed are a brief overview of duties spelled out by the Constitution and Bylaws of the Order. If you wish to find out more about an office please see the section indicated below the office name.

**Jr. Past Madam President  
(Sections 9.1-9.3)**

The retiring Madam President shall become Junior Past Madam President by virtue of having served as Madam President to the end of her term.

**Madam President  
(Sections 10.1-10.4)**

The Madam President shall preside at all regular and special meetings of the Auxiliary and at all officers meetings. She shall see that harmony is preserved and shall enforce all the Laws of the Order. She shall have general supervision over all the affairs of the Auxiliary, except where such power is vested elsewhere.

**Madam Vice President  
(Sections 11.1-11.2)**

The Madam Vice President shall assist the Madam President in preserving order and decorum in the Auxiliary; and shall, in conjunction with the Madam President, inspect all ballots on applications, and report the same to the Auxiliary; she shall preside in the absence of the Madam President; and shall perform all other duties required of her by the Laws of the Order.

**Madam Chaplain  
(Section 12.1)**

The Madam Chaplain shall have charge of the devotional exercises of the Auxiliary in accordance with the Ritual.

**Madam Secretary  
(Sections 13.1-13.14)**

It shall be the duty of the Madam Secretary to keep a full and complete record of the proceedings of the Auxiliary, read all reports, bills and communications, fill out certificates and cards,

keep and maintain the roster, issue summonses and notices, affix the Seal of the Auxiliary to documents requiring it, notify the Grand Secretary of removed officers, collect dues and more.

**Madam Treasurer**  
**(Sections 14.1-14.7)**

The duties of the Treasurer include demanding and receiving all money from the Secretary belonging to the Auxiliary; providing receipts for the money; depositing funds within 48 hours in the bank account designated by the Auxiliary; signing warrant checks; keeping all records and books related to money; hold in trust all securities designated to the Auxiliary and any other such duty assigned to their position within the laws of the Order.

**Madam Conductor**  
**(Sections 15.1-15.4)**

The Madam Conductor will ensure that all participants in attendance at the opening of any session are permitted to remain; prepare the ballot box for the election of candidates to membership and supervise the voting; introduce all visitors and seat them; hold custody of all Ritual items and any other such duty assigned to their position within the laws of the Order.

**Guards**  
**(Sections 16.1-16.2)**

The Inside Guard will maintain a position at the inner door of the Auxiliary, examining the official receipt of every member entering the meeting room while the Auxiliary is in session. The Outside Guard will have charge of the outer room during a session and permit only members in good standing to enter the room.

**Madam Trustees**  
**(Sections 17.1-17.8)**

Under the direction of the Auxiliary, the Board of Trustees will hold all real property belonging to the Auxiliary and all personal property not entrusted to any other officer by the Laws of the Order and maintain an inventory of such property. Immediately following the installation of officers each year, the trustees will elect one of the other members as Chairman for one year. Under the direction of the Auxiliary, the Madam Trustees shall be the medium between the officers and members of the Auxiliary and the Aerie They shall consult with the Trustees of the Aerie with relation to the use of the Aerie premises for Auxiliary meetings, social functions, entertainments and charitable undertakings of a local nature. The Board of Trustees must also perform or maintain any other duties as stated within the Laws of the Order.