



CONSTITUTION & BY-LAWS

**MASTERS AND WARDENS
ASSOCIATION**

**Rensselaer-Schenectady
District**

GRAND LODGE

OF THE

STATE OF NEW YORK, F & A M

ARTICLE I – PURPOSE

The purpose of this Organization, to be known as the Masters and Wardens Association of the Rensselaer-Schenectady Masonic District, and hereinafter referred to as the Association, is to assist the District Deputy Grand Master, the District Staff Officer, and the Masters, Wardens, Officers and Brothers of the Lodges in the Rensselaer-Schenectady District in the discharge of the various duties and responsibilities which are incumbent on these Brothers as members and officers of the Fraternity.

ARTICLE II - MEMBERSHIP

This Association's meetings and proceedings shall be open to any Entered Apprentice, Fellowcraft, or Master Mason. The Association's voting members shall consist of the Master, Senior Warden, and Junior Warden of each Lodge in the Rensselaer-Schenectady Masonic District. The District Deputy Grand Master and Staff Officer of the District are also to be advisory members of this Association.

ARTICLE III - ELECTION OF OFFICERS

A. The Association shall elect, at each Annual Meeting, the following Officers:

1. President
2. Vice-president
3. Secretary
4. Treasurer

The President, at the time of his election, shall be either Master or Senior Warden of his Lodge. The Vice-President and Secretary shall be any voting member of the Association at the time of his election. The Treasurer shall be a current or past Master or a current or past Warden of any Lodge in the District.

ARTICLE IV - DUTIES OF OFFICERS

PRESIDENT

To preside over the meetings of this Association.

To govern this Association in accordance with the Constitution and By-Laws of this Association.

To maintain order and decorum among the members and their guest during the meetings of this Association.

It shall be within the power of the President to insist that all members abide by his decision as to when any member or guest is out of order, or guilty of conduct unbecoming a member of this Association.

To secure for the Association a Host Lodge for each regularly scheduled monthly or special meeting. The Host Lodge will be responsible for arranging for a caterer for that dinner meeting.

To coordinate the preparation, printing, and the distribution of the voting membership roster of this Association for his year. The President may defer the actual work involved in this project to a committee, comprised of members of the Association, but he is to ensure that the roster be prepared and distributed as soon after the Annual Meeting as practicable.

To assist the Master of the Lodge of the retiring District Deputy Grand Master in the procurement of a past District Deputy Grand Master's jewel, for presentation at his homecoming, financially in the amount as set forth in the By-Laws, Section II, if the Association so requires.

To arrange for lodging and/or transportation for the members of the Association, as a group, to the Annual Communication of the Grand Lodge in May of each year, if the Association so requires.

To authorize a six month, zero (0.0) interest loan to any distressed Master Mason belonging to a Lodge, or to a distressed Lodge, within the Rensselaer-Schenectady Masonic District, to be paid out of monies collected by the Treasurer as outlined in Section II, Subsec. #1. Of the By-Laws. The President may authorize a grant if the Association so authorizes by majority vote.

VICE-PRESIDENT

To preside over the meetings of this Association in the absence of the President, or at his direction.

To assist the President in the organization of, and attendance at, the monthly dinner meetings of this Association.

To accept reservations from each member or lodge, maintain a written record of same, and contract for the total of such reservations each month with the caterer for that meeting.

To maintain a central calendar of Rensselaer-Schenectady Masonic District events to avoid conflicting events. He shall make this calendar available to all members of this Association and shall record all Masonic events that may be of interest to District Lodges and their members. To act in the stead of the President, should the President become incapacitated or otherwise unable to perform his duties in a timely manner.

SECRETARY

To record the minutes of all business transacted at all regular and special meetings of the Association, in the official minutes book to be provided by the Association. To advise each Lodge within the Rensselaer-Schenectady District, in writing, the amount owed to this Association under the general contribution plan as outlined in Section II of the By-Laws as soon after the annual meeting as possible. The Secretary is to receive these moneys and turn them over to the Treasurer for deposit in the name of the Association. The Secretary is also to advise the President before the January meeting of the Association of any Lodge which has not met their general contribution for the current year.

TREASURER

To receive all moneys paid to the Association, deposit same in bank account(s) maintained in the name of the Association.

To prepare and sign all vouchers and checks use to pay the legal obligations of the Association.

To maintain proper financial records and submit an annual report to the Association at the Annual Meeting.

ARTICLE V - ELIGIBILITY OF PRESIDENCY

The President of the Association shall be elected on a rotating basis, from within one of the two groups listed below:

GROUP 1

St George's #6

Evening Star #75

Clinton #140

Beukendaal #915

Schenectady #1174

GROUP 2

Apollo-King Solomon's #13

Phoenix #58

Mt. Zion #311

Jerusalem #355

VanRens/Star #400

Victor #680

If there be no Master or Senior Warden from within the group designated for that year willing or able to serve, then the next group will become eligible. Should there be no willing candidate, then it shall be the option of the present President, should his status in his Lodge permit, to remain as President for the ensuing year, or allow the vice-president to assume the office of President for that year.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee, advisory in nature, shall consist of three (3) past Presidents of this Association, appointed by the President, and serving at his pleasure. At each Annual Meeting, with the election of a new President, the members of this Committee shall be replaced or reappointed at the discretion of the newly-elected President. The sole purpose of this Committee shall be to serve as advisors to the President and Officers of this Association, and be available to answer all questions and/or problems in regard to the Constitution, By-Laws, or traditions of the Association, and to see that the Constitution, By-Laws, or traditions of the Association are upheld and, adhered to.

It shall also be the responsibility of this Committee, at each Annual Meeting, to see that newly-elected Officer of the Association receive an updated copy of the Constitutions and By-Laws for use throughout the year.

The members of the Executive Committee shall have no vote in the Association as such, unless said Committee member shall also be a duly elected member of the Association through his own Lodge.

ARTICLE VII- MEETINGS

The Association shall hold a dinner meeting each month, except during the months of June, July, and August, on the last Friday of the month, at a time and place designated by the President. If no caterer is available for any particular meeting, the dinner may be dispensed with, at the discretion of the President. The expenses of the dinner shall be borne by those making reservations for same. All members making reservations in the amount set by the caterer if not canceled by the deadline set by the Vice-President.

The November meeting, because of its' proximity to the Thanksgiving Holiday, and the December meeting, because of its' proximity to Christmas and New Year's shall be combined into one meeting which shall be held on the first or second Friday of December, as designated by the President.

The May meeting shall be the Annual Meeting of the Association. At least one member of the Association from at least eight of the eleven Member Lodges of the District shall constitute a Quorum.

A special meeting of the Association may be convened at the call of the President. The call for such special meetings shall designate time, place, and the nature of the business to be transacted.

ARTICLE VIII – VOTING

All members of the Association shall share the privileges of the floor equally, in accordance with the usual rules of parliamentary procedure.

Voting Members of this Association shall each have one vote, none to be cast by proxy.

ARTICLE IX – AMENDMENTS

This Constitution, and its' By-Laws, may be amended by two-thirds majority vote of the members present at a regular meeting, provided: any proposed amendment shall have been submitted in writing to the President, and incorporated in the call of the meeting. Should the above not be complied with, any proposed amendment brought to the floor must be tabled for the next meeting, and incorporated in the call of that next meeting.

BY-LAWS

Section#1 - COMMITTEES

The President shall have the power to appoint such committees as deemed necessary and advisable.

Section #2 - BUDGET and EXPENSES

Subsec. #1 - Budget

All moneys as received from the Lodges of the District under the authorized general contribution plan [which shall not be more than thirty cents (\$0.30) per capita per year] shall be distributed as follows:

- a. General Association Expenses.
- b. Investiture Service Expenses.
- c. Grand Lecturer's Convention Expenses.
- d. Past District Deputy Grand Master's Jewel.
(Contribution not to exceed \$250.00)

These moneys are always to be held in their respective accounts and available for their specific purposes.

Subsec. #2 - General Association Expenses.

Reasonable moneys shall be made available for the Association expenses, which may consist of printing and postage cost for the roster, and any other incidentals pertaining to and authorized by the Association. The Association, to continue a tradition, shall be responsible for the cost of the meal for the current District Deputy Grand Master at all regular and special meetings of the Association.

Subsec. #3 - Investiture Service Expenses.

The entire cost of the program prepared for the Investiture Service shall be borne by the Association, paid only when requested and documented by one of the District Assistant Grand Lecturers.

Subset. #4 - Grand Lecturer's Convention Expenses.

The Association shall pay for the costs of refreshments for the Grand Lecturer's Convention, upon submission of an itemized statement of expenses, and upon request and documentation by one of the District Assistant Grand Lecturers.

Subsec #5 -Past District Deputy Grand Master's Jewel.

A sum of money not to exceed Two Hundred and Fifty Dollars (\$250.00) shall be made available for each District Deputy's term of office, to secure a Past District Deputy Grand Master's Jewel for the retiring District Deputy Grand Master of the Rensselaer-Schenectady District.

Section #3 - ORDER OF BUSINESS

1. Pledge of Allegiance to the Flag of our Country.
2. Roll Call
3. Secretary's reading of the preceding meeting's minutes.
4. Treasurer's report.
5. Reports of Officers and Committees.
6. Old, or unfinished business.
7. (Annual Meeting-Election of Officers)
8. New Business.
9. Message from Staff Officer, if present.
10. Message from District Deputy, if present.
11. Adjournment.