



SONS OF ITALY OF OCEAN CITY LODGE #2474

BY-LAWS

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Article 1: Title and Object

Section 1: Title

This Local Lodge shall be known as the Sons of Italy of Ocean City Lodge #2474.

Section 2: Object

The object of this Local Lodge is to further the ideals of The Order Sons of Italy in America (OSIA).

Article 2 Officers of the Lodge

Section 1: Officers of the Lodge

The Officers of the Local Lodge shall consist of:

President	Corresponding Secretary
Vice President	Treasurer
Immediate-Past President	Five (5) Trustees
Orator	Two (2) Sergeants at Arms
Recording Secretary	Two (2) Mistresses/Masters of Ceremony
Financial Secretary	

Section 2: The Executive Council

The Executive Council includes all the Officers of the Local Lodge.

Section 3: Term of Office

1. The term of office for the President and other Officers shall be two (2) years.
2. To be eligible to run for President, the member must have served at least one (1) year as an elected officer.
3. To be an Officer of the Local Lodge, he/she must have been a member of the Local Lodge for six (6) months and must have attended six (6) meetings.
4. To be an Officer of the Local Lodge, the member must have paid his/her dues in full, and the member must be in good standings.

Section 4: Elections

1. The General Elections of Officers for the Local Lodge shall be held in the month of November.
2. The slate of nominees must be read at the General Assembly Meeting in October and published in the October Newsletter.
3. The Nominating Committee must be appointed by the President three (3) months prior to the elections.
4. An Electoral Board consisting of five (5) members should be appointed by the President in October after the nominations are announced to conduct the November elections, if any of the offices are contested.

Section 5: Forfeiture of Office

1. An elected Officer of the Ocean City Lodge shall forfeit his/her Office when he/she without justifiable cause fails to attend three (3) consecutive meetings provided such absence is not due to circumstances beyond his/her control.
2. Occasional absence due to occupational reason shall be justifiable cause with no adverse consequence.

3. The Recording Secretary shall notify an Officer who has missed two (2) consecutive meetings that he/she will forfeit his/her office(s) if he/she fails to attend the next meeting. The Recording Secretary shall also send a copy of the notice to the President.
4. If an Officer is seriously ill and misses four (4) consecutive Executive Council Meetings or four (4) months, whichever occurs first, the Recording Secretary shall notify the Officer and the President in writing that it is necessary to fill that Office.
5. Offices shall not be vacant more than four (4) months so that the Local Lodge can function with a full slate of Officers.

Article 3 Duties of the Officers

Section 1: President

1. He/she calls and presides over all meeting of the Local Lodge. Meetings may not exceed two (2) hours.
2. He/she sees to it that the By-Laws of the Local Lodge are respected and observed, the Orders of the Supreme Lodge and the Grand Lodge are obeyed and the deliberations of the Executive Council are carried out.
3. He/she controls the Affairs of the Local Lodge and supervises the Performance of Duties by the other Officers of the Executive Council/Local Lodge.
4. He/she signs the minutes of the Executive Council Meetings and General Assembly Meetings and all Orders of Payment, Checks, Correspondence and all Documents which invest the Responsibility of the Local Lodge.
5. He/she appoints all Committees of the Local Lodge.
6. He/she refrains from making proposals at the meetings and participates in discussions only to clarify the issues presented. He/she votes only in the case of a tie.
7. After hearing the Opinion of the Orator, the President rules upon controversies involving the Applications of By-Laws. The member who disagrees with the ruling and the interpretation of the President shall appeal within ten (10) days to the State Lodge.
8. When disorder arises in the meeting, he/she may silence or censure the member or members causing such disorder. If such member or members persist in causing disorder, the President may fine, silence or expel the member or members from the hall or suspend the meeting.
9. He/she may appoint a Chaplain whose primary duties shall be to conduct all religious exercises of the Local Lodge and to perform other duties assigned to him/her by the President.

Section 2: Vice President

1. He/she assists the President.
2. He/she takes the President's place when the President is absent, and he/she performs the duties and exercises the same prerogatives as the President.

Section 3: Immediate-Past President

1. The office of Immediate-Past President shall be given to the member who has served one (1) complete term as President of the Local Lodge.
2. He/she assumes the office of President whenever the President and Vice-President are unable to act or are absent from the Executive Council or General Assembly meeting. He/she then performs the duties and functions of the President.

Section 4: Orator

1. He/she gives opinions concerning the rules and interpretations of the By-Laws of the Order and sees that the By-Laws of the Order are observed and properly applied.
2. In matters relating to the Administration of the Affairs of the Local Lodge, he/she is subordinate to the President.
3. In matters relating to the exercise of Judicial Power, he/she is subordinate to the Grand Orator or Supreme Orator.
4. He/she on his/her own initiative or upon a complaint being made to the Orator shall have power to prefer written charges against a member who has violated the By-Laws of the Order.
5. He/she keeps records current concerning the By-Laws.

Section 5: Recording Secretary

1. He/she takes and records the Executive Council Meeting and General Assembly Meeting Minutes and determines which minutes are to be read at the successive meeting. All copies of Approved Executive Council Meeting and General Assembly Meeting Minutes must be signed by the President and the Secretary with a copy to the President.
2. He/she makes-up and keeps up to date the Membership Roll of the Local Lodge.
3. He/she cares for correspondences and writes letters directed by the President or other Officers of the Local Lodge.
4. He/she writes and sends out Notices for the Executive Council Meetings and General Assembly Meetings.
5. He/she reads General Assembly Meeting Minutes at the next General Meeting, as well as, Executive Council Meeting Minutes at the next Executive Council Meeting.

Section 6: Financial Secretary

1. He/she is the Collector and Accountant of the Local Lodge.
2. He/she collects dues and assessments giving proper receipts
3. He/she writes Orders of Payment, affixing his/her signature together with that of the President.
4. He/she presents Orders of Payment to the Treasurer, who issues checks which he/she presents to the parties to whom they are payable, exacting at the same time money due to the Local Lodge.
5. He/she keeps up to date Financial Records for the Local Lodge.
6. He/she works with the Membership Chairman to notify those members who are in default with the payment of dues and assessments.
7. He/she calculates the Per Capita Assessment on the basis of the number of members listed on the Local Membership Roll at the beginning of each year.
8. Payment of the Per Capita Assessment is to be made as determined by the Grand Lodge—normally February 28th of each year.
9. He/she carries out all orders, in matters affecting his/her office, from the President.

Section 7: Corresponding Secretary

1. He/she reads correspondences at all Executive Council Meetings and General Assembly Meetings.
2. He/she sends notices of all Local Lodge activities to members and the general public as appropriate.
3. He/she responds to letters as directed by the President, Officers and the Committee Chairpersons.
4. He/she must have all correspondences signed by the President.
5. He/she ensures that a monthly newsletter is published and distributed to the membership.

Section 8: Treasurer

1. He/she is the Custodian of the Funds of the Local Lodge.
2. He/she receives, at the end of each meeting, all money collected by the Financial Secretary who issues proper receipts for cash.
3. He/she records in and keeps up to date the Cash Book of the Local Lodge in which he/she shall register monthly income and disbursement of the Local Lodge.
4. He/she, not later than three (3) days after each meeting, deposits the funds received by him/her in the accounts opened in the Name of the Local Lodge.
5. He/she issues and signs checks upon receipt of Proper Order of Payment and consigns them to the Financial Secretary for delivery to the payee.
6. The withdrawal of any funds from the Local Lodge's Investment Account must be approved by the Local Lodge's Executive Council.

Section 9: Trustees

1. They supervise the affairs of the Local Lodge and members of the Executive Council.
2. They examine and audit the books kept by the Financial Secretary and the Treasurer quarterly.
3. At least three (3) Trustees must sign the quarterly audit report.

Section 10: Guards (Sergeants at Arms)

1. They are the Doorkeepers of the Local Lodge.
2. They exclude strangers from the Executive Council Meetings and the General Assembly Meetings.
3. They admit those members who have properly identified themselves.
4. They announce number of members and guests present at the General Assembly meeting.

Section 11: Masters/Mistresses of Ceremony

1. They are Officers of the Local Lodge.
2. They participate in ceremonial activities prescribed by the By-Laws of the Local Lodge during the course of the General Assembly Meetings of the Local Lodge.

Article 4 Dues of the Local Lodge

Section 1: Annual Dues

Using the Per Capita Assessment that the Grand Lodge imposed upon the Local Lodge, the Local Lodge Executive Council shall propose annual dues to the membership for approval.

Section 2: Annual Dues Notice

Dues notices shall be mailed to the Local Lodge members no later than November 30th of each year.

Section 3: Payment of Dues

Dues are due by January 1st of each year.

Article 5 Committees

Section 1: Standing Committees

There shall have five (5) standing committees:

1. Charity
2. Membership
3. Fund Raising
4. Scholarship
5. Social

Section 2: Committee Functions

Item 1: General

1. The President shall appoint members to all committees and shall designate a chairperson.
2. The President is an *ex officio* member of all committees and may appoint an Executive Council member to serve as a Council liaison to a committee.

Item 2: Specific

1. Charity

- a. The Charity Committee shall consist of not more than five (5) and no fewer than three (3) members in good standing.
- b. All Requests for Charitable Donations shall be referred to the Charity Committee.
- c. The Charity Committee shall determine whether the Donation Request shall be brought before the General Assembly for consideration.
- d. Only those Requests for Donations approved by the Charity Committee shall be submitted to the General Assembly for consideration.
- e. The Charity Committee shall operate within the Funds Handling procedure as prescribed in Article 5, Section 4, Items 1 and 2 of these By-Laws.

2. Membership

- a. The Membership Committee shall seek to interest individuals in the Local Lodge and increase the membership of the Local Lodge.
- b. The Membership Committee shall maintain an up-to-date list of prospects and shall extend invitations to the prospective members.
- c. The Membership Committee shall keep the General Assembly members informed on the Membership Program and shall solicit the cooperation of all the members.

3. Fund Raising

- a. The Fund Raising Committee shall participate and actively promote any and all Local Lodge programs for raising monies whether arising out of the budget of the Local Lodge or emanating from the Executive Council or otherwise

connected with any activity authorized by the Local Lodge in which the Local Lodge is a participant.

- b. The Fund-Raising Committee should have a co-chairperson to provide for absences.

4. Scholarship

- a. The Scholarship Committee shall consist of not more than eleven (11) and no fewer than five (5) members in good standing.
- b. The goal of the Scholarship Committee is to award scholarships annually to local high school seniors of Italian descent who plan to attend two or four year institutions of higher learning and who meet the Local Lodge scholarship criteria.
- c. The Scholarship Committee shall establish and publish selection criteria. It shall also set a timeline for the application process.
- d. The Scholarship Committee shall annually select a maximum of three (3) candidates from local, participating high school based upon the established criteria.
- e. The selection of the awardees shall be by majority vote of Scholarship Committee members present at the selection meeting.
- f. A member of the Scholarship Committee, or other designated Local Lodge member, shall present the scholarship on behalf of the Local Lodge at the high school's award ceremony.

5. Social

The Social Committee shall coordinate social dinners and events throughout the year for the benefit of Local Lodge members.

Section 3: Committee Chairperson Responsibilities/Duties

Item 1: General

All Committee Chairpersons shall give Monthly Reports to the President and the General Assembly.

Item 2: Specific

1. Charity

The Charity Chairperson shall present all approved Requests for Donations to the General Assembly for consideration.

2. Membership

- a. The Membership Chairperson shall introduce new members to the General Assembly.
- b. The Membership Chairperson shall see that they become properly assimilated in the Local Lodge.
- c. The Membership Chairperson shall maintain contact with the Executive Council regarding membership problems.
- d. The Membership Chairperson shall send out annual dues notices to the Local Lodge members, and if necessary, follow up with reminder notices.

- e. The Membership Chairperson shall work with the Financial Secretary to notify those members who are in default with payment of dues and assessments after receiving a non-response from reminder notices and as a final effort before suspending membership.
- f. The Membership Chairperson shall order supplies necessary to carry out the responsibilities of the Membership Chairperson.
- g. The Membership Chairperson shall receive reimbursement for postage costs incurred for membership functions.

3. Fund Raising

- a. The Fund Raising Chair shall be responsible for maintaining records of all money received and disbursed for a specific fund raiser.
- b. The Fund Raiser Chairperson shall make a Final Written Report to the President and the General Assembly no later than three (3) months after the event.
- c. The Fund Raising Chairperson shall, upon the request of the Trustees, provide them all records to aid in their audit of a fund raising activity.

4. Scholarship

- a. The Scholarship Chairperson shall contact the high school counselors at the participating local high schools and request that they identify students of Italian descent and distribute the scholarship materials to all qualified candidates.
- b. The Scholarship Chairperson shall notify the counselors and the awardees when the selections are made.
- c. The Scholarship Chairperson shall announce the Scholarship winners at the May General Assembly meeting.
- d. The Scholarship Chairperson shall invite the Scholarship awardees and his/her parents or guardians to June General Assembly Meeting and Pot Luck Dinner.
- e. The Scholarship Chairperson shall provide the Treasurer with the names of the awardees, student identification numbers and the addresses of the Bursar's Offices for the awardees' schools. All checks shall be made out to the institution of higher learning.
- f. The Scholarship Chairperson shall work with the Publicity Chairperson to publicize the awarding of the Scholarships in local newspapers.

5. Social

- a. The Social Chairperson shall coordinate social dinners and events throughout the year by arranging event date, venue/restaurant, menu planning, cost negotiations, entertainment and whatever else shall be needed to ensure a successful affair.
- b. The Social Chairperson shall coordinate and arrange motor coach trips for the Lodge at least on an annual basis.
- c. The Social Chairperson shall maintain a solid relationship with Tour Companies to ensure that the trip pricing shall be fair and equitable for Local Lodge members.
- d. The Social Chairperson shall initiate, coordinate and participate in presentation to the Local Lodge members, as well as, publicizing all events.

- e. The Social Chairperson shall coordinate event timeliness and shall ensure deadlines for payments to vendors are met.
- f. The Social Chairperson shall collect funds for each event.
- g. The Social Chairperson shall maintain accurate records of payments collected.
- h. The Social Chairperson shall disperse collected funds for each event.
- i. The Social Chairperson shall provide payment records and expense report to Local Lodge Treasurer.

Section 4: Funds

1. All committees must follow/adhere to the guidelines for Handling Funds which are provided in the Appendix 1 to these By-Laws.
2. All monies collected from a fund raiser must be put on deposit as soon as practical and counted by at least two (2) persons.

Article 6 Expenditures of the Local Lodge

Section 1: Executive Council

1. The Executive Council shall not incur expenses other than necessary for the Administration of the Regular Affairs of the Local Lodge.
2. In case of an Emergency, the Executive Council, by a majority vote, may appropriate a sum of money to meet expenses incidental to such emergency. The Financial Secretary shall report this appropriation to the General Assembly at the next General Assembly Meeting.

Section 2: Welfare of the Local Lodge

All programs, projects, expenditures of funds and activities for the Welfare of the Local Lodge must be presented to the General Assembly for its deliberation as appropriate.

Section 3: Financial Transaction Receipts

Any and all Financial Transaction Receipts shall be given to the Financial Secretary and/or to the Treasurer or person so authorized.

Section 4: Donations

Donations to Charity must be Ten Percent (10%) of net profits from the fund raisers.

Article 7 Executive Council

Section 1: Participation in an Executive Council Meeting

No member shall participate in an Executive Council meeting unless authorized to do so by the President of the Local Lodge.

Article 8: Lodge By-Laws

Section 1: Local Lodge

All Local Officers shall receive either a hardcopy or an electronic copy of the Local Lodge By-Laws when he/she officially takes office.

Section 2: Grand Lodge

Grand Lodge By-Laws and Rituals must be made available to the Officers of the Lodge.

Section 3: Supreme Lodge

Supreme Lodge By-Laws and Rituals must be made available to the Officers of the Local Lodge.

Article 9 Miscellaneous

Section 1: Roberts Rules of Order

The Local Lodge shall use Roberts Rules of Order, Revised, as the authority for all parliamentary procedures if information is not provided in the Grand and/or Supreme Order Sons of Italy in America By-Laws.

Section 2: Changes for Regular General Assembly Meetings Dates

The Executive Council can change the regular General Assembly Meeting date, but it must provide the members one (1) month advanced notification of the change.

Section 3: Executive Council and General Assembly Meeting Attendance

For an Officer to be credited as attending any meeting, i.e., Executive Council or General Assembly Meeting, he/she must be present at roll call unless excused by the President or Presiding Officer, and he/she must remain until the meeting is officially closed by the President or Presiding Officer.

Section 4: Local Lodge Incorporation

1. The Local Lodge has been incorporated as the Italian Corporation of Ocean City, Maryland.
2. All members of the Sons of Italy of Ocean City Lodge #2474 are also members of the Italian Corporation of Ocean City, Maryland.

Section 5: Life Honorary Members

A life honorary member of the Sons of Italy of Ocean City Lodge #2474 shall not be required to pay annual dues.

Section 6: Social Member

Social members are allowed under Article 2, Subsection F of the State By-Laws as voted on at the June 2009 State Convention for all Maryland lodges. Each local lodge may determine by their own vote if they want to allow Social Members. In 2010 by a majority member vote, the Ocean City Lodge decided that social members are NOT allowed in Sons of Italy of Ocean City Lodge #2474, unless a member in good standing sponsors annually the request for social membership of his/her significant other who would not otherwise be eligible for membership.

Section 7: Charities

As a non-profit organization devoted to helping charities, the Sons of Italy cannot help individuals financially.

Section 8: Serious Illness or Hospital Stays and Deaths

The Corresponding Secretary shall send acknowledgements to members and their immediate family in the event of a serious illness, hospital stay or death.

Section 9: Seal and Lion

The OSIA Logo and Lion shall be at the head table during each General Assembly Meeting of the Local Lodge.

Section 10: Gifts-Gavels

When a Local Lodge President's term ends, he/she shall receive a gavel with his/her term engraved on it.

Section 11: Rudeness and Profanity

The use of rudeness or profanity by any member during an Executive Council Meeting or a General Assembly Meeting constitutes a reason for the Sergeant at Arms to remove this member from the meeting area.

Section 12: Lodge Addresses

1. Grand Lodge

Grand Lodge of Maryland
P.O. Box 85
Perry Hall, MD 21128

2. Local Lodge

Sons of Italy of Ocean City Lodge #2474
P. O. Box 4596
Ocean City, MD 21843-4596

Section 13: Non-Political Affiliation

The OSIA is non-political, and therefore by default, the Sons of Italy of Ocean City Lodge #2474 is non-political.

Section 14: Advertising and Solicitation at Lodge Meetings

No member may circulate flyers or otherwise advertise or promote a commercial event or other activity before, during or after a Lodge meeting. With the prior approval of the Executive Council, a member may announce or solicit for charitable (nonprofit) events.

APPENDIX 1 Procedure to be Followed When Handling Funds

Section 1: Handling of Funds

In an effort to put the Handling of Funds on a business-like basis, the following Guidelines will be adhered to by any member or chairperson who is involved in ordering or making purchases for the Local Lodge.

1. All bills, correspondences and communications should be sent to the address listed in Article 9, Section 12, Item b of these By-Laws or provided to the Financial Secretary by the event Chair unless the Executive Council has approved an alternative bill payment plan.
2. Cash Payments and Purchases must be avoided except in some instances when it is necessary to make Small Purchases, e.g., from a food market or stationary store. All requests for reimbursement must be accompanied with receipts.
3. The Chairperson of the Event or the Authorized Purchaser should attach all bills to a request for payment form, sign the form and turn it in to the Financial Secretary who will approve it for payment and release it to the Treasurer for payment to the supplier.
4. When a Chairperson of the Event or the Authorized Purchaser obtains an advance to start an event, he/she is responsible for accounting for those funds when computing and reporting the net proceeds of the event.