

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.

BY-LAWS

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FORWARD

Unless otherwise hereinafter denoted any reference to the terms: Office, Officer, any Office Title, any Officer Title, Committee, Committee Member, Committee Chairman, Board, Board Member, Awards, Division, Convention and/or other functions as they may be used throughout this document, shall be deemed to be written and construed to mean a State Office, State Officer, any State Office Title, any State Officer Title, State Committee, State Committee Member, State Committee Chairman, State Board, State Board Member, State Awards, State Division, State Convention and/or other State functions.

ARTICLE I
GRAND LODGE

This Florida State Association acknowledges the supreme jurisdiction of the Grand Lodge of Florida in all matters of Masonic Law, Tradition, and Ethics. It pledges never to interfere with or intrude into the affairs of any Masonic Lodge; nor to engage in or sponsor any activity prohibited by said Grand Lodge; nor to permit its Members to engage in unseemly conduct which might reflect adversely upon the institution of Masonry. This provision cannot be amended without the approval of High Twelve International, Inc.

The Florida State Association is justly proud of its harmonious relationship with the Grand Lodge of Florida, and the latter's recognition of High Twelve as an organization in service to Freemasonry. This strong fraternal tie has developed over the years and reflects mutual understanding, trust, and support.

The Florida State Association actively supports the Masonic Home through its annual Masonic Home Project, in addition to donations of funds, clothing, and miscellaneous items made directly to the Home by many High Twelve Clubs and individual members. The Association also makes an annual contribution to the Masonic Youth Associations of Florida sponsored by Grand Lodge. At the local level, High Twelve encourages support of particular Masonic Lodges through attendance at meetings and service on funeral and Degree Teams.

ARTICLE II
MASONIC HOME PROJECT

The Masonic Home Project is an annual undertaking of the Florida State Association for the purpose of raising funds for, or contributing toward, some major item for the Home, in the name of High Twelve. Donations to this project are made on a voluntary basis by the membership of High Twelve Clubs in the State.

The President of the State Association ascertains from the Administrator of the Masonic Home the nature of the project for the upcoming year and arranges to have all Clubs in the State notified to set a meeting date to explain the project and collect the voluntary donations. Each Club's contribution is to be remitted by check made out to the

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1 Florida State Association of Masonic High Twelve Clubs, Inc., and marked “For Masonic
2 Home Project,” and sent to the State Secretary. Presentations of the Association’s
3 contributions are made by the State President, or his designee, to the Grand Master at the
4 Annual Communication of Grand Lodge.

5
6 **ARTICLE III**
7 **AWARDS**
8

9 There shall be one (1) award each year to be known as FLORIDA STATE HIGH
10 TWELVIAN OF THE YEAR. The Executive Committee shall determine the recipient of
11 the award. This award shall be in the form of a plaque, which shall be uniform from year
12 to year.

13
14 The granting of the award shall be based upon service of the member to:

- 15
16 (1) The Florida State Association
17
18 (2) The Florida High Twelve Club to which he belongs
19

20 Past Presidents shall be ineligible until the third year after their term of office
21 expires. Any Brother may nominate any other Brother, but a Brother may not nominate
22 himself and any form of electioneering by the Brother or other in his behalf shall disqualify
23 him.

24
25 The nomination for Florida State High Twelvian of the Year or for a Certificate of
26 Service shall be accompanied by six copies of specific data concerning the nominee’s
27 activities and shall be delivered to the State Secretary by July 1st of the Convention year.
28 The Secretary shall promptly furnish a copy to each Executive Committee member. The
29 decision of the Committee may be made in a Called Meeting, by a conference telephone
30 meeting, or by polling the members by the President.

31
32 Any Brother nominated but not chosen for Florida State High Twelvian of the Year
33 shall automatically remain in nomination for two years.

34
35 A retiring President may select as many members to receive Recognition
36 Certificates for Service whom the retiring President alone considers have been of
37 outstanding value to the Association and to Freemasonry.

38
39 **ARTICLE IV**
40 **DIVISIONS AND AREAS**
41

42 **Section 1. Divisions** The number and territorial limits of Divisions may
43 be changed at any regular or special meeting of the State Executive Committee.
44

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1 He determines the meeting schedule for the year of the Governing Board and the Executive
2 Committee, and he presides at all such meetings and at the Annual State Convention. The
3 President has no vote on any business to come before the Convention General Session,
4 Governing Board, or Executive Committee. The only exception to this rule is that he has
5 one (1) vote at the aforementioned meetings for the exclusive purpose of breaking a tie
6 vote.

7
8 It is the duty of the President to maintain continuity of programs and
9 plans of the Florida State Association as established by his predecessors and by the Long
10 Range Planning Committee, so that High Twelve may be a continuously growing
11 organization in the State. As evidence of his being fully aware of his duties and
12 responsibilities, the incoming President, upon assuming office, should furnish a statement
13 of his "Policy for the Year" to the Governing Board.

14
15 Following his installation, and prior to January 1 of the ensuing
16 year, the President is expected to appoint the Chairmen of all Standing Committees and the
17 following officers: Chaplain and Associate Chaplain, if any; Parliamentarian,
18 Sergeant-at-Arms and Associate Sergeant-at-Arms, if any. He may appoint "Personal
19 Representatives" as the need may from time to time arise. He is an ex-officio member of
20 all Standing and Special Committees except the Nominations Committee.

21
22 The State President has the duty to submit a written report, for and
23 on behalf of the Florida State Association, to the Mid-Year Meeting and the Annual
24 Convention of High Twelve International. He is also expected to submit a written report of
25 his stewardship during his term as President, for reproduction and distribution with other
26 Annual reports at the State Convention.

27
28 By virtue of his office as State President, he is a member of the
29 Governing Board of High Twelve International. As such it is his duty to attend all
30 Conventions of High Twelve International; he is expected to attend its Mid-Year Meeting,
31 and he is a Delegate-at-Large to the International Convention. If he is unable to attend the
32 Mid-Year Meeting or the Annual Convention of High Twelve International, he must
33 appoint a member by written proxy to attend said meeting. Under the direction and
34 supervision of the Governing Board of High Twelve International, the President shall have
35 the duty of furthering the objectives of High Twelve International and of promoting the
36 interests of the Clubs within the State. If invited, he is also expected to attend the Annual
37 Communication of the Grand Lodge of Florida, State Conclave of the Florida DeMolay
38 Association, Grand Assembly Rainbow for Girls, and Job's Daughters.

39
40 Any remuneration for his expenses is as recommended in the budget
41 prepared by the Budget Committee and approved by the Governing Board.

42
43 **(b) Vice Presidents** The Office of State Vice President is a
44 position of great responsibility and each incumbent, during his normal period of three years
45 in that office, shall make plans and preparations for his year as President.

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1 For administrative purposes, the State may be divided into
2 geographical Divisions. Each of the State Association's Divisions shall have a Vice
3 President, who, at all times during his tenure as Vice President, shall be an active member
4 of a Chartered Club in the Florida State Association. It is preferred that the Vice Presidents
5 be nominated and elected from alternating Divisions. However, the Vice Presidents may
6 be chosen from any Division and are nominated, elected, and installed at the Annual State
7 Convention. They advance from Third to Second to First Vice President to State President,
8 if they remain qualified, are elected, agree to serve, and are able to perform the duties of
9 the office to which it is proposed to elect them. Their agreement to serve, once filed, shall
10 survive throughout any subsequent election or advancement to a higher-ranking office. In
11 the absence or disability of the President, the Vice Presidents in the order of their rank shall
12 act as the presiding officer at any meeting of the Executive Committee, Governing Board,
13 and the Annual State Convention. The Vice Presidents, in addition to their prescribed
14 duties, shall assume responsibility over the State's Divisions in the following manner. The
15 First Vice President shall manage and administer the "Northern" Division, the Second Vice
16 President shall manage and administer the "Southern" Division, and the Third Vice
17 President will be "At-Large" and in addition to his prescribed duties shall perform any
18 other duties as he may be directed by the State President, Executive Committee, and/or
19 Governing Board.

20
21 On the State level, each Vice President should attend and actively
22 participate in all Governing Board and Executive Committee meetings and the Annual
23 State Convention, also the chartering of new Clubs and other special events in all of the
24 State Divisions. Each Vice President shall have and perform all of the duties and functions
25 of the next higher-ranking office in the temporary absence or temporary disability of a
26 higher-ranking officer. Additionally, he should keep informed on the activities of all State
27 Committees and, to the extent practicable, attend their meetings.

28
29 Each Vice President may appoint, supervise, and assist ADs in his
30 Division. Each Vice President should attend and participate in Area Conferences, visit
31 local Clubs, and help find solutions to any problems encountered. Each Vice President
32 may appoint "Personal Representatives" as the need may from time to time arise.

33
34 The First Vice President, in addition to his prescribed duties, shall be
35 responsible for coordinating the set-up and operation of the "Craft Table" at the State
36 Association Annual Convention, if such Table is deemed necessary by the Executive
37 Committee.

38
39 The Third Vice President (3rd VP), in addition to his prescribed
40 duties, shall be Chairman of the Annual High Twelve Day to be held during his year as
41 Second Vice President (2nd VP). The date, location, and facility are subject to approval of
42 the Governing Board. This policy will allow the 3rd VP approximately 14 months
43 (12 months as 3rd VP and 2 months as 2nd VP) to locate, contract a facility, select a menu,
44 arrange entertainment, appoint Committee Members to fill the various positions required,
45 and to perform any other tasks necessary to operate the Annual State High Twelve Day

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1 function. He will also be Chairman of the Fund Raising Committee during his year as
2 3rd VP. Should the First or Second Vice President be unavailable, he shall assume their
3 duties as directed by the President, until that Officer has become available or been replaced
4 as prescribed elsewhere in these By-Laws. (*see also ARTICLE X STANDING*
5 *COMMITTEES, Section 1 e*)
6

7 (c) **Treasurer** He is a member of the Executive Committee and
8 the Governing Board, and an ex-officio member of the Budget and Finance Committee.
9

10 The Treasurer shall keep the funds of the Association in a Federally
11 Insured Depository approved by the Governing Board and shall disburse them only in a
12 manner as the Board shall authorize. He shall render an interim financial report at each
13 called Governing Board meeting as well as a detailed financial report at each Annual State
14 Convention and as may be otherwise requested. He shall furnish a bond, if requested, to be
15 approved by the Board, the cost of which is to be paid by the Association. His books shall
16 be audited at the end of the fiscal year.
17

18 All expenditures of money shall be authorized by a Secretary's
19 voucher and budget notation. The Treasurer ascertains to which section of the budget the
20 charge belongs, issues, and signs the check for payment.
21

22 The Governing Board is authorized to designate an Assistant
23 Treasurer if the need arises.
24

25 (d) **Secretary** He is a member of the Governing Board and of the
26 Executive Committee.
27

28 He shall perform the usual duties of a Secretary, shall take the
29 Minutes of all meetings of the Executive Committee, the Governing Board, and the Annual
30 Convention, and shall keep all records of the Association. He shall furnish a bond, if
31 requested, to be approved by the Board, the cost of which is to be paid by the Association.
32 His books shall be audited at the end of the fiscal year.
33

34 The Secretary shall give a "two" week and a "one" week notice of
35 any meetings of the Executive Committee by telephone, mail, email, or personally to all
36 members of the Executive Committee. The Secretary shall give a 30 day notice of any
37 Governing Board meeting by mail to all members of the Executive Committee, ADs (if
38 appointed), Past State Presidents, State Committee Chairmen, Club President, and Club
39 Secretaries. The Secretary shall also give written notice of the time and place of the
40 Annual Convention, sixty (60) days in advance thereof, to all State Officers, ADs (if
41 appointed), Past State Presidents, Club Secretaries, and certain International Officers.
42

43 It shall be the duty of the Secretary to make reasonable purchases of
44 supplies for the transaction of the business of the Association, and he shall be allotted a
45 petty cash allowance for this purpose. He shall collect all funds due the Association,

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1 deposit them in a Governing-Board approved financial institution, sending to the Treasurer
2 an itemized statement of each deposit. All bills and charges against the Association are to
3 be submitted to the Secretary, who shall draw a voucher on the Treasurer for payment of
4 same.

5
6 The Secretary shall keep a roster of the local Clubs showing the
7 number of Members, which shall serve as the Official Roster for Roll Call purposes in
8 determining a quorum. One-third of the member Clubs in this Association in good
9 standing, legally represented by delegates, shall constitute a quorum at the Annual
10 Convention.

11
12 The Secretary shall receive a copy of the Secretary's Monthly Report
13 from each Club, immediately following the last meeting of the month, and shall prepare a
14 Consolidated Monthly Report for submission to High Twelve International each month.
15 Such information may be made available to Florida High Twelve Club Officers and/or
16 Members upon request. He shall also arrange for the publication of an Annual Directory of
17 the State Association and Clubs.

18
19 The Governing Board is authorized to designate an Assistant
20 Secretary if the need arises.

21
22 **(e) Immediate Past President** The Immediate Past President is a
23 member of the Governing Board and the Executive Committee. He is expected to serve in
24 the capacity of an elder statesman and to pass along the benefit of his experience during his
25 term as Chief Executive of the State Association, without in any way impinging on the
26 authority or prerogatives of the incumbent State President.

27
28 **Section 2. Appointed Officers** The President shall appoint a
29 Parliamentarian, Sergeant-at-Arms, Chaplain and General Counsel. These appointed
30 officers are members of the Governing Board and Executive Committee and are entitled to
31 discussion on all topics but do not have a vote. The President may appoint one or more
32 Associate Chaplains and one or more Sergeants-at-Arms.

33
34 **(a) Parliamentarian** It is the duty of the Parliamentarian to pass
35 upon all matters of Parliamentary Law at any meeting of the Association.

36
37 **(b) Sergeant-at-Arms** His duties are to maintain order at
38 meetings, to care for the property of the Association, and to perform such other duties as
39 are assigned to him by the President.

40
41 **(c) Chaplain** It is his duty to arrange for and conduct the
42 Memorial/Necrology Service at the Annual Convention, to offer the opening and closing
43 prayers at all meetings of the State Association and the Governing Board, and to ask the
44 blessing of Deity on all appropriate occasions.

45

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1 **Section 3. Officer's Membership** Each Officer, other than the Treasurer
2 and the Secretary, and Assistant Treasurer and Assistant Secretary shall be an active
3 member in good standing in a Club in good standing in the State Association. In any one
4 year not more than one State Officer, other than the Treasurer, Secretary, or their
5 Assistants, shall be from the same Club.

6
7 **Section 4. Assistant Treasurers & Secretaries** Assistant Treasurers
8 and/or Assistant Secretaries may be appointed by the State President with the approval of
9 the Executive Committee.

10
11 **Section 5. Dual Office Restrictions**

12
13 **(a) State Officers** During his term of office, the State President
14 shall not concurrently hold the offices of, nor shall he serve in the capacity of State
15 Treasurer, State Secretary, or the combined offices of State Secretary/Treasurer.
16 Moreover, the State Vice Presidents, during their respective terms of office, shall
17 not concurrently hold the offices of, nor shall they serve in the capacity of State
18 Treasurer, State Secretary or the combined offices of State Secretary/Treasurer.

19
20
21 **(b) Club Officers** During his term of office, no Club President
22 in the Florida State Association shall concurrently hold the offices of, nor shall he serve in
23 the capacity of Club Treasurer, Club Secretary, or the combined offices of Club
24 Secretary/Treasurer in the same Club. Additionally, the Club Vice Presidents, during their
25 respective terms of office, shall not concurrently hold the offices of, nor shall they serve in
26 the capacity of Club Treasurer, Club Secretary or the combined offices of Club
27 Secretary/Treasurer in the same Club.

28
29 **ARTICLE VII**
30 **GOVERNING BOARD**

31
32 **Section 1. Board Membership** The Governing Board is the
33 administrative body for the Florida State Association.

34
35 The Governing Board shall consist of the President, Immediate Past
36 President, Vice Presidents, Treasurer, Secretary, Area Directors (refer to Article IV
37 Divisions and Areas, Section 2. & Article IX Quorum Section 3. & Article XVI Area
38 Directors), Parliamentarian, State Chaplain; State Sgt-at-arms, and General Counsel.

39
40 The State Chaplain, State Sergeant-At-Arms, State Parliamentarian, General
41 Counsel and all Past State Presidents are invited to attend all meetings of the Board and,
42 when present, they have the right of full expression but not the right to vote. They are not
43 counted in determining a quorum.

44
45 If, in any year, the Immediate Past President ceases to be an active member
46 in a Club of the Association, the office shall become vacant.

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1 of the Committee and, when present, they have the right of full expression but not the right
2 to vote. They are not counted in determining a quorum.

3
4 **Section 2. Committee Powers** The Executive Committee shall have all
5 the powers of the Governing Board between meetings of the Board. All its acts shall be
6 subject to approval by the Board and any act may be disapproved, except where third
7 parties have acted in reliance thereon.

8
9 **Section 3. Called Committee Meetings** A meeting of the Executive
10 Committee may be called by the President or by any three (3) voting members. The
11 President shall be Chairman and the Secretary shall be the Secretary of the Executive
12 Committee.

13
14 **Section 4. Committee Quorum** Four (4) voting members of the
15 Executive Committee shall constitute a quorum. (*refer to ARTICLE IX QUORUM*)

16
17 **ARTICLE IX**
18 **QUORUM**

19
20 **Section 1. Board Quorum** Twenty-five percent (25%) of the voting
21 Governing Board membership shall constitute a quorum at any meeting of the Governing
22 Board (Stated and/or Called). The State Chaplain, State Sergeant-At-Arms, State
23 Parliamentarian, and General Counsel are invited to attend all meetings of the Board and,
24 when present, they have the right of full expression but not the right to vote. They are not
25 counted in determining a quorum. After the meeting opens, the subsequent withdrawal of
26 Governing Board Members so as to reduce the Members present below the number
27 necessary for a quorum shall not require the termination of business, the closing of the
28 meeting, nor affect the validity of any action taken thereafter. (*see also ARTICLE VII*
29 *GOVERNING BOARD, Section 5*)

30
31 **Section 2. Committee Quorum** Four (4) voting members of the
32 Executive Committee shall constitute a quorum at any meeting of the Executive Committee
33 (Stated and/or Called). The Chaplain, Sergeant-At-Arms, Parliamentarian, and General
34 Counsel are invited to attend all meetings of the Committee and, when present, they have
35 the right of full expression but not the right to vote. They are not counted in determining a
36 quorum. After the meeting opens, the subsequent withdrawal of Executive Committee
37 Members so as to reduce the Members present below the number necessary for a quorum
38 shall not require the termination of business, the closing of the meeting, nor affect the
39 validity of any action taken thereafter. (*see also ARTICLE VIII EXECUTIVE*
40 *COMMITTEE, Section 1*)

41
42 **Section 3. No Board Quorum** When ADs are not chosen and/or
43 appointed to give the full complement of members to the Governing Board as detailed in
44 ARTICLE VII, Section 1, then the Executive Committee shall operate as the Governing

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1 Board. In such a case, the quorum rule for the Executive Committee, Section 2 above,
2 shall govern all quorum requirements of the Governing Board.

3
4 **ARTICLE X**
5 **STANDING COMMITTEES**
6

7 **Section 1. Standing Committees** There shall be the following standing
8 committees: Budget and Finance; Constitution & By-Laws; Credentials; E.R.A.M.
9 (Expansion, Retention, Attendance, and Membership); Fund Raising; History; Long Range
10 Planning; Masonic Activities; Nominations; Patriotism; Publicity & Public Affairs;
11 Registration; State Convention; Wolcott Foundation; and Youth Activities. The
12 Committees shall have such duties as their names shall suggest, and such other additional
13 or lesser duties as the President may from time to time order.
14

15 (a) **Budget & Finance Committee** The Budget & Finance
16 Committee shall prepare a budget for the ensuing year which shall be submitted to the
17 Governing Board at the Pre-Convention Board meeting for approval or revision, and
18 recommendation to the Annual Convention for adoption.
19

20 (b) **Constitution & By-Laws Committee** This Committee shall
21 process all proposed amendments to the Constitution and By-Laws of the Florida State
22 Association. As provided in the By-Laws, amendments may be adopted by
23 two-thirds (2/3) vote of the delegates present and voting at any Annual State Convention.
24 Proposed amendments shall be received by the State Secretary at least sixty (60) days prior
25 to the date of the convention. After proposed amendments are processed by the Committee
26 and approved by the Governing Board, a copy shall be sent by the State Secretary to the
27 Secretary of each Chartered Club not less than thirty (30) days prior to the date of the
28 Convention. A date shall be shown on each page of all amendments to the By-Laws. All
29 amendments, after adoption at the State Convention, shall be submitted to the General
30 Counsel of High Twelve International and shall become effective upon receipt of his
31 approval.
32

33 The Club Manual of High Twelve International provides that
34 amendments to any Chartered Club's Constitution and By-Laws are to be submitted
35 through the State Secretary to the General Counsel of High Twelve International for
36 approval. The State Committee on By-Laws, upon request, shall assist in processing such
37 amendments and requests for approval.
38

39 (c) **Credentials Committee** It is the duty of the Credentials
40 Committee to prepare a voting list for each Club, showing the elected or appointed
41 delegates. Each Delegate must show a credential from his Club, signed by its President
42 and Secretary, verifying that the Delegate has a vote. The Credentials Committee shall
43 report to the Convention the number of accredited Delegates by Clubs and by total.
44
45

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1 **(d) E.R.A.M. Committee** The ERAM (Extension – Retention –
2 Attendance – Membership) Committee shall consist of a State Chairman and at least one
3 additional member from each Area. This Committee shall give all possible help to the
4 Association and to sponsoring Clubs wishing to organize new Clubs. The Chairman is
5 responsible for the overall program and the apportionment of expenses allowed by the
6 budget. Those desiring to organize a new Club shall notify the Chairman of this
7 Committee. Each new Club must be sponsored by an existing Club of the Association.

8
9 Charter applications must be sent to the State Secretary, together
10 with the required Charter Member filing fee, for each Charter Member. Charter Member
11 filing fees are those fees and amounts as may be established by High Twelve International.

12
13 It is the responsibility of the ERAM Committee member of the Area
14 in which a Charter is granted to see that a written report is made to the State President and
15 Secretary, giving the pertinent facts about the new Club, including the number assigned to
16 the Club, date of Charter, the names, addresses, and telephone numbers of its Officers,
17 meeting place, and time, and date, time, and location of Chartering Party. The Charter date
18 is considered to be the date of admission of the new Club into the State Association.

19
20 Information on each new Club should also be supplied to the State
21 Historian for his records, and arrangements should be made for publicity in local news
22 media, and the HIGH TWELVIAN magazine.

23
24 It is customary for the sponsoring Club to present the new Club with
25 its Bell and Gavel, and to provide the new Club with the State Association By-Laws.

26
27 This Committee shall also counsel and give all possible assistance to
28 any Club having difficulty in maintaining and expanding its membership, in recruiting
29 qualified officers, in establishing a satisfactory meeting place, and in finding solutions to
30 any other problems tending to undermine its continuity as a viable and on-going
31 organization.

32
33 **(e) Fund Raising Committee** The Fund Raising Committee is
34 responsible for selecting, coordinating the set-up and operation of the State Association's
35 selected fund raiser for the year. The Third Vice President in addition to his prescribed
36 duties will also be the Chairman of the Fund Raising Committee. (*refer to ARTICLE VI*
37 *OFFICERS, Section 1 (b)*)

38
39 **(f) History Committee** The History Committee is to maintain a
40 reasonable history of the Florida State Association.

41
42 **(g) Long Range Planning Committee** It is the duty of this
43 Committee to establish continuity of programs and plans of the Association and to lay
44 down long range procedures designed to provide for continuing growth and well-being
45 over a period of years ahead, as against seeking solutions to current day-to-day problems

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1 and coasting along from year to year. The Committee shall review the organizational
2 structure of the Association periodically and make recommendations to the Governing
3 Board.

4
5 **(h) Masonic Activities Committee** This Committee is
6 responsible for the establishment and maintenance of harmonious fraternal relations
7 between High Twelve and the Grand Lodge F. & A. M. of Florida and all Appendant
8 Masonic bodies. It also supervises the rendering of service to Masonic bodies and
9 activities in general and specifically, active participation in High Twelve Day at the
10 location recommended by the Committee and approval of the State President.

11
12 **(i) Nominations Committee** This Committee is appointed by the
13 President, and he shall **not** be a member of it. The Nominating Committee shall consist of
14 the five most recent Past State Presidents, with the Immediate Past President serving as
15 Chairman. In preparation for the Annual Election of Officers, the Committee shall mail a
16 nomination blank to each Club and all Past State Presidents, State Elected Officers, and
17 ADs, in adequate time for response before thirty (30) days prior to the Annual Convention,
18 asking for recommendations. The Committee shall consider the qualifications of each
19 person whose name is submitted, together with any others suggested by members of the
20 Committee. With respect to the candidates for Third Vice President, only those names
21 from the Division where the vacancy exists shall be considered. From this list the
22 Committee shall recommend the nomination of one or more persons for each Elective
23 Office to be filled. The Committee shall submit its report to a meeting of the Governing
24 Board prior to the Annual Convention and to the Convention itself for action.

25
26 **(j) Patriotism Committee** To assist in this very worthwhile
27 endeavor each Club should appoint a Patriotism Chairman to promote Patriotism in the
28 Club, and have at least one meeting devoted to a Patriotism program. Such activities are to
29 be reported to the State Patriotism Chairman.

30
31 **(k) Publicity & Public Affairs Committee** This Committee has
32 the duty to arrange for High Twelve publicity at the State level and to assist the Public
33 Affairs Officer of Chartered Clubs in the State in their efforts to publicize, with the outside
34 news media and the official publication of the State Association, their Club functions,
35 meetings, installations of Officers, Charter Parties for new Clubs, and visitations by State
36 and International Officers of High Twelve. Its overall objective is to aid in building a
37 positive image of High Twelve with the public, particularly to non-members of the
38 Masonic Fraternity, and in having High Twelve take its proper place in community life.
39 Moreover, this Committee has the duty to assist the Public Affairs Officer of Chartered
40 Clubs in the State in their efforts to publicize events and affairs of the Chartered Clubs
41 within the State Association. This is to be accomplished by acting as lead Reporter and
42 assisting the Editor of the official publication of the State Association in arranging,
43 procuring, and/or writing articles, with or without pictures, for publication.

44

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1 **(l) Registration Committee** This Committee is under the
2 direction of and reports to the Convention General Chairman. It receives from the
3 Credentials Committee the names of those who are attending the Annual State Convention
4 and registers their names, Club, and capacity, that is, member or Delegate. It also prepares
5 a suitable badge for each registrant, clearly identified as to voting status. Ladies attending
6 the Convention are also to be registered and provided with appropriate badges.

7
8 **(m) State Convention Committee** The Convention Committee,
9 under direction of the President, handles the selection of site, registration, program,
10 entertainment and any other needed arrangements for the Annual Convention, subject to
11 approval by the Governing Board. The President appoints a General Chairman, approved
12 by the Board, to direct and coordinate these activities. The Convention General Chairman
13 shall submit a complete detailed report of the Convention, which should balance with the
14 State Treasurer's records and the Registration Committee's report. It is desirable that the
15 Convention Committee, at the discretion of the incoming President, be appointed two years
16 in advance to select the site and start arrangements for speakers and entertainment. Local
17 Clubs and ADs should extend invitations to the Convention Committee for sites and offer
18 cooperation in making arrangements.

19
20 **(n) Wolcott Foundation Committee** The Chairman of this
21 Committee, traditionally the Zone 8 Wolcott Chairman, is appointed by the President to
22 maintain liaison between the Wolcott Foundation and the local Clubs and to instill
23 enthusiasm for the program.

24
25 **(o) Youth Activities Committee** It is the duty of the Youth
26 Activities Committee to promote comprehensive programs for High Twelve to encourage
27 and support Masonic Youth organizations in the State, in particular the Order of DeMolay,
28 Rainbow for Girls, and Job's Daughters. This Committee has primary responsibility in
29 coordinating efforts to have High Twelve Clubs sponsor DeMolay boys for attendance at
30 Annual Leadership Training Conference Camps (if requested) and in serving as liaison
31 between sponsoring Clubs and the Florida DeMolay Association.

32
33 **Section 2. Term & Appointment** Each Standing Committee shall serve
34 for a term of one (1) year beginning on the first day of January. The Chairmen of all
35 Committees, except Budget & Finance, shall be appointed prior to January 1st by the
36 President Elect.

37
38 The Committees shall be responsible to the President and shall make such reports as
39 he may direct. All Chairmen or members of Committees shall be subject to removal by the
40 President.

41
42 The Chairman of the Budget & Finance Committee shall be appointed by the First
43 Vice President (President Elect) prior to September 1st of each year and the Committee
44 shall be responsible to him.

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1 (c) **Delegates-at-Large** Any Active Member of a Local Club, who
2 may qualify under any of the following classifications, shall be a Delegate-at-Large, viz.:

- 3
- 4 1. An Elected Officer of the Florida State Association of Masonic High Twelve
5 Clubs, Inc.
 - 6
 - 7 2. A past President, past Secretary or past Treasurer of the Florida State
8 Association of Masonic High Twelve Clubs, Inc.
 - 9
 - 10 3. The President of each Club, or an alternate designated by him.

11
12 No person shall be a Delegate-at-large under more than one of the above
13 classifications to be designated when he registers.

14
15 **Section 4. Credentials** The right of each Delegate (other than
16 Delegate-at-Large) to participate in any Convention shall be attested by a Certificate signed
17 by the President and Secretary of his Local Club. This Certificate shall be filed with the
18 Committee on Credentials at the time of registration. The right of a Delegate-at-Large to
19 participate in the Convention shall be established by personally reporting his presence to
20 said Committee. Should any Chartered Club fail to certify its delegates as herein set forth,
21 the Credentials Committee shall have the right to determine the seating of the Delegates for
22 such Chartered Clubs.

23
24 **Section 5. Newly Chartered Club Delegates** Official Delegates of newly
25 organized Clubs shall be granted full privileges at State Conventions after the Charter has
26 been issued by High Twelve International, whether or not it has been formally presented to
27 such Clubs. The Credential Committee shall be responsible for enforcement of the
28 granting of such privileges as stated in this Section.

29
30 **Section 6. Delegate Selection** The Delegates shall be active members in
31 good standing of the Chartered Clubs they represent and shall be selected by such Club not
32 less than thirty (30) days prior to the date of the Annual Convention, nor less than fifteen
33 (15) days prior to the date of any Special Convention. Their selection shall be evidenced
34 by a certificate to the Credentials Committee duly authenticated by the President and
35 Secretary of the Club. Should any Chartered Club fail to certify its delegates as herein set
36 forth, and then the Credentials Committee shall have the right to determine the seating of
37 the Delegates for such Chartered Clubs.

38
39 **Section 7. Delegate Vote** Each Delegate present shall be entitled to one
40 (1) vote only on each question submitted in any Convention.

41
42 **Section 8. Proxy Vote** No one may vote by proxy at any meeting of the
43 State Association; its Board; an Area Conference; or a Committee.

44
45 **Section 9. Convention Agenda** The proposed agenda of the Annual State
46 Convention shall be prepared by the President and submitted to the Governing Board for its

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1 approval prior to the Convention, after which it shall become the agenda for all sessions.
2 Changes in the agenda may be made during the Convention by a majority vote of the
3 Delegates present and voting.
4

5 **ARTICLE XIII**

6 **ANNUAL STATE CONVENTION HONORARIUM EXPENSES**

7
8 With regard to the Annual State Convention, the services rendered by certain State
9 Association Officers and Committee Chairman necessitate a reward for which custom or
10 propriety forbids a price be set. This is the case of the State Association President,
11 Secretary, Convention Chairman, and Convention Registrar during their respective terms of
12 office. For that reason, it is proper that the Florida State Association establish a policy to
13 compensate these specific Officers and Committee Chairman. Therefore, be it hereby
14 known that the following policies have been established and shall stand proper at all
15 Annual Conventions of the Florida State Association of Masonic High Twelve Clubs, Inc.
16

17 **Section 1. President** The State Association President, during his term of
18 office, shall have his Annual State Convention expenses (i.e., Room and Meal costs only)
19 provided for him and his Lady. The payment of which shall be by and at the expense of the
20 Florida State Association. It should also be noted that the payment for meal expenses
21 applies to meals for this one specific officer and his Lady only.
22

23 **Section 2. Secretary** The State Secretary, during his term of office, shall
24 have his "Room" at the Annual State Convention provided for him. The payment of which
25 shall be by and at the expense of the Florida State Association. Said room shall to be in as
26 close proximity to the President's room as possible.
27

28 **Section 3. Chairman/Registrar** The State Association Convention
29 Chairman, and the State Association Convention Registrar, during their term of office,
30 shall have their "Rooms" at the Annual State Conventions provided for them. The
31 payment of which shall be by and at the expense of the Florida State Association.
32

33 **Section 4. Proximity** To assure the close proximity of the President's and
34 Secretary's rooms, as required in Section 2 above, as well as the Convention Chairman and
35 Registrar rooms as required in Section 3 above, all four are to be "reserved" by the
36 Convention Committee at the point in time when the contract with the Convention Facility
37 is signed.
38

39 **Section 5. Complimentary Rooms** It should be noted that payment, by
40 the Florida State Association, for any and/or all rooms listed above may be by "Comp"
41 Rooms and do not necessarily require the payment of actual funds to the contracted
42 establishment where the Convention is held.
43
44
45

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1 **(a) Convention Election** All State Officers, elected and/or
2 appointed, at the Annual State Convention shall be “ceremonially” installed before the
3 adjournment of the Annual State Convention.
4

5 **(b) Vacancy in Office** All vacancies in Elected and/or Appointed
6 office shall be filled as prescribed in the State Association By-laws. Therefore, all High
7 Twelvians elected and/or appointed to fill such vacancies shall be “ceremonially” installed
8 at the time of such election and/or appointment or at the soonest available opportunity
9 thereafter.
10

11 **Section 8. Cancellation of Convention** In the event that in any year a
12 condition of national emergency compels the cancellation of the Annual State Convention,
13 State Officers shall be elected for the normal term of office by a Council Meeting held
14 during the period provided for the State Convention, such Council to be comprised by the
15 Governing Board. Such Council shall formulate its own procedure for nomination,
16 election, and installation of Officers.
17

18 **ARTICLE XV**

19 **VACANCIES IN OFFICE BETWEEN CONVENTIONS**
20

21 Vacancies in the Office the Executive Committee shall be filled as hereinafter
22 detailed in Sections 1 and 2.
23

24 **Section 1. Vacancies in Office** In the event of the death, resignation,
25 removal, or presumed disability of the President or one of the First or Second Vice
26 Presidents (in the judgment of the Governing Board), the Vice President of the next lower
27 rank may be elected by the Governing Board for the unexpired term of the incumbent. An
28 Officer elected by the Board for an unexpired term shall be eligible for reelection at the
29 next Annual Convention for a full term.
30

31 **Section 2. Vacancy of 3rd VP** In the event of a vacancy in the office of
32 Third Vice President, the Governing Board shall elect an active member of a Club and who
33 resides in the same Division of the State, if possible, to fill the vacancy for the unexpired
34 term. In the event of a vacancy in the office of State Treasurer or State Secretary, the
35 Governing Board shall appoint a qualified member of a Chartered Club to fill the office for
36 the unexpired term.
37

38 **Section 3. Removal of Officer** Any Officer may be removed by the
39 Governing Board whenever in its’ judgment, the best interest of the State Association will
40 be served thereby. Such removal may be for reasons of malfeasance, misfeasance, or
41 nonfeasance of Office, with or without cause, and requires a majority vote of the Board
42 Members present and qualified to vote. Such removal shall be without prejudice to the
43 contract rights, if any, of the person so removed. Election or appointment of an Officer
44 shall not of itself create any contract rights.
45

ARTICLE XVI
AREA DIRECTORS

1
2
3
4 For administrative purposes, the Florida Divisions may be divided into Areas (area
5 is not a geographical reference on a map but rather a designated group of Clubs). Each
6 Area may be administered by an Area Director (if appointed) (hereinafter referred to as
7 AD), who is appointed by the Division Vice President for a term of one (1) year. The AD
8 shall be an active member of a Club in the Division in which he is appointed.
9

10 The ADs are members of the State Governing Board. They are under the direction
11 of the President, personally or through the Vice President of his respective Division, and
12 shall assist the President and Vice President in promoting the purposes of the State
13 Association. It is the AD's duty to take active participation in the chartering of any new
14 Clubs in his designated Area.
15

16 The AD is expected to organize, direct, and preside at not less than two (2)
17 Conferences of his assigned Area during the year. He is required to hold a Conference not
18 less than fifteen (15) days prior to the Annual State Convention. Each Chartered Club is
19 entitled to be represented at each Area Conference by one elected or appointed
20 representative, in addition to the Elected Officers of the Club.
21

22 Following are suggested guidelines for a successful Area Conference meeting:
23

- 24 1. Prepare an agenda, and send such to each Club in advance.
- 25
- 26 2. The Conferences should be attended by Club Elected Officers, by one
27 elected or appointed Club Representative and also by any interested
28 members.
- 29
- 30 3. Appoint a Secretary to record minutes of Conference.
- 31
- 32 4. Invite individual Clubs to report on particular problems and
33 exceptional accomplishments.
- 34
- 35 5. Start on time, and set time for adjournment.
- 36
- 37 6. Control the Conference, and permit no independent "Conferences".
- 38
- 39 7. Stick to the agenda. Rule out of order any matters not relevant to
40 subject under discussion.
- 41
- 42 8. Schedule simultaneous 30-minute group discussions, for (1) Club
43 Presidents, (2) Vice Presidents, and (3) a seminar for Club Secretaries
44 conducted by State Secretary, when feasible.
45

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1 Fees are based on the number of Club members in good standing, as listed on the State
2 Database, as of the preceding December 31st. State Per Capita Fees are due and payable
3 upon receipt of such statement. State Per Capita Fees shall be considered delinquent if not
4 paid by March 1st of each year. At the time payment of State Per Capita Fees is made, the
5 Secretary of each member Club shall forward, to the State Secretary, a current Membership
6 Roster of the Club. Said Roster shall be included with the payment of State Per Capita
7 Fees.

8
9 A newly Chartered Club shall be liable for Per Capita Fees at the beginning of the
10 first full year subsequent to the date of the Club's Charter.

11
12 **Section 5. Delinquent/Not in Good Standing** Any member Club not in
13 good standing, or whose State or International Per Capita Fees are delinquent at the time of
14 the State Convention, shall have no voting power at the Annual State Convention. The
15 members of such Club shall not be eligible to vote or to hold elected or appointed office in
16 the State Association as long as said Club is delinquent. This ineligibility to vote or hold
17 said office in the State Association shall commence on the first day that the Club is no
18 longer in good standing or becomes delinquent in State or International Per Capita Fees.

19
20 **Section 6. Masonic Home Club Per Capita Fees** The International Per
21 Capita Fees for the Masonic Home High Twelve Club shall be paid by the Florida State
22 Association upon receipt of the International statement by the State Secretary. The
23 International Per Capita Fees for the Masonic Home High Twelve Club shall be paid at the
24 prevailing rate as set forth by High Twelve International. The Florida State Association
25 Per Capita Fees for the Masonic Home High Twelve Club are waived by the Florida State
26 Association.

27
28 **Section 7. Payment of Vouchers** The Treasurer shall sign checks in
29 payment of vouchers issued by the Secretary. In case the Treasurer is unable to sign
30 checks, the Governing Board shall designate one who shall act as a substitute.

31
32 **Section 8. Disbursements** All disbursements shall be made solely by
33 voucher check, which shall; show the payee, the items of service rendered or material
34 purchased and the amount of payment. Total disbursements in any year shall not exceed
35 the gross amount of the budget adopted by the Governing Board for the year.

36
37 **Section 9. Books of Accounts** The books of account of the Association
38 shall include a complete statement of assets and liabilities and shall be published as a part
39 of the Annual State Convention Program.

40
41 **Section 10. Depositories** The Governing Board shall determine the
42 official depository or depositories and the method of receiving, transfer, and accounting of
43 all funds.

44

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ARTICLE XIX
MEMORIAL/NECROLOGY

The State Secretary keeps a roll, from the Monthly Reports, of departed Brothers whose names are read during the Memorial Service at the Annual Convention. (*see also ARTICLE VI OFFICERS, Section 2 (c) Chaplain*)

ARTICLE XX
POLITICAL ACTIVITIES

The Association shall not be used in any way for political purposes, nor shall it actively participate in the political candidacy of any person.

ARTICLE XXI
RULES OF ORDER

Robert's Rules of Order Newly Revised (Latest Edition) shall be the parliamentary authority for all matters of procedure not specifically covered in these By-Laws.

ARTICLE XXII
AMENDMENTS

Section 1. Amendments Amendments to these By-Laws, if in conformity with the Articles of Incorporation and By-Laws of High Twelve International may be adopted by a two-thirds (2/3) vote of the delegates present and voting at any Annual Convention. Proposed amendments shall be received by the Secretary at least sixty (60) days prior to the date of the Annual State Convention. The Secretary is to mail, unless otherwise published and/or disseminated, a copy of all proposed Amendments to the Secretary of each Chartered Club not less than thirty (30) days prior to the date of the Annual State Convention. Amendments recommended by the Directors of High Twelve International may be adopted by a two-thirds (2/3) vote of the Governing Board.

Section 2. Dissemination of Amendments The State Association through the State Secretary will ensure that each Chartered Club in the State Association has one (1) complete and up-to-date issue of the State Association Constitution and By-Laws. This copy will be issued to the Club Secretary who will maintain it in the Club's records for use by the Club's Officers. As changes are made to the State Association Constitution and By-Laws, the State Association through the State Secretary will issue one (1) complete set of all Amendments that have been duly approved after they have been authorized by the International General Council. Should any member/officer of the Club wish a copy of the State Association Constitution and By-Laws for their own "personal" use, it will be their responsibility to copy said documents and any changes thereto. Additionally, it shall be that Member's responsibility to secure any and all future amendments to the State Association Constitution and By-Laws for the purpose of updating and maintaining their personal copy. Their failure to update or otherwise keep their personal copy current when

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1 amendments are disseminated will make their personal copy "incomplete" and may render
2 part or all of their personal copy invalid.

3
4 **Section 3. Club By-Laws Changes** Any change in Club By-Laws must
5 go through the Club's approval process. After Club approval, three (3) complete copies,
6 with all changes incorporated, are to be made with one copy having all Club approved
7 changes highlighted. All three (3) copies shall then be sent to the State Secretary who will
8 ascertain if they are in compliance with the State Association By-Laws. If found in
9 conformity with the State Association By-Laws, the State Secretary will then forward all
10 three (3) copies to High Twelve International, Inc., for verification that they are in
11 compliance with the International By-Laws. If then found in conformity, they will be
12 signed by the International General Counsel and one (1) copy will be returned to the Club.

13
14 **ARTICLE XXIII**

15 **APPROVAL OF HIGH TWELVE INTERNATIONAL**

16
17 These By-Laws and all amendments or additions, shall not be effective
18 unless approved by High Twelve International.

19
20
21
22 Adopted December 4, 2006

23
24
25 Original signature on file
26 President Gary R. Moore
27 Gary R. Moore

28
29 Original signature on file
30 Secretary Don Robinson
31 Don Robinson

32
33
34
35
36
37 Approved as to Form, this January 2, 2007

38
39
40 Original signature on file
41 Robert T. Davis Robert T. Davis
42 General Counsel, High Twelve International

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.

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STATE OF FLORIDA DIVISIONS AND CLUBS

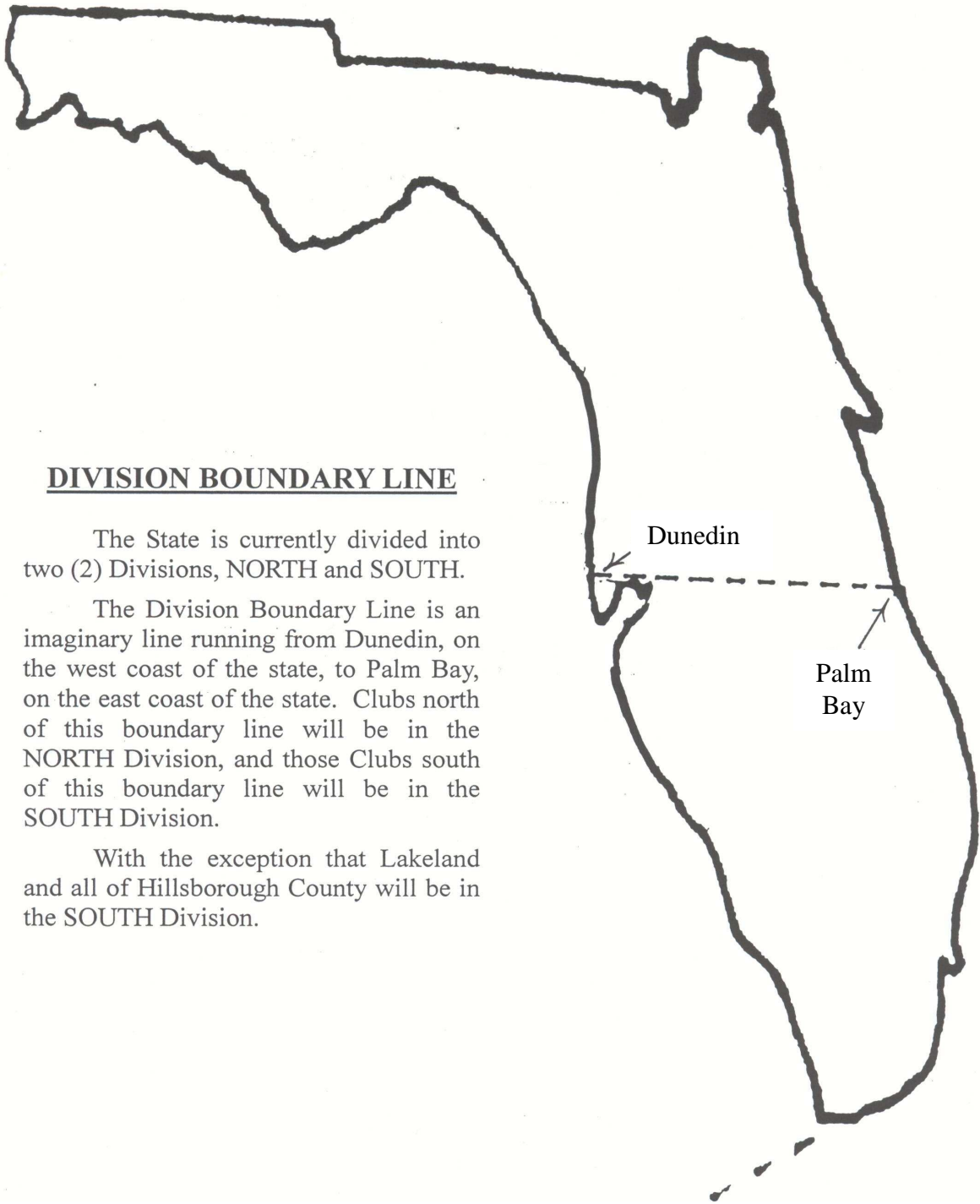
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NORTHERN DIVISION

SOUTHERN DIVISION

Archie E. Tucker #716
Bayonet Point/Gulf #511
Florida State At-Large #1001
Greater Ocala #665
Halifax Area #558
Hawthorne #547
Leesburg #424
Mid-Florida Lakes #522
Orlando #435
Plantation #719
Space Coast #732
Tavares Imperial #557
Tri-County #674
West Pasco/Holiday #418
Zollie Wade Young #532

Arcadia #600
Bonita #618
Cortez #538
DeSoto/Hillsborough #551
Dunedin #410
Highland Lakes #566
Lakeland #613
Lake Placid #595
Lake Worth #316
Martin County #520
Masonic Home #702
Naples #436
Palmetto #433
Sebring #592
St. Lucie #611
Sun City Center #397
Vero Beach #655



DIVISION BOUNDARY LINE

The State is currently divided into two (2) Divisions, NORTH and SOUTH.

The Division Boundary Line is an imaginary line running from Dunedin, on the west coast of the state, to Palm Bay, on the east coast of the state. Clubs north of this boundary line will be in the NORTH Division, and those Clubs south of this boundary line will be in the SOUTH Division.

With the exception that Lakeland and all of Hillsborough County will be in the SOUTH Division.