

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.

BY-LAWS

*All Previous Editions are Obsolete*

**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 1<sup>st</sup> 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 (3<sup>rd</sup> 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 (2<sup>nd</sup> VP). The date, location, and facility are subject to approval of  
42 the Governing Board. This policy will allow the 3<sup>rd</sup> VP approximately 14 months  
43 (12 months as 3<sup>rd</sup> VP and 2 months as 2<sup>nd</sup> 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 3<sup>rd</sup> 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           Each AD shall be an active member of a Club in the Area, or combined  
2 Areas, from which he is appointed. He shall be under the direction of the President,  
3 personally or through the Division Vice President of his Division, and shall assist the  
4 President and Vice President in promoting the purposes of the Association. He shall  
5 organize, direct, and preside at not less than two (2) Conferences of his Area. An Area  
6 Conference shall be held prior to any called meeting of the Governing Board. In addition  
7 to the elected officers of the Club, each Club shall be entitled to be represented at the Area  
8 Conference by one elected or appointed Club representative. The AD may appoint an  
9 Assistant when he deems it desirable, which shall have all the responsibility of the AD  
10 within the area assigned to him.

11

12           In addition to the foregoing, all Past State Presidents who are members of  
13 Chartered Clubs in the Florida State Association of Masonic High Twelve Clubs, Inc. shall  
14 be notified of each meeting of the Governing Board. When present, they shall have the  
15 right of full expression but not the right to vote, and they shall not be counted in  
16 determining a quorum.

17

18           **Section 2. Management & Control**   The management and control of the  
19 affairs of the Association not otherwise provided for in these By-Laws shall be vested in  
20 the Governing Board, subject to the direction of the Governing Board of High Twelve  
21 International, Inc.

22

23           **Section 3. Board Meetings**   The Governing Board shall determine the  
24 number of regular meetings of the Board to be held each year, provided the first meeting  
25 shall be held during the Annual Convention. All other Governing Board meetings may be  
26 rotated within the State's Divisions. The President will select the Host Division. The Vice  
27 President of the Division selected shall determine the specific location. There shall be at  
28 least three (3) regular meetings each year.

29

30           **Section 4. Special Meetings**   Special meetings of the Governing Board  
31 may be called by the President. The President shall call a Special meeting of the  
32 Governing Board upon the written request of one-third (1/3) of the members of the Board.

33

34           **Section 5. Board Quorum**   Twenty-five percent (25%) of the voting  
35 Governing Board membership shall constitute a quorum at any meeting of the Governing  
36 Board. (*refer to ARTICLE IX QUORUM*)

37

38

**ARTICLE VIII**  
**EXECUTIVE COMMITTEE**

39

40

41           **Section 1. Committee Membership**   The Executive Committee shall  
42 consist of the President, Immediate Past President, Vice Presidents, Treasurer, Secretary,  
43 Chaplain, Sergeant-At-Arms, Parliamentarian, and General Counsel. The Chaplain,  
44 Sergeant-At-Arms, Parliamentarian, and General Counsel are invited to attend all meetings

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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 1<sup>st</sup> 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 1<sup>st</sup> 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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**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 31<sup>st</sup>. 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 1<sup>st</sup> 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  
43  
44  
45  
46  
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**STATE OF FLORIDA DIVISIONS AND CLUBS**

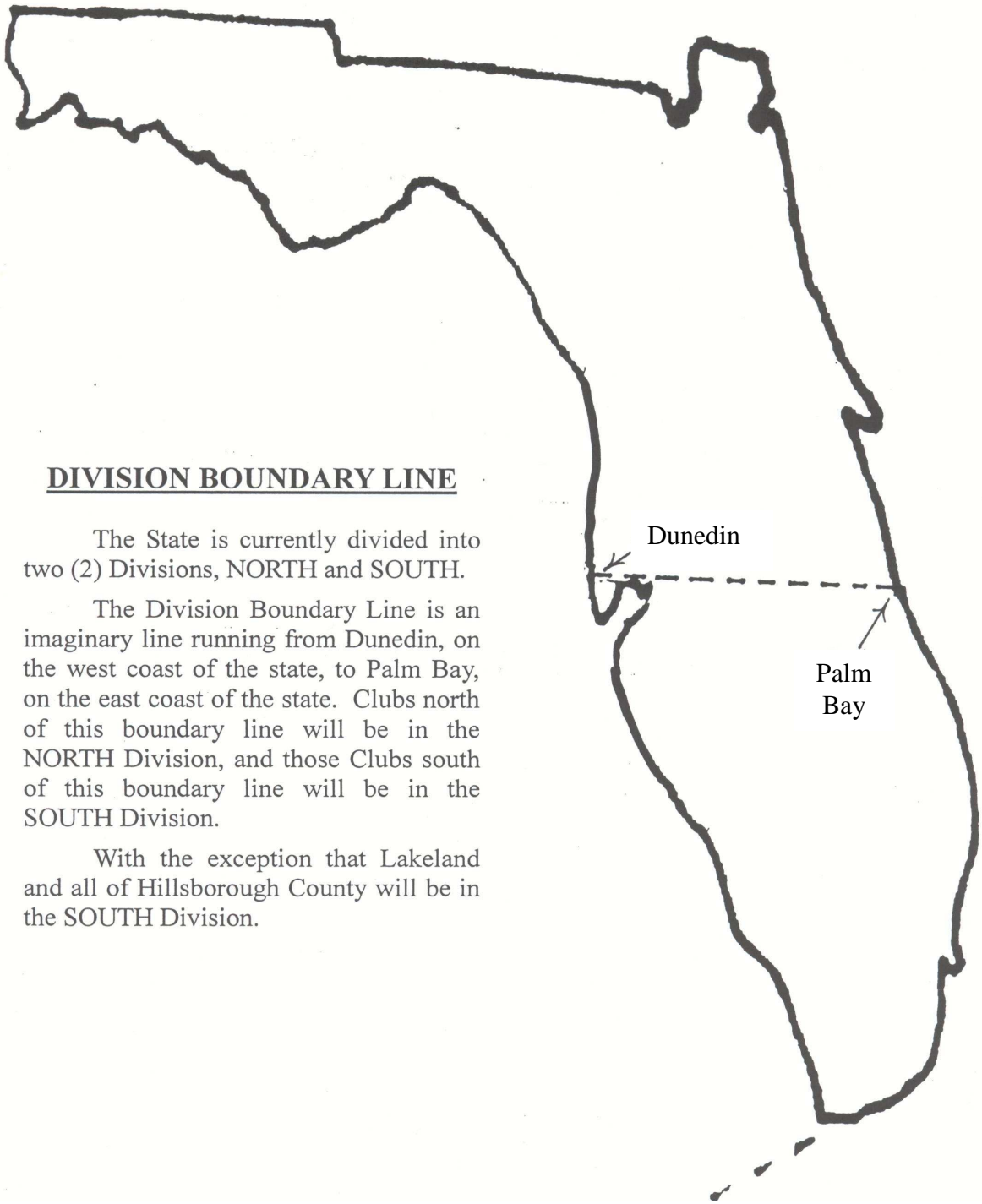
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**NORTHERN DIVISION**

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

**SOUTHERN DIVISION**

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.