

Proposed bylaws changes

Whereas the Valley of Fort Wayne has split the duties of the Executive Secretary into two positions – the Fraternal Secretary, and the Business Manager, we recommend the following changes to the Bylaws.

Article V Officers, Section 11 be changed to read: Section 11. The *Fraternal Secretary* for the Bodies shall perform the duties prescribed by the Constitutions and Regulations, rules, laws and rituals of the Supreme Council and Rules and Regulations of the Council of Deliberation. The salary for such services shall be fixed by the Executive Committee.

Article VI Trustees, Section 4 be changed to read: Section 4. The Treasurer, Thrice Potent Master and the *Fraternal Secretary* shall attend all meetings of the trustees in a non-voting capacity.

Article VII Executive Committee, section 1, line 4 be changed to read: The *Fraternal Secretary* shall serve as secretary of the Executive Committee.

Section 6 be changed to read: The *Fraternal Secretary* shall call a special meeting of the Executive Committee on the written request of any three members thereof.

Section 7 be changed to read: *The Executive Committee shall have authority to employ a Fraternal Secretary and a Business Manager for the Valley of Fort Wayne, on a year to year contract, and to fix the salaries and duties thereof.*

Article VIII Executive Secretary shall be changed to Article VIII *Fraternal Secretary*

Section 1 shall read: The *Fraternal Secretary* shall be the administrative Officer of the Valley of Fort Wayne provided however, his acts and duties shall be subject to the approval and/or direction of the Executive Committee.

Section 2 shall read: The *Fraternal Secretary* shall also serve as the secretary of the respective Bodies.

Section 3 shall read: The *Fraternal Secretary* shall keep a true record of all proceedings of the Bodies proper and shall make and forward to the Deputy for the District of Indiana and the Grand Secretary General all reports required of secretaries of subordinate bodies by the Constitutions and Regulations rules, laws and rituals of the Supreme Council and the Rules and Regulations of

the Council of Deliberation. He shall promptly collect the dues of the members, fees of candidates for the degrees, and all monies due the Lodge and deposit the same in a depository approved by the Executive Committee in the name of the Valley. He shall have charge of the archives, correspondence and seals of the Bodies and shall stamp therewith all documents that may require it. The *Fraternal Secretary* shall keep a correct register of the members, specifying the time of admission, age, place of birth, residence, Blue Lodge membership, and occupation of each member. The *Fraternal Secretary* shall also keep a record of all deaths, demits, suspensions, discharges, and expulsions. He shall issue all notices and summonses.

Section 4 shall read: The *Fraternal Secretary* shall attend all meetings of the Executive Committee and keep a true record of the proceedings of such meetings. He shall have prepared and submit to the Executive Committee a monthly report which shall show in detail the financial condition of the Valley, the current status of all funds or bequests of any kind which may have been established for its benefit, and an itemized list of all bills payable which shall be subject to the approval of the Executive Committee.

Section 5 shall read: The *Fraternal Secretary* shall, as required by law, file in the office of the Recorder of Allen County, Indiana, proper certificate of election of trustees.

Article XII Dues shall be changed to read: The *Fraternal Secretary* shall issue to individual members in good standing a suitable card showing him to be in good standing for the year.

Article XIII Section 3 shall be changed to read: *Annual financial and membership reports shall be presented to the Executive Committee in May of each year.*