



SONS AND DAUGHTERS OF ITALY IN AMERICA®

OFFICERS DUTIES AND RESPONSIBILITIES

As a newly elected officer you should study and know your duties and responsibilities as prescribed by your National By-Laws, also you should read and familiarize yourselves with the approved Ritual and Protocol of the Sons & Daughters of Italy in America.

The constitution, General Laws, and Judicial Code of the Order have been proven over the years to be the essentials to the operation of a Sons and Daughters of Italy Lodge.

The following bi-laws and guidelines, if implemented should allow each Lodge to run more efficiently and to grow, be progressive, not only in size, but also in stature within the local community. These guidelines for each office serve as a guidance tool and template for each Local Lodge. It has been recognized that each Lodge/Club structures duties of officers partially based on individual Local Lodge need, geographic factors, and membership needs. The **statements in bold print are the bi-laws for each officer's position.** The Local Lodge Council does not have the power to change or modify the deliberations of the assembly nor the power to change or modify the laws of the Local Lodge. The statements not bolded are suggestions and may be adapted for each

Lodge/Club.

PRESIDENT

1. **The President is the highest-ranking officer and leader of the local lodge.**
2. **Calls and presides over all of the meetings of the council of the assembly.**
3. **Sees that the laws of the local lodge are observed and the deliberations of the council and of the assembly are carried out.**
4. **Sees that the laws of the order are respected and observed, and the orders of the Supreme Lodge and of the Grand Lodge are obeyed.**
5. **Controls the affairs of the Local Lodge and supervises the performance of duties by the other officers of the council.**
6. **Signs the minutes of the meetings of the assembly and all orders of payment, checks, correspondence, and all documents which invest the responsibility of the Local Lodge.**
7. **Unless the laws of the Local Lodge provide otherwise, the President appoints all committees of the Local Lodge, of which the President is an ex-officio member.**
8. **Refrains from making proposals at the meetings of the assembly, participates in discussions only to clarify the issues presented, and votes only in case of a tie.**
9. **After hearing the opinions of the Orator, the President rules upon controversies involving the application of the laws. The member who disagrees with the ruling and the interpretation of the President shall appeal within 10 days to the State President, in case the Local Lodges under the jurisdiction of the Grand Lodge, and to the National President, in case the Local Lodge is under the direct jurisdiction of the Supreme Lodge.**
10. **When disorder arises in the meetings of the assembly or of the Council, the President may silence or censure the member or members causing such disorder, the President may fine, silence or expel the member or members from the hall or suspend the meeting.**

11. **May appoint a Chaplain whose primary duties shall be to conduct, whenever practicable, all religious exercises of the Local Lodge. The Chaplain shall also perform such other duties relating to the office, as shall be assigned to the office from time to time by the President.**
12. Supervise the affairs and activities of the Lodge.
13. Represents the Lodge within the community, at events, and with community members.
14. Encourages members to participate in not only their own Local Lodge events but also fund raisers, activities with other Local Lodges as well as the Grand Lodge.
15. Prepare meeting agendas for all meetings of the council and of the assembly. Ensure Recording Secretary and/or Assistant Recording Secretary receive prior to each meeting of the Council and Assembly..
16. Assist the Treasurer to prepare an annual budget. Ensure President is a signer on the bank account of the Local Lodge.
17. Assist the Treasurer to keep roll current in IMember app. for all members of the assembly and officers of the Council.
18. Represent the Lodge at all state meetings.
19. Distribute material received from state and national mailings.
20. Announce all Lodge projects to the public.
21. Answer correspondence promptly.
22. Write articles for each publication issue.
23. Establish personal acquaintance with all members.
24. Make an annual report to the membership.
25. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge President as needed to support the new incoming President until he/she can perform the duties of the office with confidence.

VICE PRESIDENT

- 1. The Vice President is the second highest ranking officer of the Local Lodge. As such, the Vice President assists the President and takes the President's place when the President is absent or unable to act. In the absence of the President, the Vice President performs the duties and exercises of the prerogatives of the President to the same extent and with the like power which the President would have, if present.**
2. Institute and assist in programming, membership, and retention areas of Local Lodge.
3. Provide encouragement, mentorship, and assistance for project and committee participation.
4. Oversee personnel management of members by other officers.
5. One on one mentorship to a committee chair and its members by attending all committee meetings, encourage participation, progressive and timely action items and plans. This serves to encourage member participation, member and officer leadership opportunities as well as build a cohesive relationship with members and officers.
6. Oversee personnel management of members by other officers.
7. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Vice President as needed to support the new incoming Vice President until he/she can perform the duties of the office with confidence.

IMMEDIATE PAST PRESIDENT

- 1. The office of Immediate Past President shall be given to the member who has served one complete term as President of the Local Lodge immediately preceding the incumbent. If on account of death, disqualification, resignation, or removal, the office of Immediate Past President becomes vacant, the office shall be filled from the preceding former Presidents in the inverted order of their tenure of office.**
- 2. The Immediate Past President assumes the office of President whenever the President and Vice resident are unable to act or are absent from the meeting of the Council of the assembly and performs the duties and exercises the prerogatives of the President to the same extent and with the like powers as the**

President, if present.

3. Assist in membership program.
4. New member orientation, train, assist and mentor the Member Ambassadors to ensure all visitors, perspective members and new members are welcomed, introduced, and given introduction regarding Local Lodge information, meetings, establish relationship and encourage other current Local Lodge members to embrace them into our Local Lodge with an understanding of our Grand Lodge and Supreme Lodge as a Fraternal Organization.
5. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge President as needed to support the new incoming President until he/she can perform the duties of the President with confidence.

RECORDING SECRETARY/ ASSISTANT RECORDING SECRETARY

1. **The Recording Secretary is the custodian of the archives and the keeper of the seal of the Local Lodge.**
2. **Take and record the minutes of the meetings of the Council and assembly, which minutes are to be read the successive meeting.**
3. **Make up and keep up to date the membership roll of the Local Lodge.**
4. **Care for correspondence and write letters which the Recording Secretary is directed by the President or other higher officer in the ranking unit of the Order.**
5. **Be the sole officer through whom a member may communicate with the Grand Council.**
6. **Write and send notices for meetings.**
7. **To act as the clerk of the Local Lodge Arbitration Commission when such commission is in session, except in case the Recording Secretary is an interested party. Within ten days after receipt, to the State Recording Secretary all appeals referred or presented to the Recording Secretary by members because of administrative irregularities. The appeals, when forwarded shall be accompanied by a report of the views expressed by the Council.**
8. **Carry about all orders which the Recording Secretary may receive, in matters pertaining to the office, from the President or from higher**

ranking officers of the Order.

9. Obtain agendas from Local Lodge President prior to all Council and Assembly meeting for the purpose of accurately taking notes.
10. Maintain supplies for the proper function of the Lodge.
11. Maintain attendance records for Officers at all meetings of the Council and assembly. Type and email/send Council meeting notes to the Officers and Assembly meeting notes to the membership.
12. Submit receipts for any supplies, postage stamps, printing costs, etc.. at Council meetings and/or Assembly meetings.
13. Read any correspondence.
14. Provide a list of previous officers and newly elected officers for installation. Newly installed officers should be listed in the assembly meeting notes.
15. Submit an article (preferably with at least one picture) to Patrick Jacoby by the 20th of each month for the GLNW Newsletter..
16. Inform Patrick Jacoby of all upcoming calendared events to be calendared in the Grand Lodge newsletter.
17. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Recording Secretary/Assistant Recording Secretary as needed to support the new incoming Recording Secretary/Assistant Recording Secretary. until he/she can perform the duties of the office with confidence.
18. Maintain the calendar.
19. Supervise newsletter.

TREASURER

1. **The Treasurer is the custodian of the funds of the Local Lodge.**
2. **Receive at the end of each meeting all money collected by the Financial Secretary and issue proper receipt therefor.**
3. **Not later than three days after each meeting, deposit in previously designated banks the funds received by the Treasurer in accounts opened in the name of the Local Lodge.**

4. **To record in and keep up to date the cash book of the Local Lodge, in which record the Treasurer shall register monthly income and disbursements of the Local Lodge.**
5. **To issue and sign checks upon the receipt of proper order of payment and consign them to the Financial Secretary for delivery to the payee thereof.**
6. **To withdrawal funds from savings accounts opened in the name of the Local Lodge: provided the withdrawal slip bears the name signature of the President, of the Financial Secretary, and at least one Trustee, in addition to the Treasurer's: and dispense with the signature of the Trustee when deemed advisable,**
7. **To carry out such orders which the Treasurer may receive, in matters pertaining to the office, from the President or from the higher-ranking officers of the order.**
8. Ensure the Treasurer is a signer on the bank account of the Local Lodge. Immediately after taking office of Treasurer, ensure that all appropriate officers/signers on account are correctly registered at the Local Lodges bank and past financial officers / Signers are removed.
9. Complete appropriate documents for annual(normally third quarter) required for each Local Lodge in Washington:
 1. SOS Annual report to Secretary of State for Non-Profit status.
 2. Form 990, department of Revenue.
 3. Business license.
10. Help establish project budgets with the committee Chairpersons.
11. Assist the Recording Secretary to keep up to date the membership roll of the Local Lodge.
12. Take new member applications, ensure they are completed with all required information, that information is correct and legible. Email copy to Patrick Jacoby, President, Recording Secretary, and Guard.
13. Require full report of a project's financial status.
14. Maintain a working cash flow.
15. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Treasurer as needed to support the new incoming Treasurer until he/she can perform the duties of the office with confidence.

FINANCIAL SECRETARY

1. The Financial Secretary is the collector and accountant of the Local Lodge:
2. Collect dues and assessments, giving proper receipt therefore.
3. Write orders of payment, affixing the Financial Secretary's signature thereon, together with that of the President.
4. Present orders of payment to the Treasurer, who issues checks thereon, which checks the Financial Secretary presents to the parties to whom they are payable, exacting at the same time money due from such parties to the Local Lodge.
5. To make up and keep up to date financial records, particularly those entrusted to the Financial Secretary by the Grand Lodge or Supreme Lodge. Those financial records are: The ledger, the journal book, the financial statements, and the orders of payments.
6. To notify by mail those members who are default with the payment of dues and assessments.
7. To announce members in default with the payment of dues and assessments to the assembly.
8. To communicate, at the end of each meeting of the assembly, the total collections and disbursements made on the day of the meeting.
9. To make a quarterly financial report,, which report is to be audited and signed by no less than three trustees, a copy of which is to be sent to the State Financial Secretary.
10. To make payment of the Capita Tax, computed on the basis pf the number of members listed on the membership roll at the end of each quarter, which payment shall be made, without the necessity of deliberation on the part of the assembly of the Local Lodge, not later than March 31, June 30, September 30, and December 30 of each year.
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12. To carry out all orders which the Financial Secretary may receive, in matters affecting the office, from the President and from higher

ranking officers of the order.

13. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Financial Secretary as needed to support the new incoming Financial Secretary until he/she can perform the duties of the office with confidence.

ORATOR

1. **The Orator gives opinions concerning the application and interpretation of the laws of the Order and sees that the laws of the Order are observed and properly applied. In matters which relate to the administration of the affairs of the Local Lodge, the Orator is subordinate to the President. In matters relating to Judicial Power, the Orator is subordinate to the State or National Orator.**
2. **The Orator, either on the Orator's own initiative or upon a complaint being made to the Orator shall have power to prefer written charges against a member who has violated the laws of the Order.**
3. Assist President as liaison with community government.
4. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Orator as needed to support the new incoming Orator until he/she can perform the duties of the office with confidence.

TRUSTEES

1. **The trustees supervise the affairs of the Local Lodge and are members of the Council.**
2. **Examine and audit the books kept by the Financial Secretary and Treasurer of the Local Lodge.**
3. **Examine and audit the quarterly report of the Financial Secretary, certifying as to its correctness by affixing their signatures thereon: provided, however, that such report shall not be valid unless it bears the signature of no less than three Trustees in addition to that of the Financial Secretary.**
4. **Perform such additional duties, in matters pertaining to their office, imposed upon them by the laws of the Order or by the deliberations**

of the assembly of the Local Lodge.

5. One on one mentorship to a committee chair and its members by attending all committee meetings, encourage participation, progressive and timely action items and plans. This serves to encourage member participation, member and officer leadership opportunities as well as build a cohesive relationship with members and officers.
6. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Trustee as needed to support the new incoming Trustee until he/she can perform the duties of the office with confidence.

MASTERS AND /OR MISTRESSES OF CEREMONY

1. **The Masters and Mistresses of Ceremonies are officers of the Local Lodge who participate in ceremonial activities presented by the laws of Order during the course of the meetings of the assembly of the Local Lodge.**(Descriptions located in book of Ritual and Protocol of the Sons & Daughters of Italy in America).
2. One on one mentorship to a committee chair and its members by attending all committee meetings, encourage participation, progressive and timely action items and plans. This serves to encourage member participation, member and officer leadership opportunities as well as build a cohesive relationship with members and officers.

GUARD

1. **The Guard is the doorkeeper of the Local Lodge. Guard's duty is to exclude strangers from the meetings of the assembly and to admit those members who have identified themselves by announcing their presence to the President, who, in turn, orders the guard to either admit or exclude such members.**
2. Maintain attendance of all members that attend the assembly meetings.
3. Maintain current name badges for all members of the assembly. Create new badges for new members, discard name badges for members that no longer belong to the assembly of the Local Lodge.
4. Sell raffle tickets to members entering the assembly meeting. Complete the raffle at the end of each assembly meeting, give monies to the

Treasurer/Financial Secretary.

5. Provide training, mentoring, role modeling, and review of bi-laws and role of Local Lodge Guard as needed to support the new incoming Guard until he/she can perform the duties of the office with confidence.

HERALD

1. **The Herald is a ceremonial officer of the Local Lodge appointed for the occasion by the presiding officer during the meetings of the assembly of the Local Lodge. The duties of the Herald are to assist the presiding officer, in conformity to the laws of the Order and in due ritualistic form, on the occasion of the institution of the Local Lodge, the installation of officers and the initiation of new members in the Local Lodge.**(Descriptions located in book of Ritual and Protocol of the Sons & Daughters of Italy in America).

STATE DELEGATES

1. **The State Delegates are the representatives of the Local Lodge who represent it at the Grand Convention of the Grand Lodge. The State Delegates and their alternatives are to be elected by the assembly of the Local Lodge once every two years and their number shall be that which is fixed by the laws of the Grand Lodge. The Grand Lodge may permit the President of the Local Lodge to be ex- officio of its State Delegation.**

ALL OFFICERS

1. Always act in the interest of the members who elected you, while also adhering to the policies and by-laws of the Lodge.
2. As an officer you are being observed by potential officers; set an effective example.
3. Be a strong communication link between the members and the Executive council and the council and the members.
4. The Executive council is a form of a representative government, established so that business can be readily expedited. Keep the business going, avoid unnecessary discussion, and above all ... act wisely and do not get involved in personalities.
5. Your responsibility in the chain of command is to help administrate. When given an assignment, act on it immediately, to the best of your ability and follow up.
6. As an officer take advantage of your position to learn the steps and responsibilities of higher offices; and if you aspire to hold higher office, plan your goals.
7. As you learn about your job and other positions on the council help the average member learn.
8. In your advisory capacity to committees, stress planning and organization.
9. Review the campaign promises you made and determine whether or not you have fulfilled them.