**MASTERS and WARDENS ASSOCIATION of the 15th MASONIC DISTRICT**

**BY-LAWS OF LODGE**

**5.04 Duties of Officers**

**5.04 Duties of Officers** – The President shall preside at all meetings of this organization and at meetings of the Board of Directors and shall perform all other duties usually appertaining to the office of President and those duties prescribed herein.

1. **Committee Appointments** – The president shall appoint all committees hereinafter provided for and other committees as may from time to time be required.
2. **Finance and Budget Committee** – The Finance and Budget Committee shall be composed of three (3) members appointed from the membership who shall be appointed to serve for period of one (1) year. It shall be the duty of this Committee to examine all books and ledgers of the Association and any supplementary records kept by the Association. They shall conduct a review of said records as of the closing of the stated meeting in November of each year and report their findings to the membership at the stated meeting in December. It shall be the further duty of this Committee to prepare a proposed budget for the ensuing year. This proposed budget must be submitted to the membership no later than the stated meeting in December for amendment and adoption. Further, all matters relating to the to the handling of the Association affairs concerning its finances shall be referred to this Committee for their recommendations.
3. **Grand Masters Official District Visit Committee** – This Committee will be responsible for the planning and coordination of the district meeting held in conjunction with the annual official visit of the Grand Master of Masons of Florida. The Committee Chair shall be appointed each year by the Association President, with input from the incoming District Deputy Grand Master (if known) and will be responsible for planning and coordination of the district meeting. The Worshipful Master of each of the Particular Lodges in the 15th Masonic District of Florida will be invited to serve as participating members. The President of the Association and/or Committee Chair will appoint other members, as necessary, based upon specific knowledge, skills and/or abilities.

CERTIFICATE OF WORSHIPFUL MASTER AND SECRETARY

We, Brian J. Zeppa, Secretary and, Gary Gamache, President, of the Masters and Wardens Association of the 15th Masonic District located at 200 Richey Road, Leesburg, Florida, hereby certify that the foregoing By-Laws were submitted in writing and approved by a majority vote at a Stated Communication of said Association on the day of , 2021 ; that the membership was then given written notice, and they were adopted at a Stated Communication of said Association by three-fourths of all the members of the Association in attendance in favor on the day of , .

(Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

(Lodge Seal) (Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

 APPROVAL

The foregoing By-Laws were approved by me this day of , .

(Signed) , Grand Master

Grand Master Seal

 (NOTE - Mail one original to the Grand Secretary,

 P.O. Box 1020, Jacksonville, Florida 32201-1020**)** 5/2017