

**THE ORDER OF
UNITED COMMERCIAL TRAVELERS
OF AMERICA**

Instituted Jan. 16, 1888

**CONSTITUTION,
BYLAWS AND
STANDING ORDERS**

**GOVERNING
INTERNATIONAL, REGIONAL and
LOCAL COUNCILS**



*Where Community
and Compassion Unite*

EFFECTIVE SEPT. 1, 2018

**STEPHEN R. DESSELLES
INTERNATIONAL SECRETARY-TREASURER
COLUMBUS, OHIO**

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INTERNATIONAL SECRETARY-TREASURER
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ARTICLES OF INCORPORATION

of

THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA

AS AMENDED AUGUST 2, 1922; OCTOBER 31, 1927; DECEMBER 9, 1948; AUGUST 4, 1978; JULY 11, 1979; JULY 7, 1982; SEPTEMBER 1, 1987 and AUGUST 3, 1989.

WITNESSETH: That we, the undersigned, all of whom are citizens of the State of Ohio, desiring to form a corporation not for profit, under the general corporation laws of said State, do hereby certify:

FIRST. The name of said corporation shall be THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA.

SECOND. Said corporation shall be located, and its principal business transacted at Columbus, Franklin County, Ohio.

THIRD. The purpose for which said corporation is formed is:

1st. To unite fraternally all persons of good moral character as are now or may hereafter become eligible to membership under the provisions of the Constitution of the Order.

2nd. To give all moral and material aid in its power to its members and those dependent upon them. Also to assist the widows, widowers and orphans of deceased members.

3rd. To establish indemnity funds and issue insurance and other benefits permissible under the laws governing fraternal benefit societies.

4th. To secure just and equitable consideration for all members.

5th. To elevate the moral and social standing of its members.

IN WITNESS WHEREOF, We have hereunto set our hands this 25th day of September, A.D. 1890.

s

JOHN C. FENIMORE
LEVI C. PEASE
S. H. STRAYER
W. E. CARPENTER
JOHN DICKEY
C. S. AMMEL
F. A. SELLS
CHARLES B. FLAGG

CONSTITUTION

ARTICLE I.

Article I, Section 1. This society shall be known as The Order of United Commercial Travelers of America.

Objects of the Order

Article I, Section 2. The objectives of the Order are to assist regional councils to maintain continuity and consistency through such methods as training and meetings, so they in turn can assist local councils in their good work holding charitable fund raising activities and making charitable donations to people in need in their respective communities. The members share a common commitment to good citizenship and are further committed to engaging in fraternal and community service activities that benefit the communities in which members live, work and visit. The fraternal objectives are presented under the articles of incorporation.

Councils

Article I, Section 3. There shall be established and maintained local councils, regional councils and an International Council, as hereinafter provided.

ARTICLE II. LOCAL COUNCILS

Article II, Section 1. Each local council shall exist by virtue of a charter duly granted by the International Council on an application signed by not less than ten (10) eligible persons who are not members of an existing council.

Officers and Elections

Article II, Section 2. The officers of each local council shall be:

1. President.
2. Vice President.
3. Immediate Past President.
4. 1st Director. (optional)
5. Secretary-Treasurer.
6. 2nd Director. (optional)
7. 3rd Director. (optional)
8. Chaplain. (optional)
9. Up to Four Elected Members of Executive Committee.

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1 At the first annual election held by a local council, all officers
2 shall be elected to serve until the second annual election, except
3 that half of the elected members of the executive committee
4 shall be elected to serve until the third annual election.

5 Commencing with the third annual election, the provisions
6 herein relating to election of officers shall apply to newly
7 organized local councils.

8 All officers of local councils shall be elected annually for a
9 term of one year except elected members of the executive
10 committee, who are elected for two-year terms.

11 The presiding officer, before the balloting begins for any
12 election, shall appoint three members to act as tellers, one of
13 whom shall act as clerk of said election.

14 The officers of local councils shall be elected at the first regular
15 March meeting of each council and may be installed on the
16 day of their election. If a council defers their installation to their
17 next regular meeting, all officers shall commence their duties on
18 that date, with the exception of the secretary-treasurer whose
19 duties shall begin April 1 .

20 All elective officers shall be chosen by secret ballot, provided,
21 however, that if there shall be but one nominee for any office,
22 by motion from the floor the election may be by voice vote. The
23 member receiving a majority of votes cast for any office shall be
24 declared elected. Lacking a majority, at the conclusion of each
25 ballot, the person having the smallest number of votes shall be
26 dropped and the balloting shall then proceed until a conclusion
27 is reached.

28 The installation of officers and representatives to the regional
29 council of a local council may be conducted publicly.

30 The title of past president shall be conferred on: any past
31 senior counselor who shall have served for a term of one full
32 year; any secretary-treasurer who shall have served for three
33 full years; and any member of the executive committee or
34 chaplain who shall have served for four full years. Also, anyone
35 who has served as a line officer, chaplain and/or a member of
36 the executive committee for a total of four years in the member's
37 own or another council, as long as they are a council member,
38 may receive, by a majority vote of the members present and
39 voting at a meeting of the council, the title of past president.

1 Any local officer as defined in this section shall receive the
2 title of past president if the officer, after being duly elected, is
3 prevented by death or physical disability from completing the
4 required years of service as set out in the previous paragraph.

5 No one shall be eligible to the office of past senior counselor
6 who has not served one year as senior counselor; nor to the office
7 of senior counselor who has not as junior counselor served at a
8 majority of the regular meetings held by the council while the
9 member was acting in that capacity; provided, however, that
10 the foregoing provisions shall not apply to members on whom
11 the title of past president has been conferred, nor to a newly
12 organized local council until its third annual election. Nor shall
13 the foregoing provisions apply to a council whose offices have
14 been declared vacant, necessitating a reorganization, by the
15 international or regional counselor.

Duties of Officers

16 **Article II, Section 3. Senior Counselor.** The senior counselor
17 may be known as the president of a local council. The senior
18 counselor is the presiding executive officer of the council. It is the
19 senior counselor's responsibility to preside at all council meetings,
20 to serve on the council's executive committee, to maintain
21 supervision of all ritualistic work of the council, to operate the
22 council in accordance with the Constitution, Bylaws and Standing
23 Orders of the Order and to give the charge of the office at the
24 initiation of candidates.

25 The senior counselor appoints all council committees, except
26 the executive committee.

27 At the council's regular February session, the senior counselor
28 shall appoint a member to serve on the examining finance
29 committee for a term of three years.

30 It is further the senior counselor's responsibility to perform such
31 other duties as prescribed by the *Local Council Guidelines* or
32 as may be assigned by the regional counselor or international
33 counselor.

34 **Article II, Section 4. Junior Counselor.** The junior counselor
35 may be known as the vice president of a local council. It is the
36 junior counselor's responsibility to give the charge of the office
37 at the initiation of candidates, to assist the senior counselor in the
38 discharge of the senior counselor's duties and, in the absence
39 of the senior counselor, to exercise all powers and perform all
40 duties of the senior counselor.

1 It is the duty of the junior counselor to visit the sick, needy and
 2 distressed members of the Order residing within the jurisdiction
 3 of the council, except the members of other councils having
 4 concurrent jurisdiction, and to report thereon at each council
 5 meeting.

6 It is further the junior counselor’s responsibility to perform such
 7 other duties as prescribed by the *Local Council Guidelines* or as
 8 may be assigned by the senior counselor.

9 **Article II, Section 5. Past Senior Counselor.** The past senior
 10 counselor may be known as the immediate past president of a
 11 local council. It is the past senior counselor’s responsibility to give
 12 the charge of the office at the initiation of candidates, to assist
 13 in preserving decorum of the council, to preside in the absence
 14 of both the senior counselor and junior counselor and perform
 15 such other duties as prescribed by the *Local Council Guidelines*.

16 **Article II, Section 6. Secretary-Treasurer.** The secretary-treasurer
 17 of a local council shall keep a record of the proceedings of
 18 the council, have custody of the council’s funds and perform
 19 such other duties as may be prescribed by the *Local Council*
 20 *Guidelines* or as may be assigned by the senior counselor,
 21 executive committee, regional counselor, international counselor
 22 or Board of Governors.

23 **Article II, Section 7. Conductor.** (Optional) The Conductor may
 24 be known as a Director of a local council. The conductor of a
 25 local council shall have charge of the ballot while the council
 26 is voting on applicants, have charge of the paraphernalia and
 27 arrangements of the council chamber for initiation, give the
 28 charge of the office to such candidates and perform such other
 29 duties as prescribed by the *Local Council Guidelines* or as may
 30 be assigned by the senior counselor. If there is no one serving
 31 as conductor, then the senior counselor shall, from time to time,
 32 appoint someone to perform these duties.

33 **Article II, Section 8. Page.** (Optional) The Page may be known
 34 as a Director of a local council. The page of a local council shall
 35 give the charge of office at the initiation of candidates, have
 36 charge of the inner door of the council chamber, receive and
 37 introduce visitors and perform such other duties as prescribed by
 38 the *Local Council Guidelines* or as may be assigned by the senior
 39 counselor. If the local council elects not to have a page, then
 40 the senior counselor shall, from time to time, appoint someone
 41 to perform these duties.

1 **Article II, Section 9. Sentinel.** (Optional) The Sentinel may
 2 be known as a Director of a local council. The sentinel of a
 3 local council shall give the charge of the office at the initiation
 4 of candidates and have charge of the doors of the council
 5 chamber and ante-room. It is the sentinel’s duty to see that
 6 none pass or re-pass but such as are entitled to that privilege
 7 and to have charge of the property of the council rooms. It is
 8 further the sentinel’s responsibility to perform such other duties
 9 as prescribed by the *Local Council Guidelines* or as may be
 10 assigned by the senior counselor. If the local council elects not
 11 to have a sentinel, the senior counselor shall, from time to time,
 12 appoint someone to perform these duties.

13 **Article II, Section 10. Executive Committee.** The executive
 14 committee of a local council shall consist of the following
 15 members: the senior counselor, the junior counselor, the secretary-
 16 treasurer and a minimum of two other members of said local
 17 council, with one-half of these members elected annually to
 18 serve for a term of two years each. Each council may elect
 19 to have its past senior counselor serve as a member of the
 20 executive committee. The executive committee shall choose
 21 its own chairman.

22 It is the responsibility of the executive committee to examine
 23 all accounts and approve such as are valid against its council.
 24 The committee shall examine quarterly, or whenever it deems
 25 it advisable, the books, papers and property of the secretary-
 26 treasurer and all funds and property in the secretary-treasurer’s
 27 possession. The committee may require reports and accounts
 28 from the secretary-treasurer as often as deemed advisable, so
 29 as to maintain an oversight over the books, papers, accounts,
 30 funds, property and business of its council.”

31 The executive committee shall designate one member of
 32 the executive committee (other than the secretary-treasurer)
 33 to countersign all checks or vouchers issued by the secretary-
 34 treasurer.

35 The executive committee shall perform such other duties as
 36 prescribed by the *Local Council Guidelines* or as may be assigned
 37 by the regional counselor, regional executive committee or the
 38 Board of Governors.

39 **Article II, Section 11. Chaplain.** (Optional) The chaplain of a
 40 local council shall conduct devotional exercises at the opening
 41 and closing of the council session, give the charge of the office
 42 at the initiation of candidates and perform such other duties

1 as prescribed by the *Local Council Guidelines* or as may be
2 required by the senior counselor. If there is no one serving as
3 chaplain, then the senior counselor shall, from time to time,
4 appoint someone to perform these duties.

Vacancies in Office

5 **Article II, Section 12.** If any officer of a local council shall be
6 absent for three consecutive months from the regular sessions
7 of the council, the member's position may, before the close of
8 such third monthly meeting, be declared vacant by the senior
9 counselor unless an excuse is furnished which is satisfactory to a
10 majority of the members present.

11 If a vacancy occurs, from any cause, in any office in a local
12 council, the executive committee shall fill such vacancy by
13 the appointment of some eligible person thereto until the next
14 annual election.

15 If the executive committee fails to appoint a person eligible
16 to fill a vacancy in any office, such vacancy shall be filled by the
17 council at its next session.

Meetings and Quorum

18 **Article II, Section 13.** All local councils shall hold regular
19 meetings at least once each month upon a stated date fixed
20 by the council.

21 The failure of a local council for three successive months to
22 hold a meeting shall be sufficient cause for its suspension and
23 the arrest of its charter.

24 Seven members of a local council shall constitute a quorum for
25 the transaction of business. If a council cannot obtain a quorum
26 after 2 successive meetings then the number of members present
27 at those meetings shall be the established quorum. The minimum
28 number of members required for a quorum shall be three.

29 The annual session shall be the first regular March session of
30 each year.

Special Sessions

31 **Article II, Section 14.** Special meetings shall be called by the
32 senior counselor upon written requests of an established quorum
33 of members in good standing. A notice of such meetings shall be

1 mailed or delivered by the use of authorized communications
2 equipment to each member's last known address at least eight
3 days prior to the date thereof."

4 Special meetings solely for the purpose of conferring the
5 degree of the Order upon previously elected candidates may
6 be called by the senior counselor on the senior counselor's own
7 motion, notice to be given to the members of the council in
8 such manner as the council may determine.

9 At special meetings, no business shall be transacted by any
10 local council, excepting such as is stated in the notice thereof;
11 excepting Order of Business No. 3.

Council Finances

12 **Article II, Section 15.** The fiscal year of all local councils shall
13 commence upon the first day of April of each year.

14 **Article II, Section 16.** Each local council shall have the
15 exclusive right to regulate its own financial affairs, insofar as its
16 General Fund is concerned. The annual council dues shall be a
17 minimum of twelve dollars per member. The amount of annual
18 council dues shall not be changed other than to comply with
19 this requirement unless each member shall have been given
20 30 days written notice by mail of such intent, and the motion
21 to make such change receives two-thirds of the votes of those
22 present who are entitled to vote.

23 **Article II, Section 17.** Examining Finance Committee. The
24 examining finance committee shall consist of three members. At
25 the regular February session of the council, the senior counselor
26 shall appoint a member to serve on this committee for a term
27 of three years. Such appointee shall serve as chairman of the
28 committee during the member's third year. None of the members
29 of this committee shall be members of the executive committee.

30 It shall be the duty of the examining finance committee to
31 audit the books and vouchers of the secretary-treasurer and
32 report thereon at the next regular April session of the council.
33 Copies of this report shall be forwarded immediately to UCT
34 Headquarters and the regional secretary.

Representation to the Regional Council

35 **Article II, Section 18.** Each local council shall be entitled to
36 one representative in the regional council having jurisdiction over
37 it and as many more as such regional council may determine,

1 provided that the total representatives shall be apportioned
2 among the local councils in proportion to their membership at
3 the end of the local council's fiscal year.

4 No local council shall be allowed representation at its regional
5 council session unless said local council shall have paid all monies
6 due its regional council and the International Council.

7 The representatives to which a local council may be entitled
8 in the regional council shall be elected at the first regular
9 March session of each council. Alternates shall be elected to
10 fill vacancies as they occur in the regular representation and
shall serve in the order of their election.

11 If, by reason of the inability of representatives and alternates to
12 attend any meeting of the regional council, the representatives
13 of any local council shall fall below the number to which it is
14 entitled, the senior counselor may appoint from among the
15 council's members such a number of representatives for the
16 council as will secure to it full representation at said session.

17 Each local council shall be responsible for the requirements
18 necessary for election of representatives to a regional council
19 session.

20 It shall be duty of each representative to the regional council
21 to attend the annual meeting of the regional council next
22 following the representative's election and all special meetings
23 held during the year following the election, to participate in the
24 proceedings thereof, and to make a report on the proceedings
25 to the local councils at such time as the council may designate.

**ARTICLE III.
REGIONAL COUNCILS**

26 **Article III, Section 1.** Each regional council shall exist by virtue
27 of a charter duly granted by the International Council, and shall
28 exercise such jurisdiction as is herein conferred over all local
29 councils within its prescribed territory. It shall be composed of its
30 past regional presidents, officers, standing committee members
31 and the past presidents and representatives from its local
32 councils.

33 Each member of a regional council in attendance at a regional
34 council session shall be entitled to one vote, except when the
35 number of past regional presidents or past presidents not sitting as
36 representatives or alternates at any session, exceeds fifty percent

1 (50%) of the duly accredited representatives, alternates (sitting
2 as representatives), elective officers and standing committee
3 members, they each shall be entitled to one-half vote.

4 Any member of a regional council who transfers residence
5 and membership to another regional jurisdiction shall by virtue of
6 such transfer of membership and residence become a member
7 of the regional council to whose jurisdiction the member transfers.

Charters

8 **Article III, Section 2.** A charter for a local council may be
9 granted by the International Council upon the recommendation
10 of the regional council having jurisdiction over the territory within
11 which such proposed council is to be located, on an application
12 signed by not less than ten (10) eligible persons who are not
13 members of an existing council.

14 **Article III, Section 3.** Every application for the establishment of
15 a new local council in any city, town or village in which one or
16 more local councils exists, shall be made to the regional counselor
17 within whose jurisdiction said new local council will, if established,
18 be located. On receipt of said application, a copy thereof shall
19 be given by the regional counselor to the regional secretary,
20 who shall immediately forward to the secretary-treasurers of all
21 local councils a copy of said application for approval.

22 Said local council or councils shall act on the application at
23 the next meeting.

24 Within ten days after the acceptance or rejection of said
25 application by each council, the council's secretary-treasurer
26 shall notify the regional secretary of the action of the local council.

27 In case of the rejection of an application for a new council,
28 under conditions enumerated in this section, the petitioners may
29 appeal to the regional executive committee within 60 days for a
30 final decision.

31 A local council contemplating surrendering its charter must
32 give a written notice to UCT Headquarters and the regional
33 secretary and each member in good standing in said council of
34 a meeting to be held not less than 30 days from the date of such
35 notice, at which meeting the question shall be put, "Shall this
36 council surrender its charter?" If a majority of those present vote
37 in the affirmative, the secretary-treasurer shall at once forward all
38 money belonging to the Order together with all records, books

1 and the charter of the council to UCT Headquarters and at the
2 same time notify the regional secretary of the action taken.

3 UCT Headquarters or its designee shall at once audit the books
4 and accounts. If after the payment of all just debts, there shall
5 be a balance remaining in the general fund of the council, such
6 balance and all properties shall be turned over to the secretary
7 of the regional council which held jurisdiction over the local
8 council, who shall credit such funds to the general fund of the
9 regional council. Where there is a consolidation of two or more
10 councils, all monies to the credit of the general fund held by the
11 councils whose charters are discontinued shall be transferred
12 to the council continuing."

13 Any properties, other than money, of a council surrendering
14 its charter, shall be kept intact until the time a receipt from UCT
15 Headquarters for all money due the Order has been received
16 by the secretary-treasurer, when such properties shall be sold
17 immediately by the executive committee of the council to the
18 best advantage possible, and the proceeds therefrom shall be
19 remitted to the secretary of the regional council which held
20 jurisdiction over the local council and by the regional secretary
21 credited to the general expense fund of the regional council.

22 Where there is a consolidation of two or more councils,
23 all monies to the credit of the assessment fund and Widows'
24 and Orphans' Fund held by the councils whose charters are
25 discontinued shall be transferred to the council continuing and
26 all monies in the general expense fund of such council shall
27 become the property of the council continuing.

28 If any local council surrenders its charter or its charter is arrested
29 or revoked or the council suspended, UCT Headquarters shall,
30 within 60 days, issue a transfer to each member in good standing
31 of said council to a council within whose jurisdiction the member
32 resides. Should a council receiving a transfer refuse to accept
33 the member, UCT Headquarters shall notify said member and
34 the member shall be given the privilege of transferring to the
35 council of the member's choice.

36 Where there is a consolidation of two or more councils, UCT
37 Headquarters may transfer the entire membership of the council
38 discontinuing to the continuing council.

39 The charter may be reissued in the case of surrender, arrest or
40 revocation, in the same manner and upon the same terms as
41 provided in Sections 2 and 3 of this Article, and in case of such

1 reissue, the name and number of such defunct council may be
2 assigned to the new council, if such name and number are still
3 available.

4 The number assigned for a charter cannot be transferred
5 from its original location, except that a council name and
6 number may be used anywhere in the metropolitan area of the
7 city to which it was originally assigned.

Officers and Elections

8 **Article III, Section 4.** The officers of each regional council
9 shall be:

- 10 1. Regional President.
- 11 2. Regional Vice President.
- 12 3. Immediate Regional Past President.
- 13 4. Regional Secretary.
- 14 5. Regional Treasurer.
- 15 6. 1st Regional Director.
- 16 7. 2nd Regional Director. (optional)
- 17 8. 3rd Regional Director. (optional)
- 18 9. Up to Four Elected Members of Regional Executive
19 Committee.

20 At the first annual election held by a regional council, all
21 officers shall be elected to serve until the second annual election,
22 except that one half of the elected members of the executive
23 committee shall be elected to serve until the third annual election.

24 Commencing with the third annual election, the provisions
25 herein relating to the election of officers shall apply to newly
organized regional councils.

26 No member shall be elected to any office who is not in good
27 standing in the member's local council.

28 The presiding officer of each council, before the balloting
29 begins at any election, shall appoint three members to act as
30 tellers, one of whom shall act as clerk of such election.

31 All elective officers shall be chosen by secret ballot, provided,
32 however, that if there shall be but one nominee for any office,
33 by motion from the floor, the election may be by voice vote. The
34 member receiving a majority of votes cast for any office shall be
35 declared elected. Lacking a majority, at the conclusion of each
36 ballot, the member having the smallest number of votes shall be
37 dropped and the balloting shall then proceed until a conclusion
38 is reached.
39

1 Election of officers shall take place at such time during the
2 annual session as may be decided by each regional council. The
3 installation of said officers shall take place on the last day of the
4 annual session.

5 Each regional council shall determine the term of office of the
6 regional secretary and regional treasurer. Each regional council
7 may also elect to combine the offices of regional secretary and
8 regional treasurer.

9 The installation of regional council officers and elected
10 representatives to the International Council may be conducted
11 publicly.

12 The title of past regional president shall be conferred on:
13 any regional past counselor who shall have served as such for
14 a term of one full year; any regional secretary who shall have
15 served as such for three years; any regional treasurer and any
16 member of the regional executive committee who shall have
17 served as such for four full years; and anyone who shall have
18 served as a line officer and a member of the regional executive
19 committee for four years.

20 Any regional officer as defined in this section, if after being
21 duly elected, is prevented by death or physical disability from
22 completing the required years of service as set out in the previous
23 paragraph, shall receive the title of past regional president.

24 All officers of regional councils shall be elected annually for
25 a term of one year except as otherwise provided in this section.

26 No one shall be eligible to the office of regional past counselor
27 who has not served one term as regional counselor, nor to the
28 office of regional counselor who has not served as regional junior
29 counselor, nor to the office of regional junior counselor who
30 has not served as either regional conductor or regional page;
31 provided, however, that none of the foregoing provisions shall
32 apply to persons on whom the title of past regional president
33 has been conferred; nor to a newly organized regional council
34 until its third annual election.

35 No representative shall be eligible to election to office in the
36 regional council unless the member be a past president.

Duties of Officers

1 **Article III, Section 5. Regional Counselor.** The regional
2 counselor may be known as the president of a regional council. The regional
3 counselor is the presiding executive officer of the regional
4 council. It is the regional counselor's responsibility to preside at
5 all regional council meetings, to serve on the regional executive
6 committee and to operate the regional council in accordance
7 with the Constitution, Bylaws and Standing Orders of the Order.

8 The regional counselor shall appoint a regional chaplain
9 and all committees of the regional council, except the regional
10 executive committee.

11 The regional counselor shall give instructions to local councils,
12 when requested or when deemed proper by the regional
13 counselor, regarding the ritualistic work of the Order.

14 The regional counselor shall call special meetings of the
15 regional executive committee, either upon the regional
16 counselor's own initiative or upon the written request of a majority
17 of the regional executive committee.

18 The regional counselor shall report to the international counselor
19 any neglect or refusal on the part of any local council, or any officers,
20 within the regional counselor's jurisdiction to obey the Constitution,
21 Bylaws and Standing Orders of the Order and to submit to the
22 international counselor all such facts as may come to the regional
23 counselor's knowledge in regard thereto, and when authorized by
24 the international counselor, to suspend any such local council or
25 any of its officers, and also to arrest the charter of such offending
26 council.

27 It is further the regional counselor's responsibility to perform
28 such other duties as prescribed by the *Manual of Operations*
29 *for a Regional Council* or as may be assigned by the regional
30 executive committee, Board of Governors or international
31 counselor.

32 **Article III, Section 6. Regional Junior Counselor.** The regional
33 junior counselor may be known as the vice president of a regional
34 council. It is the regional junior counselor's responsibility to assist
35 the regional counselor in the discharge of the regional counselor's
36 duties and, in the absence of the regional counselor, to exercise
37 all powers and perform all duties of the regional counselor.

38 It is further the regional junior counselor's responsibility to
39 perform such other duties as prescribed by the *Manual of*

1 *Operations for a Regional Council* or as may be assigned by
2 the regional counselor.

3 **Article III, Section 7. Regional Past Counselor.** The regional past
4 counselor may be known as the immediate past president of a
5 regional council. It is the regional past counselor's responsibility to
6 assist in preserving decorum of the regional council, to preside in
7 the absence of both the regional counselor and regional junior
8 counselor and to perform such other duties as prescribed by the
9 *Manual of Operations for a Regional Council*.

10 **Article III, Section 8. Regional Secretary.** The regional secretary
11 shall keep a record of the proceedings of the regional council
12 and preserve all papers and documents relating to its business.

13 The regional secretary shall attest all orders drawn on the
14 regional treasurer for money appropriated by the regional council
15 or the regional executive committee. The regional secretary
16 shall collect all money due the regional council, giving receipt
17 for same, keep a correct account thereof, pay the same to
18 the regional treasurer, taking the regional treasurer's receipt
19 therefor, and also to keep the accounts between the regional
20 council and the International Council, and also between the
21 regional council and the local councils within its jurisdiction.
22 The regional secretary shall report all delinquent councils to
23 the regional counselor.

24 The regional secretary shall submit, at each annual session
25 of the regional council, a report giving a statement of the
26 transactions of the office, the money received and disbursed,
27 and from/to what sources the same was received/dispursed,
28 the state of the Order within the jurisdiction of the regional
29 council and an abstract of all matters reported by the local
30 councils for the year.

31 Within 30 days following adjournment of the regional council,
32 the regional secretary shall mail to UCT Headquarters a copy
33 of the reports of the regional examining finance committee,
34 regional treasurer and regional secretary.

35 The regional secretary shall give notice of all meetings of the
36 regional council when so directed by the regional counselor
37 or regional executive committee and shall notify the members
38 of the regional executive committee of its meetings when
39 so directed by the regional counselor or regional executive
40 committee chairman. The regional secretary shall keep minutes
41 of all meetings of the regional executive committee.

1 The regional secretary shall attend any committee meeting
2 of the regional council when so notified and furnish such official
3 papers as may be required.

4 Prior to each session of the regional council, the regional
5 secretary shall send to each secretary-treasurer blank forms for
6 the credentials of representatives and alternates.

7 The regional secretary shall report to UCT Headquarters the
8 names of all persons on whom the regional council has conferred
9 the title of past regional president.

10 The regional secretary shall have custody of the regional
11 council seal.

12 The regional secretary shall further perform such other
13 duties as may be prescribed by the *Manual of Operations*
14 *for a Regional Council* or as may be assigned by the regional
15 counselor, regional executive committee, international counselor
16 or Board of Governors.

17 **Article III, Section 9. Regional Treasurer.** The regional
18 treasurer shall take charge of all funds of the regional council
19 and receipt to the regional secretary or other proper persons
20 for all money received. The regional treasurer shall keep
21 a correct account of such funds and also keep a correct
22 account of and pay all orders, bills, claims and demands,
23 if attested by the regional secretary and approved by the
24 regional counselor or regional executive committee, subject
25 to compliance with regional council bylaws, where they
26 do not conflict with the International Constitution and Bylaws.

27 At each annual session of the regional council, the regional
28 treasurer shall submit a correct report showing the receipts and
29 disbursements of the several funds belonging to the regional
30 council.

31 The regional treasurer shall attend any committee meeting
32 of the regional council when so notified and furnish such official
33 papers as may be required.

34 The regional treasurer shall further perform such other duties as
35 may be prescribed by the *Manual of Operations for a Regional*
36 *Council* or as may be assigned by the regional counselor,
37 regional executive committee, international counselor or Board
38 of Governors.

1 **Article III, Section 10. Regional Conductor.** The regional
 2 conductor may be known as a director of a regional council.
 3 The regional conductor shall perform such duties as may be
 4 prescribed by the *Manual of Operations for a Regional Council*
 5 or as may be assigned by the regional counselor or regional
 6 executive committee.

7 **Article III, Section 11. Regional Page.** (Optional) The regional
 8 page may be known as a Director of a regional council. The
 9 regional page shall have charge of the inner door of the regional
 10 council chamber, receive and introduce visitors and perform
 11 such other duties as prescribed by the *Manual of Operations*
 12 *for a Regional Council* or as may be assigned by the regional
 13 counselor or regional executive committee. If the regional council
 14 elects not to have a regional page, the regional conductor shall
 15 assume these duties.

16 **Article III, Section 12. Regional Sentinel.** (Optional) The regional
 17 sentinel may be known as a director of a regional council. The
 18 regional sentinel shall have charge of the doors of the regional
 19 council chamber and ante-room. It is the regional sentinel's duty
 20 to see that none pass or repass but such as are entitled to that
 21 privilege, and to have charge of the property of the regional
 22 council rooms. It is further the regional sentinel's responsibility
 23 to perform such other duties as prescribed by the *Manual of*
 24 *Operations for a Regional Council* or as may be assigned by
 25 the regional counselor or regional executive committee. If the
 26 regional council elects not to have a regional sentinel, the
 27 regional page shall assume these duties.

28 **Article III, Section 13. Regional Executive Committee.**
 29 The regional executive committee shall consist of the
 30 following members: the regional counselor, the regional
 31 secretary, the regional treasurer and a minimum of
 32 two other members of said regional council, with one-
 33 half of these members elected annually to serve for a term of
 34 two years each. Each regional council may elect to have its
 35 regional past counselor and regional junior counselor serve as
 36 members of the regional executive committee. The regional
 37 executive committee shall choose its own chairman.

38 It is the responsibility of the regional executive committee to
 39 maintain supervision over the books, papers, accounts, funds
 40 and property of its regional council, with the right at all times of
 41 examination and audit.

1 The regional executive committee shall perform such
 2 other duties as prescribed by the *Manual of Operations for a*
 3 *Regional Council* or as may be assigned by the regional council,
 4 international counselor or Board of Governors.

5 **Article III, Section 14. Regional Chaplain.** The regional chaplain
 6 shall conduct devotional exercises at the opening and closing of
 7 each regional council session and perform such other duties as
 8 prescribed by the *Manual of Operations for a Regional Council*
 9 or as may be assigned by the regional counselor.

Vacancies in Office

10 **Article III, Section 15.** If a vacancy occurs from any cause
 11 in any office in a regional council, the executive committee of
 12 said council shall fill such vacancy by the appointment of some
 13 eligible person thereto until the next annual election.

14 If the executive committee of a regional council fails to
 15 appoint a person eligible to fill a vacancy in any office in said
 16 council, such vacancy shall be filled by the regional council at
 17 its next session.

Annual Sessions

18 **Article III, Section 16.** The annual session of each regional
 19 council shall be held at such time and place as shall be decided
 20 upon at the previous annual session. In case of emergency, the
 21 regional executive committee may change the time and place of
 22 meeting.

23 Fifteen duly qualified members of a regional council, at least
 24 five of whom shall be duly elected representatives or alternates,
 25 shall constitute a legal quorum.

Special Sessions

26 **Article III, Section 17.** Special sessions of the regional council
 27 shall be called by order of the regional counselor upon the
 28 request of the regional executive committee and in such other
 29 manner as each regional council may prescribe.

30 Notice of such call for a special session shall be mailed or
 31 delivered by the use of authorized communications equipment
 32 to all regional council officers, standing committee members,
 33 past presidents, accredited representatives of the preceding
 34 regional council session and local council secretaries upon the

1 date of such notice. The time for holding said special session
2 shall be fixed not earlier than ten days from the date of such
3 notice of such call. No special session shall be called within ten
4 days of the regular meeting of a regional council.

5 At special sessions, no business shall be transacted except
6 such as is stated in the notice thereof.

Regional Council Finances

7 **Article III, Section 18.** The fiscal year of all regional councils
8 shall commence on the first day of May of each year.

9 **Article III, Section 19.** Each regional council shall have the
10 right to regulate its own financial affairs insofar as its general
11 fund is concerned.

12 **Article III, Section 20.** Regional Examining Finance Committee.
13 The regional examining finance committee shall be appointed by
14 the regional counselor and shall consist of three members, none
15 of whom shall be members of the regional executive committee.

16 It shall be the duty of the regional examining finance
17 committee to audit the books and vouchers of the regional
18 secretary and regional treasurer and report thereon at the next
19 regional council session. A copy of this report shall be forwarded
20 immediately to UCT Headquarters.

Representation to the International Council

21 **Article III, Section 21.** Each regional council shall be entitled
22 to one representative in the International Council for every
23 750 members or a fractional part thereof, in good standing at
24 the close of the year of the local councils under the regional
25 council's jurisdiction.

26 No member shall be elected a representative or alternate
27 to a UCT convention who has not either attended a majority
28 of the meetings of a local council during the twelve months
29 preceding the election or not attended the most recent regional
30 council session.

31 Each regional council may elect as many alternates as it
32 is entitled to representatives. Alternates shall be elected to fill
33 vacancies as they occur in the order of their election.

34 All representatives and alternates shall be elected by the
35 regional council at its annual session.

1 If, by reason of the inability of representatives and alternates
2 to attend any meeting of the International Council, the
3 representation of any regional council shall fall below the number
4 to which it is entitled, the regional counselor may appoint from
5 among the regional council's members such a number of
6 representatives for the regional council as will secure to it full
7 representation at such session.

8 Regional council representatives to special UCT Conventions
9 shall comprise those elected by the regional council at its
10 regular preceding session, subject to Constitutional provisions
11 for filling vacancies.

12 It shall be the duty of each representative to the International
13 Council to attend the annual meeting of the International Council
14 next following the member's election and all special meetings
15 held during the year following the election and to participate
16 in the proceedings thereof. Each delegation shall be required
17 to make a report on the proceedings to the regional council at
18 such time as the regional council may designate."

Credentials

19 **Article III, Section 22.** No representative to a regional council
20 shall be entitled to a seat therein unless the member is a member
21 in good standing and presents acceptable credentials from the
22 council which the member represents.

**ARTICLE IV.
INTERNATIONAL COUNCIL**

23 **Article IV, Section 1.** The International Council shall be
24 composed of the representatives from regional councils, the
25 officers of the International Council, standing committee
26 members, past international presidents and past regional
27 presidents not sitting as representatives.

28 The aggregate voting power of past regional presidents not
29 sitting as representatives or alternates shall not exceed one half
30 the number of votes cast by duly accredited representatives
31 and alternates.

32 **Article IV, Section 2.** The International Council shall have and
33 exercise the power to make and modify a Constitution, laws,
34 rules and regulations for the government of itself, of all regional
35 and local councils, and of members of the Order.

1 **Article IV, Section 3.** The International Council may organize
 2 from time to time such regional councils as it may deem
 3 advisable and, at any time prior to and in contemplation of
 4 the organization of a regional council, determine over what
 5 territory said proposed regional council shall have jurisdiction.

6 The International Council may, when petitioned by a majority
 7 of the local councils in any regional jurisdiction, divide the
 8 territory embraced within the original jurisdiction, transfer territory
 9 from one regional jurisdiction to another, or consolidate two or
 10 more regional jurisdictions; provided, however, that no regional
 11 jurisdiction shall consist of less territory than one state or province.

12 No regional council shall be organized in any territory unless
 13 there be within it five local councils, or continue to exist with less
 14 than three such local councils.

Charters

15 **Article IV, Section 4.** A charter for a regional council may be
 16 granted by the International Council on an application duly
 17 signed by not less than five senior counselors, past presidents
 18 or past senior counselors, representing five active local councils
 19 within the territory of the proposed new regional council.

20 **Article IV, Section 5.** A charter for a local council may be
 21 granted by the International Council on an application signed
 22 by not less than 10 eligible persons who are not members of an
 23 existing council of the Order.

24 **Article IV, Section 6.** The Board of Governors may suspend
 25 any regional or local council or any officer or officers of either,
 26 for neglect or refusal to obey the Constitution, Bylaws and
 27 Standing Orders of the Order, and may arrest the charter of
 28 any such council. The Board of Governors may also arrest the
 29 charter of any local council which has been organized for more
 30 than three years and which has a membership of fewer than 25.

31 All records and monies of any such council shall be surrendered
 32 by its secretary and treasurer or secretary-treasurer as the case
 33 may be, to UCT Headquarters. Records and monies may be
 34 seized by any officer or officers authorized or designated by
 35 the international counselor. A like disposition shall be made of
 36 the records, funds and charter of any council which may be
 37 suspended or whose charter may be arrested or revoked under
 38 any provision contained in this constitution.

Officers and Elections

1 **Article IV, Section 7.** The elected officers of the International
 2 Council shall be:
 3 1. UCT President.
 4 2. UCT Vice President.
 5 3. UCT Chairman of the Board.
 6 4. UCT Secretary-Treasurer.
 7 5. 1st UCT Director.
 8 6. 2nd UCT Director.
 9 7. 3rd UCT Director.
 10 8. Two Elected Members of the Board of Governors.

11 The title of past international president shall be conferred on:
 12 any international past counselor who shall have served as such for
 13 a term of one full year and any international secretary-treasurer,
 14 or a member of the Board of Governors who shall have served
 15 as such for six full years.

16 Any international officer as defined in this section, if after being
 17 duly elected is prevented by death or physical disability from
 18 completing the required years of service as set out in the previous
 19 paragraph, shall receive the title of past international president.

20 No one shall be eligible to the office of international past
 21 counselor who has not served as the regular official incumbent
 22 as international counselor; nor to the office of international
 23 counselor who has not served as the regular official incumbent
 24 as international junior counselor; nor to the office of international
 25 junior counselor who has not served as the regular official
 26 incumbent in the office of either international conductor
 27 or international page; provided, however, that none of the
 28 foregoing provisions shall apply to members on whom the title
 29 of past international president has been conferred.

30 No member shall be eligible to an elective office in the
 31 International Council until the member be a past regional
 32 president.

33 No member shall be elected to any office who is not in good
 34 standing in the member's local council.

35 The presiding officer, before the balloting begins at any
 36 election, shall appoint three members to act as tellers, one of
 37 whom shall act as clerk of such election.

1 All elective officers shall be chosen by secret ballots provided,
 2 however, that if there shall be but one nominee for any office,
 3 by motion from the floor, the election may be by voice vote. The
 4 member receiving a majority of votes cast for any office shall
 5 be declared elected. Lacking a majority at the conclusion of
 6 each ballot, the member having the smallest number of votes
 7 shall be dropped and the balloting shall then proceed until a
 8 conclusion is reached.

9 All elective officers, except elective members of the Board
 10 of Governors shall be elected for a term of one year. The terms
 11 of office of all International Council officers shall commence on
 12 the date of their installation, which shall be on the final day of
 13 the annual UCT Convention.

14 The board of governors shall consist of the international
 15 counselor, international past counselor, international junior
 16 counselor, international conductor, international page,
 17 international sentinel, international secretary-treasurer, and two
 18 elective board members who shall serve a term of three years. The
 19 board of governors may appoint its own executive committee.

Duties of Officers

20 **Article IV, Section 8. International Counselor.** The international
 21 counselor may be known as the president of the Order. The
 22 international counselor is the presiding executive officer of
 23 the International Council. It is the international counselor's
 24 responsibility to preside at all International Council meetings,
 25 to serve on the Board of Governors and to operate the International
 26 Council in accordance with the Constitution, Bylaws and
 27 Standing Orders of the Order.

28 The international counselor appoints a international chaplain,
 29 a parliamentarian and all committees of the International
 30 Council, except such committees as may be appointed by the
 31 Board of Governors.

32 The international counselor shall call special meetings of the
 33 International Council, when requested in accordance with this
 34 Constitution.

35 The international counselor shall construe the meaning of the
 36 Constitution, Bylaws and Standing Orders of the Order, where
 37 the language is conflicting or ambiguous.

1 The international counselor shall issue from time to time such
 2 edicts as in the international counselor's judgment are required
 3 for the good of the Order. Such edicts shall first be sanctioned
 4 by the Board of Governors and shall be of binding force until
 5 disapproved by the International Council.

6 The international counselor may suspend any regional or
 7 local council or any officer or officers of either, for neglect or
 8 refusal to obey the Constitution, laws, rules or edicts of the Order
 9 and to arrest the charter of any such council. The international
 10 counselor may, however, authorize any regional counselor to
 11 suspend any local council within such regional counselor's
 12 jurisdiction. The international counselor may, further, arrest the
 13 charter of any local council which has been organized for more
 14 than three years and which has a membership of fewer than 25.

15 **Article IV, Section 9. International Junior Counselor.** The
 16 international junior counselor may be known as the vice
 17 president of the Order. It is the international junior counselor's
 18 responsibility to serve on the Board of Governors, to assist the
 19 international counselor in the discharge of the international
 20 counselor's duties and, in the absence of the international
 21 counselor, to exercise all powers and perform all duties of the
 22 international counselor. The international junior counselor shall
 23 further perform such other duties as may be assigned by the
 24 international counselor.

25 **Article IV, Section 10. International Past Counselor.** The
 26 international past counselor may be known as the immediate
 27 past president of the Order. It shall be the international
 28 past counselor's responsibility to serve as chairman of the
 29 Board of Governors, to assist in preserving decorum of the
 30 International Council, and to preside in the absence of
 31 both the international counselor and international junior
 32 counselor.

33 **Article IV, Section 11. International Secretary-Treasurer.** The
 34 international secretary-treasurer shall perform such duties as
 35 the International Council and/or the Board of Governors may
 36 prescribe. It is the international secretary-treasurer's responsibility
 37 to serve on the Board of Governors.

38 **Article IV, Section 12. International Conductor.** The
 39 international conductor may be known as a director of the Order.
 40 The international conductor shall perform such duties as may
 41 be assigned by the international counselor. It is the international
 42 conductor's responsibility to serve on the Board of Governors.

1 **Article IV, Section 13. International Page.** The international Page
 2 may be known as a director of the Order. The international page
 3 shall receive and introduce visitors, have charge of the inner door
 4 of the council chamber and perform such other duties as may
 5 be assigned by the international counselor. It is the international
 6 page's responsibility to serve on the Board of Governors.

7 **Article IV, Section 14. International Sentinel.** The international
 8 sentinel may be known as a director of the Order. The
 9 international sentinel shall have charge of the doors of
 10 the council chamber and ante-rooms, see that none pass
 11 or repass except those entitled to that privilege, have
 12 charge of the property of the council rooms, and perform
 13 such other duties as may be assigned by the international
 14 counselor. It is the international sentinel's responsibility to
 15 serve on the Board of Governors.

16 **Article IV, Section 15. Board of Governors.** Subject to the
 17 Constitution, Bylaws, and Standing Orders of the International
 18 Council, the board of governors shall be responsible for operating
 19 the business of the Order in the best interest of its members when
 20 the International Council is not in session.

21 The Board of Governors shall render at each meeting of the
 22 International Council a report regarding its work and the state
 23 of the order.

24 If the Board of Governors shall become aware of any
 25 malfeasance or nonfeasance on the part of any officer of the
 26 International Council, it shall have the authority to suspend such
 27 officer from office.

28 The following provisions shall apply to meetings of the Board
 29 of Governors:

30 Meetings of the Board of Governors may be called by the
 31 international counselor, Chairman of the Board of Governors,
 32 or any two members of the Board of Governors;

33 Meetings of the Board of Governors may be held at any place
 34 within or without the state of Ohio, and may be held through
 35 the means of any communications equipment if all persons
 36 participating can hear each other and participation in a meeting
 37 pursuant to this division shall constitute presence at such meeting;

38 Notice of the time and place of each meeting of the Board
 39 of Governors shall be given to each member of the Board of

1 Governors either by personal delivery or by mail, by fax, by
 2 personal telephone call or by computer e-mail at least seven
 3 days before the meeting.

4 Notice of adjournment of a meeting need not be given
 5 if the time and place to which it is adjourned are fixed and
 6 announced at such meeting.

7 **Article IV, Section 16. International Chaplain.** The international
 8 chaplain shall conduct devotional exercises at the opening and
 9 closing of each UCT convention, and perform other duties as
 10 may be assigned by the international counselor.

Compensation

11 **Article IV, Section 17.** The International Council, upon
 12 recommendation of the board of governors in its annual report,
 13 shall fix the compensation of all International Council officers.

14 Past international presidents, representatives and standing
 15 committees in attendance at UCT conventions shall be paid
 16 such travel allowance as determined by the board of governors."

Vacancies in Office

17 **Article IV, Section 18.** If a vacancy occurs from any cause, in
 18 any office of the International Council, the Board of Governors
 19 shall fill such vacancy by the appointment thereto of some
 20 eligible person until the next annual election. If the Board of
 21 Governors fails to appoint a person eligible to fill a vacancy
 22 in any office, such vacancy shall be filled by the International
 23 Council at its next session.

Annual Sessions

24 **Article IV, Section 19.** The International Council shall meet
 25 annually at such time and at such places as may be selected
 26 by the Board of Governors; provided, that all such meeting
 27 places shall be within the International Domain.

28 Twenty-five duly qualified members of the International Council
 29 shall constitute a quorum for the transaction of business.

Special Sessions

30 **Article IV, Section 20.** Special sessions of the International
 31 Council shall be called by order of the international counselor

1 upon the written request of two-thirds of the members of the
2 International Council who were in attendance and entitled to
3 vote at the UCT Convention last held.

4 At least three weeks prior to the said special session, a notice
5 thereof shall be mailed to the last known address of each member
6 of the International Council and all others accepted as legal
7 representatives at the regular preceding session.

8 At special sessions, no business shall be transacted except
9 such as is stated in the notice thereof.

Reports

10 **Article IV, Section 21.** The fiscal year of the International
11 Council shall commence on the first day of January of each
12 year, and all annual financial reports of said council shall be
13 compiled to said date.

Credentials

14 **Article IV, Section 22.** No representative to the International
15 Council shall be entitled to a seat therein unless the member
16 presents acceptable credentials from the regional council which
17 the member represents.

**ARTICLE V.
PER CAPITA TAX**

18 **Article V, Section 1.** Each regional council shall have the
19 right to levy an annual per capita tax on the local councils
20 under its control and jurisdiction, payable at such times and in
21 such amounts as each regional council may determine at its
22 regional council session.

23 No local council, while in default for the payment of any tax or
24 fine in this article provided for, shall be entitled to representation
25 in its regional council.

26 If a local council fails to timely pay a regional council the per
27 capita tax levied hereunder, then upon notice from the regional
28 council to the Order, the Order shall deduct the unpaid amount
29 of the per capita tax from any amount due and payable to such
30 local council and shall remit such amount to the regional council,
31 provided that any such local council in arrears shall be given the
32 right to a hearing by the regional council to explain the reasons
33 for failing to pay the per capita tax due the regional council.

1 **Article V, Section 2.** On or before October 31 of each year,
2 each local council shall remit to the International Office from
3 its general fund, an amount equal to fifty cents (50¢) for each
4 member in good standing on September 30 preceding, which
5 amount shall be placed to the credit of the Fraternal Fund.

**ARTICLE VI.
FRATERNAL FUND**

6 **Article VI, Section 1.** The Fraternal Fund shall be created and
7 maintained as follows:
8

- 9 (a) By donations.
- 10 (b) By legacies and bequests.
- 11 (c) By per capita tax as provided in Article V, Section 2
- 12 (d) By other means determined by the Board of Governors.

13 Disbursements from the Fraternal Fund may be made for the
14 following purposes which shall not be of a contractual nature:

- 15 (a) For the relief or assistance of the widow or widower of a
16 deceased member and children and stepchildren of a
17 deceased member.
- 18 (b) For the relief or assistance to members, who are physically
19 or mentally incapacitated and by reason thereof are
20 totally disabled from carrying on any and every kind
21 of business pertaining to any occupation, and the
22 dependent spouse of any such member.
- 23 (c) For such fraternal, charitable, or educational purposes
24 as the Board of Governors may direct.

25 An accounting shall be made and kept individually for each
26 of the above stated purposes.

27 The Board of Governors shall be responsible for providing for the
28 administration of the Fraternal Fund for the aforesaid purposes.
29 The rendering of such assistance shall at all times depend upon
30 the needs, resources and worthiness of the applicant or recipient,
31 as the case may be, and the resources of the fund.

32 All monies and other assets of the Fraternal Fund shall constitute
33 a trust fund and shall be used only for the purposes now or
34 hereafter set forth in this article.

35 **Article VI, Section 2.** The UCT Charities Trust Fund will be created
35 in accordance with U.S. Internal Revenue Code Section 501(c)
36 (3) guidelines for a charitable nonprofit organization. Said fund
37 will be maintained as follows:

- 1 (a) By donations.
- 2 (b) By legacies and bequests.
- 3 (c) By the per capita tax as provided in Article V, Section 2.
- 4 (d) By other means as determined by the Board of Governors.
- 5 (e) Such trust fund shall be administered by a committee
- 6 appointed by the International Board of Governors.
- 7 (f) Said fund shall initially retain all donations, per capita tax
- 8 and bequests to endow a fund for persons with intellectual
- 9 disabilities. The investment income shall be used to fund
- 10 programs for persons with intellectual disabilities as
- 11 approved by the Trustees of the UCT Charities Trust Fund.
- 12 (g) Said fund shall also be permitted to accept donations,
- 13 legacies and bequests earmarked for charitable purposes
- 14 other than programs for persons with intellectual disabilities
- 15 so long as the funds from such donations, legacies and
- 16 bequests are maintained and managed separately to
- 17 achieve the earmarked charitable purpose.

**ARTICLE VII.
PROHIBITION**

18 **Article VII, Section 1.** The use of intoxicating liquors is prohibited
19 during any business meeting of a council.

**ARTICLE VIII.
MEMORIAL DAY**

20 **Article VIII, Section 1.** The Sunday nearest to the anniversary
21 of the death of our first supreme secretary, Charles Benton Flagg,
22 who died on the ninth day of April, 1901, shall be Memorial Day,
23 except that, when the ninth day of April shall be a Sunday, such
24 Sunday shall be Memorial Day. All local councils are requested
25 to meet on Memorial Day in their respective localities for the
26 purpose of engaging in services and exercises appropriate
27 to the occasion.

**ARTICLE IX.
AMENDMENTS**

28 **Article IX, Section 1.** Proposed amendments to this Constitution,
29 Bylaws and Articles of Incorporation shall be submitted in writing
30 and filed at UCT Headquarters at least six months before the
31 convening of the annual sessions of the International Council.

32 The UCT Headquarters, at least four months before the
33 convening of said annual session, shall forward to all regional
34 and local councils a copy of the proposed amendments.

1 All amendments submitted, printed and distributed as
2 provided in this section shall be acted upon at the annual session
3 of the International Council.

4 The jurisprudence committee shall examine all proposed
5 amendments to the Constitution, and all questions and answers
6 affecting the Constitution, all standing orders and all decisions
7 rendered by the international counselor during his term of office,
8 and submit a report of its recommendations thereon at the
9 annual UCT Convention.

10 **Article IX, Section 2.** No amendment to the Constitution, Bylaws
11 or Articles of Incorporation shall be adopted unless it receives
12 the affirmative vote of at least two-thirds of the members of the
13 International Council present, entitled to vote, at the session
14 when such amendment is voted upon.

15 **Article IX, Section 3.** All amendments to this Constitution, Bylaws
16 and Articles of Incorporation shall take effect on the first day
17 of September following the session of the International Council
18 at which they were adopted, unless the date for becoming
19 effective is otherwise specified by the International Council.

20 **Article IX, Section 4.** All recommendations or resolutions
21 adopted by the International Council which add to or conflict
22 with this Constitution, Bylaws and Articles of Incorporation, shall be
23 presented to the International Council at its next annual session
24 as an amendment to the Constitution, Bylaws and Articles of
25 Incorporation and such recommendations or resolutions shall not
26 become effective until such amendments have been approved
27 by two-thirds vote of the members present and entitled to vote.

**ARTICLE X.
MEMBERSHIP**

28 **Article X, Section 1.** Any person of good moral character,
29 not under eighteen years of age, may become a member of
30 this Order, provided such person meets all requirements of the
31 insurance contract for which the applicant is applying. A person
32 must be protected under at least one life, health or accident
33 insurance program of the Order to be a member in good standing,
34 except as provided in Article X, Sections 6 and 7.

35 **Article X, Section 2.** When a local council receives notice of an
36 application for membership - either directly from an applicant or
37 through UCT Headquarters - a vote shall be taken with a simple
38 majority needed to accept the applicant.

1 If an applicant is referred to a local council by UCT
 2 Headquarters and is rejected by the local council, the council
 3 secretary-treasurer shall immediately notify UCT Headquarters.
 4 If UCT Headquarters is not notified within 45 days of the date it
 5 refers an application to a local council, UCT Headquarters will
 6 automatically notify the applicant that such applicant has been
 7 elected to membership in the council to which the applicant
 8 was referred.

9 **Article X, Section 3.** All members of the Order shall be
 10 considered in good standing only so long as they pay, when
 11 and as the same becomes due and payable, all fees, fines
 12 costs, dues and assessments charged and levied against them
 13 and support the principles of the Order and faithfully observe
 14 its Constitution, Bylaws, rules and edicts approved by the Board
 15 of Governors of the International Council, as such Constitution,
 16 Bylaws, rules and edicts now exist, or as they may hereafter be
 17 added to, revised or amended.

18 **Article X, Section 4.** Any member in good standing, and
 19 against whom no charge is pending, desiring to transfer
 20 membership from one local council to another may do so upon
 21 written application to the secretary-treasurer of the member's
 22 council.

23 Any member in good standing may sign a charter application
 24 for the establishment of a new local council, without formal
 25 election thereto, and if the application be approved, the
 26 member shall be automatically transferred to such new council.

27 **Article X, Section 5.** The Board of Governors shall have the
 28 authority to expel a member if such member shall violate the
 29 principles of the Order and/or violate its Constitution, Bylaws,
 30 rules and edicts.

31 Anyone who has been expelled from the Order may ask for
 32 a hearing before the International Board of Governors to give
 33 testimony as to why he or she should be re-admitted, provided
 34 such request is in writing to the International Secretary. The
 35 decision of the International Board of Governors will be final.

Fraternal Membership

36 **Article X, Section 6.** Any person of good moral character,
 37 not under 16 years of age, who is interested in the work of this
 38 Order from a fraternal or business promotion standpoint, may
 39 be a fraternal member. A fraternal member shall have full rights

1 and shall be considered a member in good standing. A fraternal
 2 member shall be required to pay a minimum amount annually
 3 of thirty dollars (\$30.00) for dues and member benefits.

Uninsured Membership

4 **Article X, Section 7.** Any member whose insurance certificate
 5 has been terminated, either voluntarily or by the Order, may
 6 retain membership as a fraternal member in accordance with
 7 Article X, Section. 6.

**ARTICLE XI.
 INSURANCE**

8 **Article XI, Section 1.** The Board of Governors may prescribe
 9 the kind and classes of insurance contracts to be offered by the
 10 Order. The Board of Governors shall prescribe the terms, including
 11 the rates to be charged, and the conditions under which any and
 12 all such contracts shall be issued and, from time to time, modify
 13 such terms and conditions as may be necessary and feasible.

14 **Article XI, Section 2.** If no claim under any certificate is
 15 received by the Order from one qualified to submit a claim
 16 within four years from the date it is established from the records
 17 of the Order that monies became due and payable, or if the
 18 proper claimant cannot be located within said period of time,
 19 the benefits provided in the insured's certificates shall be paid
 20 into the Fraternal Fund. This provision shall not apply in any
 21 jurisdiction in which it is not permitted by law.

22 **Article XI, Section 3.** In the event that the Order's reserves as
 23 to all or any class of contracts of insurance issued by the Order
 24 become impaired, the Board of Governors may require that
 25 there shall be paid by each owner of such contract of insurance
 26 to the Order, an amount equal to such owners equitable
 27 proportions of such deficiency as ascertained by the Board of
 28 Governors.

29 If payment of the amount required to be paid is not made by
 30 such owner, then either or both of the following, at the election
 31 of the owner, shall apply:

32 1) the amount shall stand as an indebtedness against the
 33 contract of insurance and shall bear interest at a rate not to
 34 exceed ten percent (10%) per annum, or

35 2) the owner shall accept a proportionate reduction in benefits
 36 paid pursuant to the contract of insurance.

1 The owner shall make such election by notifying the Board
 2 of Governors of his or her election on a form prescribed to
 3 each owner. Failure to make such election shall result in a
 4 presumption that the owner elects to accept a proportionate
 5 reduction in benefits paid pursuant to the contract of insurance.
 6 In accordance with the insurance laws of the State of New
 7 York, the foregoing provisions of this Article XI, Section 4, shall be
 8 modified with respect to certificates issued to residents of the
 9 State of New York. The applicable rate of interest shall be at a
 10 rate not to exceed five percent (5%) per annum instead of ten
 11 percent (10%) per annum. Additionally, if the owner fails to make
 12 the election set forth above, then the amount shall stand as
 13 indebtedness against the contract of insurance and shall bear
 14 interest at a rate not to exceed five percent (5%) per annum.

15 If the laws of a state which governs a particular policy are in
 16 conflict with or are inconsistent with the provisions of this Article
 17 XI, Section 4, then such laws shall govern and shall supersede
 18 only such conflicting or inconsistent provisions.

**ARTICLE XII.
 GENDER**

19 **Article XII, Section 1.** Throughout the Constitution, Bylaws
 20 and Articles of Incorporation, wherever words of any gender
 21 appear, they should be construed as including both genders
 22 to the extent the context permits.

**BYLAWS FOR THE
 GOVERNMENT OF COUNCILS
 OF THE ORDER OF
 UNITED COMMERCIAL TRAVELERS
 OF AMERICA**

1 1. All questions to be determined by a vote of a council shall
 2 be determined by a vote of the members present at legally
 3 constituted sessions of the council.

4 2. Committees appointed at an annual session of the Supreme
 5 Council, to serve at such session, shall be appointed from the
 6 duly accredited representatives and alternates.

7 3. Should an appeal be taken from a decision of the presiding
 8 officer, this question shall be put to the council before voting on
 9 the appeal: "Will the council sustain the decision of the chair?"

10 4. Order must be maintained in all councils during their
 11 sessions. Officers and members must remain in their seats unless
 12 compelled to leave them; no one shall leave the council chamber
 13 while the chair is putting a question or addressing the council,
 14 or while another member is speaking, or without permission of
 15 the presiding officer.

16 5. Should a member be called to order by the presiding
 17 officer, the member shall immediately obey such call and, if
 18 standing, be seated.

19 6. No member shall disturb or interrupt another in speech,
 20 except to call the speaker to order, or as provided in *Robert's*
 21 *Rules of Order Revised*.

22 7. A member desiring to speak shall rise and respectfully
 23 address the chair, and when through speaking, shall sit down.
 24 Members, while speaking, shall confine their remarks to the
 25 question under consideration and shall avoid all personalities
 26 and indecorous language. The consequences of a measure may
 27 be condemned, but to impugn the motives of those who favor
 28 it shall be deemed a personality and out of order.

29 8. If more than one member rises to speak at the same time,
 30 the presiding officer shall decide which is entitled to the floor.
 31 No member shall speak until recognized by the chair.

1 9. No members shall speak more than once on the same subject
 2 or question, until all members wishing to speak shall have had an
 3 opportunity to do so, nor more than twice without permission of
 4 the council; if called to order by the chair while speaking, the
 5 member shall cease speaking and be seated until the question
 6 of order is decided and permission given to proceed.

7 10. A member desiring to make a motion must rise and
 8 address the chair. No motion shall be made by one member
 9 while another is speaking, unless allowable by *Robert's Rules of*
 10 *Order Revised*. No motion shall be entertained until seconded
 11 and stated by the chair, unless such second be not required by
 12 *Robert's Rules of Order Revised*, and shall be reduced to writing,
 13 if a request therefor be made by any member.

14 11. On call, the previous question shall be put. Whenever
 15 the previous question has been ordered, further amendments
 16 and debates shall be precluded and amendments previously
 17 offered shall be voted upon in their order before a vote is taken
 18 on the main question.

19 12. A call may be made for a division of a council and for a
 20 count of the affirmative and negative vote by the chair or any
 21 member doubting the decisions of the question voted on, or a
 22 call for a vote by yea and nay may be had by a majority vote
 23 of the council.

24 13. Every member has the right of protest, and to have the
 25 protest spread upon the records of the council.

26 14. All games for money or its equivalent are hereby prohibited
 27 in any council chamber or ante-room of this Order, or in any
 28 club room conducted in the name of or under the auspices of a
 29 council of this Order. Any council permitting a violation of this law
 30 shall be subject to suspension and its charter may be arrested.

Order of Business

31 15. The suggested order of business in all traditional local
 32 councils shall be as follows:

- 33 1. Call roll of officers.
- 34 2. Read minutes of previous meeting.
- 35 3. Does any councilor know of a councilor who is entitled
- 36 to our aid or sympathy, out of employment or needing
- 37 the services of a councilor?
- 38 4. Secretary reports suspended members if any.

- 1 5. New applications received and referred to investigating
- 2 committee.
- 3 6. Balloting upon petitions previously referred.
- 4 7. Initiation of candidates.
- 5 8. Communications.
- 6 9. Bills received and referred.
- 7 10. Reports of committees.
- 8 11. Unfinished business.
- 9 12. New business.
- 10 13. Has any councilor anything to offer personally, for the good
- 11 of this council in particular, or the fraternity in general?
- 12 14. Secretary, have the proper reports and remittances been
- 13 made to the Supreme and grand secretaries?
- 14 15. Closing.

15 The Supreme Council and grand councils may determine their
 16 own order of business. Councils may refer to the *Ritual Manual*
 17 for suggested rituals in council meetings.

18 16. All questions not provided for in these Bylaws shall be
 19 determined by the rules of parliamentary usage, as laid down
 20 in *Robert's Rules of Order Revised*.

21 17. No grand or traditional local council of the Order, without
 22 consent of the Board of Governors, shall endorse or sponsor
 23 any business, enterprise or project, as being officially favored,
 24 endorsed or sponsored by its members under penalty of arrest
 25 of the charter of the council.

26 18. Each traditional local council may publish a roster of its
 27 membership, but such roster shall not be furnished to anyone
 28 outside of the Order or used to advance any business not
 29 connected with the Order.

30 19. The Order or its Supreme Council shall not be held liable or
 31 bound for any debts or obligations contracted by a traditional
 32 local council, a grand council or any of the officers, unless such
 33 debt or obligation was duly authorized by a resolution of the
 34 Board of Governors, which resolution must bear the seal of the
 35 Supreme Council.

36 20. The method of amending these Bylaws shall be the same
 37 as that for amending the Constitution of the Order.

STANDING ORDERS OF THE SUPREME COUNCIL

1 1. The emblem of the Order shall be a gold crescent with a
2 sample case thereon and within the points of the crescent. The
3 design of the emblem of the Order surrounded by a wreath of
4 gold shall be the official ladies' pin.

5 2. The colors blue, gold and white, respectively signifying
6 fidelity, stability and purity, shall be the official colors of the
7 Order.

8 3. The scarf, combining the official colors and the emblem,
9 shall be used at council meetings, and shall be supplied, without
10 cost, to each council by the Supreme Council as part of its
11 supplies at institution.

12 4. All grand and local councils are requested to display the
13 American and Canadian flags at all sessions.

14 5. Local councils shall have their charters framed and hung
15 in the council chamber, and grand councils shall have their
16 charters in the room in which their annual sessions are held.

17 6. The sale of tickets for all social functions, raffles, etc., shall
18 be confined to the territorial jurisdiction of the council under
19 whose auspices such affairs are held.

20 7. As a mark of distinction and appreciation of faithful
21 and valued service rendered the Order, each past supreme
22 counselor made at each session of the Supreme Council shall
23 be presented with a distinctive emblem of the Order to be
24 known and designated as the past supreme counselor's jewel,
25 or ring, along with a suitable past supreme counselor lapel pin.

26 8. Each grand and local council is urged to incorporate as
27 a non-profit corporation in accordance with the laws of their
28 respective states or provinces and report such action to the
29 Supreme Office.

30 9. A copy of all proposed amendments shall be sent to all
31 grand officers and supreme standing committee members, as
32 well as to all those to whom the Constitution directs.

1 10. Membership of the Supreme Council committees, where
2 an expense is involved, shall not exceed four in number unless
3 specifically ordered by the Supreme Council.

4 11. The names of the supreme secretary, supreme treasurer,
5 general manager and controller shall be registered at financial
6 institutions approved by the Board of Governors for custodianship
7 of our securities and commercial accounts. Transactions
8 regarding the securities or activities in financial accounts shall
9 require the signature of two of the above-mentioned officers or
10 employees.

11 12. All fraternal visits to any local or grand council, at
12 the expense of the Order shall be made only upon written
13 authorization of the supreme counselor, if in the supreme
14 counselor's judgment such visit is in the best interest of the Order,
15 and the supreme counselor is unable to attend.

16 13. When the supreme counselor designates a member of the
17 Order to act as the supreme counselor's official representative,
18 such representative shall render a written report to the supreme
19 counselor, with a copy to the general manager.

20 14. The supreme counselor shall be permitted to take supreme
21 counselor's spouse on all official trips at the expense of the Order.
22 Supreme counselor representatives, appointed to represent the
23 supreme counselor at annual meetings of the grand councils,
24 shall be requested to take their spouses to such grand council
25 meetings at the expense of the Order.

26 At functions where it is impossible for the supreme counselor
27 to attend, the supreme counselor may appoint, in writing, a
28 member of the Order as a representative and may authorize
29 such representative's spouse to attend such function at the
30 expense of the Order.

31 15. Each senior counselor shall be notified in the month
32 of January of the Constitutional requirement to appoint an
33 examining finance committee member to serve for a term of
34 three years to complete the three-member committee of the
35 examining finance committee.

36 Upon failure to remit the examining finance committee report
37 promptly, the books and records of the local council shall, upon
38 order of the Board of Governors, be audited by an accountant
39 selected by the Board of Governors, at the expense of the local
40 council, if such local council has failed to file with the Supreme
41 Office and grand secretary an examining finance committee

1 report after having been notified twice by first-class mail and
2 once by certified mail, over a period of three months.

3 16. All past supreme counselors shall constitute an advisory
4 committee from whose number at each annual session the
5 supreme counselor shall select five as a grievance committee,
6 who shall weigh the evidence and questions involved in all
7 grievances and complaints received, and determine whether
8 or not such grievances are of sufficient import to bring to the
9 attention of the Supreme Council.

10 17. A certified public accountant to audit the books of the
11 Order shall be procured by the Board of Governors, with the
12 rate of compensation to be fixed by the Board.

13 18. The Order shall have membership in the United States and
14 Canadian Chambers of Commerce.

15 19. At the opening of each Supreme Council Session, patriotic
16 songs of both countries shall be sung.

17 20. The president of the International Secretary-Treasurers'
18 Association, the president of the Grand Counselors' Association,
19 and the Imperial Ruler of the Ancient Mystic Order of Bagmen of
20 Baghdad, if in attendance at the annual meeting of the Order,
21 shall be allowed the same per diem and travel allowance as set
22 forth by the Supreme Board of Governors for a regularly elected
23 representative from their jurisdiction, provided they are neither
24 delegates or on a standing committee.

25 21. No funds of the Order shall be provided to any grand
26 or local council for the purpose of purchasing real estate or
27 personal property.

28 22. It shall be a part of the regular order of business of each
29 Supreme Council to include therein a "Flowers for the Living"
30 service similar to that originated by E. E. McCormick, of Ohio. The
31 Supreme Counselor shall appoint a committee comprised wholly
32 of members from the Grand Jurisdiction of Ohio as selected by
33 members of the Ohio Grand Council. This committee will determine
34 the members to whom this special recognition shall be given.

35 23. The Supreme Counselor shall appoint the following standing
36 committees: State of the Order, Jurisprudence, Examining
37 Finance, Necrology and Representatives to the National Fraternal
38 Congress of America and the Canadian Fraternal Association.
39 All standing committee members shall be appointed for a term
40 of one year, as vacancies occur.

1 24. The Board of Governors is granted permission to refund a
2 pro rata portion of assessments to Canadian councils in provinces
3 where certain insurance benefits are denied members because
4 of provincial laws.

5 25. Effective September 1, 1974, benefits for total disability
6 and partial disability to members over 65 are eliminated from
7 new certificates of insurance issued in the State of Connecticut
8 and the assessment will be reduced proportionately.

9 26. To the fullest extent not prohibited by applicable law, the
10 Order shall indemnify each person against any and all costs and
11 expenses (including attorney fees, judgments, fines, penalties,
12 amounts paid in settlement and other disbursements) actually
13 and reasonably incurred by or imposed upon such person in
14 connection with any action, suit, investigation or proceeding
15 (or any claim or other matter therein), whether civil, criminal,
16 administrative or otherwise in nature, including any settlements
17 thereof or any appeals therein, with respect to which such
18 person was named or otherwise became or was threatened
19 to be made a party by reason of being or at any time having
20 been a member of the Board of Governors or an officer of the
21 Supreme Council.

22 The Order shall indemnify any other person to the extent such
23 person shall be entitled to indemnification under the laws of the
24 State of Ohio by reason of having been successful on the merits
25 or otherwise in defense of an action to which such person was
26 named a party by reason of being an employee or other agent
27 of the Order, and the Order may further indemnify any such
28 person if it is determined on a case by case basis by the Board
29 of Governors that indemnification is proper in the specific case.

30 Notwithstanding anything to the contrary in this Constitution, no
31 person shall be indemnified to the extent, if any, it is determined
32 by the Board of Governors or by written opinion of legal counsel
33 designated by the Board of Governors for such purpose that
34 indemnification is contrary to applicable law.

35 27. Any member in good standing who has requested transfer
36 of membership from one local council to another may request
37 the Supreme Headquarters to issue a certificate(s) of insurance
38 issued in that state, provided the member has changed residence
39 to the state in which the local council is located. For the purpose
40 of requesting an insurance certificate(s) issued in the state of a
41 member's newly acquired residence the "residence" is defined
42 as living within a state for a period of at least seven (7) continuous
43 months within a calendar year.

1 28. The May E. Tisdale Educational Trust Fund will be
 2 administered by a committee recommended by the Auxiliary Past
 3 Supreme Counselors and appointed by the Supreme Counselor
 4 of the Order of United Commercial Travelers of America.

5 The distribution of the funds shall be in the form of scholarships
 6 administered by the May E. Tisdale Educational Trust Fund
 7 Committee. These scholarships shall be considered a member
 8 benefit and are designated for the children and grandchildren
 9 of UCT members. The Supreme Office staff will be responsible for
 10 the distribution of the scholarships and the auditing of the May
 11 E. Tisdale Educational Trust Fund on an annual basis.

12 The May E. Tisdale Educational Trust Fund shall be part of the
 13 order of business at the annual Supreme Session, at which time
 14 their officers may present their annual report.

15 29. In addition to the local council dues established pursuant
 16 to Article II, Section 16, of the Constitution, members shall pay
 17 Supreme Council dues for fraternal purposes of eighteen (\$18)
 18 per year.

19 30. The Supreme Counselor shall appoint up to fifteen (15)
 20 delegates at large who shall be assigned duties by the Supreme
 21 Counselor at the annual session of the Supreme Council. These
 22 delegates at large shall be paid the same travel allowance
 23 and per diem as persons serving as a member of a standing
 24 committee.

25 31. All resolutions submitted for consideration of the Supreme
 26 Council shall be typed and signed by the presenter(s). All resolutions
 27 must be presented to a member of the resolutions committee
 28 by the close of business on the first day of the annual supreme
 29 council session. Upon receipt of the resolution, the chairman of the
 30 resolutions committee shall have copies made of the proposed
 31 resolution and distribute the resolution to the chairman of each
 32 delegation. Resolutions must be submitted to the grand
 33 jurisdiction's chairman before the close of the business session
 34 the day prior to the Supreme Council's voting on the resolutions.

35 32. The method of amending standing orders shall be by
 36 resolution. A majority vote is required for passage.

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1801 Watermark Drive, Suite 100
P.O. Box 159019
Columbus, OH 43215-8619
Tel: 614.487.9680
Toll-free: 800.848.0123
Fax: 614.487.9675

Canadian Office:
901 Centre St. N., Room 300
Calgary, AB T2E 2P6
Tel: 403.277.0745
Toll-free: 800.267.2371
Fax: 403.277.6662