

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

Instituted Jan. 16, 1888

**CONSTITUTION,  
BYLAWS AND  
STANDING ORDERS**

**GOVERNING  
INTERNATIONAL, REGIONAL and  
LOCAL COUNCILS**



EFFECTIVE SEPT. 1, 2019

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

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

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

1 Any local officer as defined in this section shall receive the title  
2 of past local 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 local past president  
6 who has not served one year as local president; nor to the office  
7 of local president who has not as local vice president served at  
8 a 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 the  
11 title of past local 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 UCT president or regional president.

### 16 **Duties of Officers**

17 **Article II, Section 3. Local President.** The local president is  
18 the presiding executive officer of the council. It is the local  
19 president'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 local president appoints all council committees, except  
26 the executive committee.

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

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

33 **Article II, Section 4. Local Vice President.** It is the local vice  
34 president's responsibility to give the charge of the office at  
35 the initiation of candidates, to assist the local president in the  
36 discharge of the local president's duties and, in the absence  
37 of the local president, to exercise all powers and perform all  
38 duties of the local president.

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

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

9 **Article II, Section 5. Local Past President.** It is the local past  
10 president’s responsibility to give the charge of the office at the  
11 initiation of candidates, to assist in preserving decorum of the  
12 council, to preside in the absence of both the local president  
13 and local vice president and perform such other duties as  
14 prescribed by the *Local Council Guidelines*.

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

22 **Article II, Section 7. 1st Local Director.** (Optional) The 1st  
23 local director of a local council shall have charge of the ballot  
24 while the council is voting on applicants, have charge of the  
25 paraphernalia and arrangements of the council chamber for  
26 initiation, give the charge of the office to such candidates and  
27 perform such other duties as prescribed by the *Local Council*  
28 *Guidelines* or as may be assigned by the local president. If there  
29 is no one serving as 1st local director, then the local president  
30 shall, from time to time, appoint someone to perform these duties.

31 **Article II, Section 8. 2nd Local Director.** (Optional) The 2nd  
32 local director of a local council shall give the charge of office  
33 at the initiation of candidates, have charge of the inner door  
34 of the council chamber, receive and introduce visitors and  
35 perform such other duties as prescribed by the *Local Council*  
36 *Guidelines* or as may be assigned by the local president. If the  
37 local council elects not to have a 2nd local director, then the  
38 local president shall, from time to time, appoint someone to  
39 perform these duties.

40 **Article II, Section 9. 3rd Local Director.** (Optional) The 3rd local  
41 director of a local council shall give the charge of the office at  
42 the initiation of candidates and have charge of the doors of

1 the council chamber and ante-room. It is the 3rd local director’s  
2 duty to see that none pass or repass but such as are entitled to  
3 that privilege and to have charge of the property of the council  
4 rooms. It is further the 3rd local director’s responsibility to perform  
5 such other duties as prescribed by the *Local Council Guidelines*  
6 or as may be assigned by the local president. If the local council  
7 elects not to have a 3rd local director, the local president shall,  
8 from time to time, appoint someone to perform these duties.

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

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

27 The executive committee shall designate one member of  
28 the executive committee (other than the secretary-treasurer)  
29 to countersign all checks or vouchers issued by the secretary-  
30 treasurer.

31 The executive committee shall perform such other duties as  
32 prescribed by the *Local Council Guidelines* or as may be assigned  
33 by the regional president, regional executive committee or the  
34 Board of Governors.

35 **Article II, Section 11. Chaplain.** (Optional) The chaplain of a  
36 local council shall conduct devotional exercises at the opening  
37 and closing of the council session, give the charge of the office  
38 at the initiation of candidates and perform such other duties as  
39 prescribed by the *Local Council Guidelines* or as may be required  
40 by the local president. If there is no one serving as chaplain, then  
41 the local president shall, from time to time, appoint someone  
42 to perform these duties.

### 1 **Vacancies in Office**

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

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

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

### 15 **Meetings and Quorum**

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

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

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

27 The annual session shall be the first regular March session of  
28 each year.

### 29 **Special Sessions**

30 **Article II, Section 14.** Special meetings shall be called by the  
31 local president upon written requests of an established quorum  
32 of members in good standing. A notice of such meetings shall be  
33 mailed or delivered by the use of authorized communications  
34 equipment to each member's last known address at least eight  
35 days prior to the date thereof."

36 Special meetings solely for the purpose of conferring the  
37 degree of the Order upon previously elected candidates may

1 be called by the local president on the local president's own  
2 motion, notice to be given to the members of the council in  
3 such manner as the council may determine.

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

### 7 **Council Finances**

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

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

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

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

### 31 **Representation to the Regional Council**

32 **Article II, Section 18.** Each local council shall be entitled to  
33 one representative in the regional council having jurisdiction over  
34 it and as many more as such regional council may determine,  
35 provided that the total representatives shall be apportioned  
36 among the local councils in proportion to their membership at  
37 the end of the local council's fiscal year.

38 No local council shall be allowed representation at its regional  
39 council session unless said local council shall have paid all monies

1 due its regional council and the International Council.

2 The representatives to which a local council may be entitled  
3 in the regional council shall be elected at the first regular  
4 March session of each council. Alternates shall be elected to  
5 fill vacancies as they occur in the regular representation and  
6 shall serve in the order of their election.

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

13 Each local council shall be responsible for the requirements  
14 necessary for election of representatives to a regional council  
15 session.

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

### 22 **ARTICLE III.** 23 **REGIONAL COUNCILS**

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

31 Each member of a regional council in attendance at a  
32 regional council session shall be entitled to one vote, except  
33 when the number of past regional presidents or past local  
34 presidents not sitting as representatives or alternates at any  
35 session, exceeds fifty percent (50%) of the duly accredited  
36 representatives, alternates (sitting as representatives), elective  
37 officers and standing committee members, they each shall be  
38 entitled to one-half vote.

39 Any member of a regional council who transfers residence  
40 and membership to another regional jurisdiction shall by virtue of

1 such transfer of membership and residence become a member  
2 of the regional council to whose jurisdiction the member transfers.

### 3 **Charters**

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

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

18 Said local council or councils shall act on the application at  
19 the next meeting.

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

23 In case of the rejection of an application for a new council,  
24 under conditions enumerated in this section, the petitioners may  
25 appeal to the regional executive committee within 60 days for a  
26 final decision.

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

37 UCT Headquarters or its designee shall at once audit the books  
38 and accounts. If after the payment of all just debts, there shall  
39 be a balance remaining in the general fund of the council, such  
40 balance and all properties shall be turned over to the secretary

1 of the regional council which held jurisdiction over the local  
2 council, who shall credit such funds to the general fund of the  
3 regional council. Where there is a consolidation of two or more  
4 councils, all monies to the credit of the general fund held by the  
5 councils whose charters are discontinued shall be transferred  
6 to the council continuing.”

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

16 Where there is a consolidation of two or more councils,  
17 all monies to the credit of the assessment fund and Widows’  
18 and Orphans’ Fund held by the councils whose charters are  
19 discontinued shall be transferred to the council continuing and  
20 all monies in the general expense fund of such council shall  
21 become the property of the council continuing.

22 If any local council surrenders its charter or its charter is arrested  
23 or revoked or the council suspended, UCT Headquarters shall,  
24 within 60 days, issue a transfer to each member in good standing  
25 of said council to a council within whose jurisdiction the member  
26 resides. Should a council receiving a transfer refuse to accept  
27 the member, UCT Headquarters shall notify said member and  
28 the member shall be given the privilege of transferring to the  
29 council of the member’s choice.

30 Where there is a consolidation of two or more councils, UCT  
31 Headquarters may transfer the entire membership of the council  
32 discontinuing to the continuing council.

33 The charter may be reissued in the case of surrender, arrest or  
34 revocation, in the same manner and upon the same terms as  
35 provided in Sections 2 and 3 of this Article, and in case of such  
36 reissue, the name and number of such defunct council may be  
37 assigned to the new council, if such name and number are still  
38 available.

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

## Officers and Elections

1  
2 **Article III, Section 4.** The officers of each regional council  
3 shall be:

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

14 At the first annual election held by a regional council, all  
15 officers shall be elected to serve until the second annual election,  
16 except that one half of the elected members of the executive  
17 committee shall be elected to serve until the third annual election.

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

21 No member shall be elected to any office who is not in good  
22 standing in the member’s local council.

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

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

34 Election of officers shall take place at such time during the  
35 annual session as may be decided by each regional council. The  
36 installation of said officers shall take place on the last day of the  
37 annual session.

38 Each regional council shall determine the term of office of the  
39 regional secretary and regional treasurer. Each regional council  
40 may also elect to combine the offices of regional secretary and

1 regional treasurer.

2 The installation of regional council officers and elected  
3 representatives to the International Council may be conducted  
4 publicly.

5 The title of past regional president shall be conferred on:  
6 any regional past president who shall have served as such for  
7 a term of one full year; any regional secretary who shall have  
8 served as such for three years; any regional treasurer and any  
9 member of the regional executive committee who shall have  
10 served as such for four full years; and anyone who shall have  
11 served as a line officer and a member of the regional executive  
12 committee for four years.

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

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

19 No one shall be eligible to the office of regional past president  
20 who has not served one term as regional president, nor to the  
21 office of regional president who has not served as regional vice  
22 president, nor to the office of regional vice president who has  
23 not served as either 1st regional director or 2nd regional director;  
24 provided, however, that none of the foregoing provisions shall  
25 apply to persons on whom the title of past regional president  
26 has been conferred; nor to a newly organized regional council  
27 until its third annual election.

28 No representative shall be eligible to election to office in the  
29 regional council unless the member be a past local president.

### 30 **Duties of Officers**

31 **Article III, Section 5. Regional President.** The regional president  
32 is the presiding executive officer of the regional council. It is the  
33 regional president's responsibility to preside at all regional council  
34 meetings, to serve on the regional executive committee and to  
35 operate the regional council in accordance with the Constitution,  
36 Bylaws and Standing Orders of the Order.

37 The regional president shall appoint a regional chaplain and  
38 all committees of the regional council, except the regional  
39 executive committee.

1 The regional president shall give instructions to local councils,  
2 when requested or when deemed proper by the regional  
3 president, regarding the ritualistic work of the Order.

4 The regional president shall call special meetings of the  
5 regional executive committee, either upon the regional  
6 president's own initiative or upon the written request of a majority  
7 of the regional executive committee.

8 The regional president shall report to the UCT president any  
9 neglect or refusal on the part of any local council, or any officers,  
10 within the regional president's jurisdiction to obey the Constitution,  
11 Bylaws and Standing Orders of the Order and to submit to  
12 the UCT president all such facts as may come to the regional  
13 president's knowledge in regard thereto, and when authorized  
14 by the UCT president, to suspend any such local council or any  
15 of its officers, and also to arrest the charter of such offending  
16 council.

17 It is further the regional president's responsibility to perform such  
18 other duties as prescribed by the *Regional Council Guidelines*  
19 or as may be assigned by the regional executive committee,  
20 Board of Governors or UCT president.

21 **Article III, Section 6. Regional Vice President.** It is the regional  
22 vice president's responsibility to assist the regional president  
23 in the discharge of the regional president's duties and, in the  
24 absence of the regional president, to exercise all powers and  
25 perform all duties of the regional president.

26 It is further the regional vice president's responsibility to  
27 perform such other duties as prescribed by the *Regional Council*  
28 *Guidelines* or as may be assigned by the regional president.

29 **Article III, Section 7. Regional Past President.** It is the  
30 regional past president's responsibility to assist in preserving  
31 decorum of the regional council, to preside in the absence  
32 of both the regional president and regional vice president  
33 and to perform such other duties as prescribed by the  
34 *Regional Council Guidelines*.

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

38 The regional secretary shall attest all orders drawn on the  
39 regional treasurer for money appropriated by the regional council  
40 or the regional executive committee. The regional secretary

1 shall collect all money due the regional council, giving receipt  
2 for same, keep a correct account thereof, pay the same to the  
3 regional treasurer, taking the regional treasurer's receipt therefor,  
4 and also to keep the accounts between the regional council and  
5 the International Council, and also between the regional council  
6 and the local councils within its jurisdiction. The regional secretary  
7 shall report all delinquent councils to the regional president.

8 The regional secretary shall submit, at each annual session  
9 of the regional council, a report giving a statement of the  
10 transactions of the office, the money received and disbursed,  
11 and from/to what sources the same was received/dispensed,  
12 the state of the Order within the jurisdiction of the regional  
13 council and an abstract of all matters reported by the local  
14 councils for the year.

15 Within 30 days following adjournment of the regional council,  
16 the regional secretary shall mail to UCT Headquarters a copy  
17 of the reports of the regional examining finance committee,  
18 regional treasurer and regional secretary.

19 The regional secretary shall give notice of all meetings of the  
20 regional council when so directed by the regional president or  
21 regional executive committee and shall notify the members  
22 of the regional executive committee of its meetings when  
23 so directed by the regional president or regional executive  
24 committee chairman. The regional secretary shall keep minutes  
25 of all meetings of the regional executive committee.

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

29 Prior to each session of the regional council, the regional  
30 secretary shall send to each secretary-treasurer blank forms for  
31 the credentials of representatives and alternates.

32 The regional secretary shall report to UCT Headquarters the  
33 names of all persons on whom the regional council has conferred  
34 the title of past regional president.

35 The regional secretary shall have custody of the regional  
36 council seal.

37 The regional secretary shall further perform such other duties  
38 as may be prescribed by the *Regional Council Guidelines* or as  
39 may be assigned by the regional president, regional executive  
40 committee, UCT president or Board of Governors.

1 **Article III, Section 9. Regional Treasurer.** The regional  
2 treasurer shall take charge of all funds of the regional council  
3 and receipt to the regional secretary or other proper persons  
4 for all money received. The regional treasurer shall keep  
5 a correct account of such funds and also keep a correct  
6 account of and pay all orders, bills, claims and demands,  
7 if attested by the regional secretary and approved by the  
8 regional president or regional executive committee, subject  
9 to compliance with regional council bylaws, where they  
10 do not conflict with the International Constitution and Bylaws.

11 At each annual session of the regional council, the regional  
12 treasurer shall submit a correct report showing the receipts and  
13 disbursements of the several funds belonging to the regional  
14 council.

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

18 The regional treasurer shall further perform such other duties  
19 as may be prescribed by the *Regional Council Guidelines* or as  
20 may be assigned by the regional president, regional executive  
21 committee, UCT president or Board of Governors.

22 **Article III, Section 10. 1st Regional Director.** The 1st regional  
23 director shall perform such duties as may be prescribed by  
24 the *Regional Council Guidelines* or as may be assigned by the  
25 regional president or regional executive committee.

26 **Article III, Section 11. 2nd Regional Director.** (Optional) The  
27 2nd regional director shall have charge of the inner door of the  
28 regional council chamber, receive and introduce visitors and  
29 perform such other duties as prescribed by the *Regional Council*  
30 *Guidelines* or as may be assigned by the regional president or  
31 regional executive committee. If the regional council elects not  
32 to have a 2nd regional director, the 1st regional director shall  
33 assume these duties.

34 **Article III, Section 12. 3rd Regional Director.** (Optional) The 3rd  
35 regional director shall have charge of the doors of the regional  
36 council chamber and ante-room. It is the 3rd regional director's  
37 duty to see that none pass or repass but such as are entitled  
38 to that privilege, and to have charge of the property of the  
39 regional council rooms. It is further the 3rd regional director's  
40 responsibility to perform such other duties as prescribed by  
41 the *Regional Council Guidelines* or as may be assigned by  
42 the regional president or regional executive committee. If the

1 regional council elects not to have a 3rd regional director, the  
2 2nd regional director shall assume these duties.

3 **Article III, Section 13. Regional Executive Committee.** The regional  
4 executive committee shall consist of the following members: the  
5 regional president, the regional secretary, the regional treasurer and  
6 a minimum of two other members of said regional council, with one-  
7 half of these members elected annually to serve for a term of two  
8 years each. Each regional council may elect to have its regional  
9 past president and regional vice president serve as members  
10 of the regional executive committee. The regional executive  
11 committee shall choose its own chairman.

12 It is the responsibility of the regional executive committee to  
13 maintain supervision over the books, papers, accounts, funds  
14 and property of its regional council, with the right at all times of  
15 examination and audit.

16 The regional executive committee shall perform such other  
17 duties as prescribed by the *Regional Council Guidelines* or as  
18 may be assigned by the regional council, UCT president or  
19 Board of Governors.

20 **Article III, Section 14. Regional Chaplain.** The regional chaplain  
21 shall conduct devotional exercises at the opening and closing  
22 of each regional council session and perform such other duties  
23 as prescribed by the *Regional Council Guidelines* or as may be  
24 assigned by the regional president.

### 25 **Vacancies in Office**

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

30 If the executive committee of a regional council fails to  
31 appoint a person eligible to fill a vacancy in any office in said  
32 council, such vacancy shall be filled by the regional council at  
33 its next session.

### 34 **Annual Sessions**

35 **Article III, Section 16.** The annual session of each regional  
36 council shall be held at such time and place as shall be decided  
37 upon at the previous annual session. In case of emergency, the  
38 regional executive committee may change the time and place of  
39 meeting.

1 Fifteen duly qualified members of a regional council, at least  
2 five of whom shall be duly elected representatives or alternates,  
3 shall constitute a legal quorum.

### 4 **Special Sessions**

5 **Article III, Section 17.** Special sessions of the regional council  
6 shall be called by order of the regional president upon the  
7 request of the regional executive committee and in such other  
8 manner as each regional council may prescribe.

9 Notice of such call for a special session shall be mailed or  
10 delivered by the use of authorized communications equipment to  
11 all regional council officers, standing committee members, past  
12 local presidents, accredited representatives of the preceding  
13 regional council session and local council secretaries upon the  
14 date of such notice. The time for holding said special session  
15 shall be fixed not earlier than ten days from the date of such  
16 notice of such call. No special session shall be called within ten  
17 days of the regular meeting of a regional council.

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

### 20 **Regional Council Finances**

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

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

26 **Article III, Section 20.** Regional Examining Finance Committee.  
27 The regional examining finance committee shall be appointed by  
28 the regional president and shall consist of three members, none  
29 of whom shall be members of the regional executive committee.

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

### 35 **Representation to the International Council**

36 **Article III, Section 21.** Each regional council shall be entitled  
37 to one representative in the International Council for every

1 750 members or a fractional part thereof, in good standing at  
 2 the close of the year of the local councils under the regional  
 3 council's jurisdiction.

4 No member shall be elected a representative or alternate  
 5 to a UCT convention who has not either attended a majority  
 6 of the meetings of a local council during the twelve months  
 7 preceding the election or not attended the most recent regional  
 8 council session.

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

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

14 If, by reason of the inability of representatives and alternates  
 15 to attend any meeting of the International Council, the  
 16 representation of any regional council shall fall below the number  
 17 to which it is entitled, the regional president may appoint from  
 18 among the regional council's members such a number of  
 19 representatives for the regional council as will secure to it full  
 20 representation at such session.

21 Regional council representatives to special UCT Conventions  
 22 shall comprise those elected by the regional council at its  
 23 regular preceding session, subject to Constitutional provisions  
 24 for filling vacancies.

25 It shall be the duty of each representative to the International  
 26 Council to attend the annual meeting of the International Council  
 27 next following the member's election and all special meetings  
 28 held during the year following the election and to participate  
 29 in the proceedings thereof. Each delegation shall be required  
 30 to make a report on the proceedings to the regional council at  
 31 such time as the regional council may designate."

### 32 **Credentials**

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

## 1 **ARTICLE IV.** 2 **INTERNATIONAL COUNCIL**

3 **Article IV, Section 1.** The International Council shall be  
 4 composed of the representatives from regional councils, the  
 5 officers of the International Council, standing committee  
 6 members, past international presidents and past regional  
 7 presidents not sitting as representatives.

8 The aggregate voting power of past regional presidents not  
 9 sitting as representatives or alternates shall not exceed one half  
 10 the number of votes cast by duly accredited representatives  
 11 and alternates.

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

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

21 The International Council may, when petitioned by a majority  
 22 of the local councils in any regional jurisdiction, divide the  
 23 territory embraced within the original jurisdiction, transfer territory  
 24 from one regional jurisdiction to another, or consolidate two or  
 25 more regional jurisdictions; provided, however, that no regional  
 26 jurisdiction shall consist of less territory than one state or province.

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

### 30 **Charters**

31 **Article IV, Section 4.** A charter for a regional council may be  
 32 granted by the International Council on an application duly  
 33 signed by not less than five local presidents, past local presidents  
 34 or local past presidents, representing five active local councils  
 35 within the territory of the proposed new regional council.

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

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

8 All records and monies of any such council shall be surrendered  
 9 by its secretary and treasurer or secretary-treasurer as the case  
 10 may be, to UCT Headquarters. Records and monies may be  
 11 seized by any officer or officers authorized or designated by the  
 12 UCT president. A like disposition shall be made of the records,  
 13 funds and charter of any council which may be suspended or  
 14 whose charter may be arrested or revoked under any provision  
 15 contained in this constitution.

### 16 **Officers and Elections**

17 **Article IV, Section 7.** The elected officers of the International  
 18 Council shall be:

- 19 1. UCT President.
- 20 2. UCT Vice President.
- 21 3. UCT Chairman of the Board.
- 22 4. UCT Secretary-Treasurer.
- 23 5. 1st UCT Director.
- 24 6. 2nd UCT Director.
- 25 7. 3rd UCT Director.
- 26 8. Two Elected Members of the Board of Governors.

27 The title of past international president shall be conferred on:  
 28 any UCT Chairman of the Board who shall have served as such  
 29 for a term of one full year and any UCT secretary-treasurer, or  
 30 a member of the Board of Governors who shall have served as  
 31 such for six full years.

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

36 No one shall be eligible to the office of UCT Chairman of the  
 37 Board who has not served as the regular official incumbent as  
 38 UCT president; nor to the office of UCT president who has not  
 39 served as the regular official incumbent as UCT Vice President;  
 40 nor to the office of UCT Vice President who has not served as  
 41 the regular official incumbent in the office of either 1st UCT  
 42 Director or 2nd UCT Director; provided, however, that none of

1 the foregoing provisions shall apply to members on whom the  
 2 title of past international president has been conferred.

3 No member shall be eligible to an elective office in the  
 4 International Council until the member be a past regional  
 5 president.

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

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

11 All elective officers shall be chosen by secret ballots provided,  
 12 however, that if there shall be but one nominee for any office,  
 13 by motion from the floor, the election may be by voice vote. The  
 14 member receiving a majority of votes cast for any office shall  
 15 be declared elected. Lacking a majority at the conclusion of  
 16 each ballot, the member having the smallest number of votes  
 17 shall be dropped and the balloting shall then proceed until a  
 18 conclusion is reached.

19 All elective officers, except elective members of the Board  
 20 of Governors shall be elected for a term of one year. The terms  
 21 of office of all International Council officers shall commence on  
 22 the date of their installation, which shall be on the final day of  
 23 the annual UCT Convention.

24 The board of governors shall consist of the UCT president, UCT  
 25 Chairman of the Board, UCT Vice President, 1st UCT Director, 2nd  
 26 UCT Director, 3rd UCT Director, UCT secretary-treasurer, and two  
 27 elective board members who shall serve a term of three years. The  
 28 board of governors may appoint its own executive committee.

### 29 **Duties of Officers**

30 **Article IV, Section 8. UCT President.** The UCT president is the  
 31 presiding executive officer of the International Council. It is the  
 32 UCT president's responsibility to preside at all International Council  
 33 meetings, to serve on the Board of Governors and to operate  
 34 the International Council in accordance with the Constitution,  
 35 Bylaws and Standing Orders of the Order.

36 The UCT president appoints a UCT chaplain, a parliamentarian  
 37 and all committees of the International Council, except such  
 38 committees as may be appointed by the Board of Governors.  
 39

1 The UCT president shall call special meetings of the  
2 International Council, when requested in accordance with this  
3 Constitution.

4 The UCT president shall construe the meaning of the  
5 Constitution, Bylaws and Standing Orders of the Order, where  
6 the language is conflicting or ambiguous.

7 The UCT president shall issue from time to time such edicts as  
8 in the UCT president's judgment are required for the good of  
9 the Order. Such edicts shall first be sanctioned by the Board of  
10 Governors and shall be of binding force until disapproved by  
11 the International Council.

12 The UCT president may suspend any regional or local council  
13 or any officer or officers of either, for neglect or refusal to obey  
14 the Constitution, laws, rules or edicts of the Order and to arrest  
15 the charter of any such council. The UCT president may, however,  
16 authorize any regional president to suspend any local council  
17 within such regional president's jurisdiction. The UCT president  
18 may, further, arrest the charter of any local council which has  
19 been organized for more than three years and which has a  
20 membership of fewer than 25.

21 **Article IV, Section 9. UCT Vice President.** It is the UCT Vice  
22 President's responsibility to serve on the Board of Governors, to assist  
23 the UCT president in the discharge of the UCT president's duties  
24 and, in the absence of the UCT president, to exercise all powers  
25 and perform all duties of the UCT president. The UCT Vice President  
26 shall further perform such other duties as may be assigned by the  
27 UCT president.

28 **Article IV, Section 10. UCT Chairman of the Board.** It shall be the  
29 UCT Chairman of the Board's responsibility to serve as chairman  
30 of the Board of Governors, to assist in preserving decorum of the  
31 International Council, and to preside in the absence of both the  
32 UCT president and UCT Vice President.

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

38 **Article IV, Section 12. 1st UCT Director.** The 1st UCT Director shall  
39 perform such duties as may be assigned by the UCT president.  
40 It is the 1st UCT Director's responsibility to serve on the Board of  
41 Governors.

1 **Article IV, Section 13. 2nd UCT Director.** The 2nd UCT Director  
2 shall receive and introduce visitors, have charge of the inner  
3 door of the council chamber and perform such other duties as  
4 may be assigned by the UCT president. It is the 2nd UCT Director's  
5 responsibility to serve on the Board of Governors.

6 **Article IV, Section 14. 3rd UCT Director.** The 3rd UCT Director  
7 shall have charge of the doors of the council chamber and  
8 ante-rooms, see that none pass or repass except those entitled  
9 to that privilege, have charge of the property of the council  
10 rooms, and perform such other duties as may be assigned by  
11 the UCT president. It is the 3rd UCT Director's responsibility to  
12 serve on the Board of Governors.

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

18 The Board of Governors shall render at each meeting of the  
19 International Council a report regarding its work and the state  
20 of the order.

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

25 The following provisions shall apply to meetings of the Board  
26 of Governors:

27 Meetings of the Board of Governors may be called by the  
28 UCT president, Chairman of the Board of Governors, or any two  
29 members of the Board of Governors;

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

35 Notice of the time and place of each meeting of the Board  
36 of Governors shall be given to each member of the Board of  
37 Governors either by personal delivery or by mail, by fax, by  
38 personal telephone call or by computer e-mail at least seven  
39 days before the meeting.

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

4 **Article IV, Section 16. UCT Chaplain.** The UCT chaplain shall  
5 conduct devotional exercises at the opening and closing of  
6 each UCT convention, and perform other duties as may be  
7 assigned by the UCT president.

#### 8 **Compensation**

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

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

#### 15 **Vacancies in Office**

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

#### 23 **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.

#### 30 **Special Sessions**

31 **Article IV, Section 20.** Special sessions of the International  
32 Council shall be called by order of the UCT president upon the  
33 written request of two-thirds of the members of the International  
34 Council who were in attendance and entitled to vote at the  
35 UCT Convention last held.

36 At least three weeks prior to the said special session, a notice

1 thereof shall be mailed to the last known address of each member  
2 of the International Council and all others accepted as legal  
3 representatives at the regular preceding session.

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

#### 6 **Reports**

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

#### 11 **Credentials**

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

#### 16 **ARTICLE V. 17 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.

34 **Article V, Section 2.** On or before October 31 of each year,  
35 each local council shall remit to the UCT headquarters from  
36 its general fund, an amount equal to fifty cents (50¢) for each  
37 member in good standing on September 30 preceding, which  
38 amount shall be placed to the credit of the Fraternal Fund.

**ARTICLE VI.  
FRATERNAL FUND**

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

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

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

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

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

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

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

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

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

- (e) Such trust fund shall be administered by a committee appointed by the UCT Board of Governors.
- (f) Said fund shall initially retain all donations, per capita tax and bequests to endow a fund for persons with intellectual disabilities. The investment income shall be used to fund programs for persons with intellectual disabilities as approved by the Trustees of the UCT Charities Trust Fund.
- (g) Said fund shall also be permitted to accept donations, legacies and bequests earmarked for charitable purposes other than programs for persons with intellectual disabilities so long as the funds from such donations, legacies and bequests are maintained and managed separately to achieve the earmarked charitable purpose.

**ARTICLE VII.  
PROHIBITION**

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

**ARTICLE VIII.  
MEMORIAL DAY**

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

**ARTICLE IX.  
AMENDMENTS**

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

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

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

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

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

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

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

## 25 **ARTICLE X.** 26 **MEMBERSHIP**

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

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

38 If an applicant is referred to a local council by UCT  
39 Headquarters and is rejected by the local council, the council  
40 secretary-treasurer shall immediately notify UCT Headquarters.  
41 If UCT Headquarters is not notified within 45 days of the date it

1 refers an application to a local council, UCT Headquarters will  
2 automatically notify the applicant that such applicant has been  
3 elected to membership in the council to which the applicant  
4 was referred.

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

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

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

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

27 Anyone who has been expelled from the Order may ask for a  
28 hearing before the UCT Board of Governors to give testimony as  
29 to why he or she should be re-admitted, provided such request  
30 is in writing to the UCT secretary-treasurer. The decision of the  
31 UCT Board of Governors will be final.

## 32 **Fraternal Membership**

33 **Article X, Section 6.** Any person of good moral character,  
34 not under 16 years of age, who is interested in the work of this  
35 Order from a fraternal or business promotion standpoint, may  
36 be a fraternal member. A fraternal member shall have full rights  
37 and shall be considered a member in good standing. A fraternal  
38 member shall be required to pay a minimum amount annually  
39 of thirty dollars (\$30.00) for dues and member benefits.  
40

1 **Uninsured Membership**

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

6 **ARTICLE XI.**  
7 **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

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

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

37 The owner shall make such election by notifying the Board  
38 of Governors of his or her election on a form prescribed to  
39 each owner. Failure to make such election shall result in a

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

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

16 **ARTICLE XII.**  
17 **GENDER**

18 **Article XII, Section 1.** Throughout the Constitution, Bylaws  
19 and Articles of Incorporation, wherever words of any gender  
20 appear, they should be construed as including both genders  
21 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  
5 International Council, to serve at such session, shall be appointed  
6 from the 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 member 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.

### 31 **Order of Business**

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

- 34 1. Call roll of officers.
- 35 2. Read minutes of previous meeting.
- 36 3. Does any councilor know of a councilor who is entitled  
37 to our aid or sympathy, out of employment or needing  
38 the services of a councilor?
- 39 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  
13 been made to the UCT secretary-treasurer and regional  
14 secretaries?
- 15 15. Closing.

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

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

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

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

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

37 20. The method of amending these Bylaws shall be the same  
38 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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