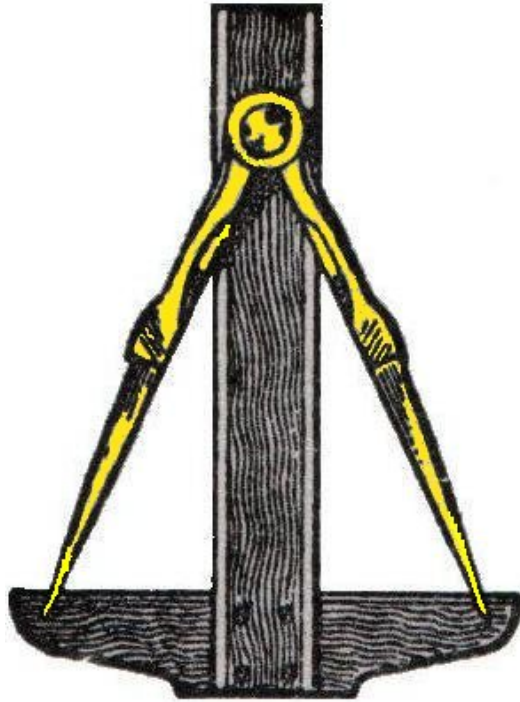


# CONSTITUTION

&

# BY - LAWS



of the

## **Universal Craftsmen Council of Engineers, Incorporated**

Instituted September 14<sup>th</sup>, 1903  
Incorporated November 4<sup>th</sup>, 1903  
Revised August 9, 2007

Revised Tuesday, Aug. 4, 2009

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**CONSTITUTION**

**ARTICLES OF INCORPORATION  
THE UNIVERSAL CRAFTSMEN COUNCIL OF ENGINEERS,  
INCORPORATED**

**ARTICLE I**

The name of said Corporation shall be The Universal Craftsmen Council of Engineers.

**ARTICLE II**

Said Corporation shall be located, and its principal business transacted at the city of North Canton, in Stark County, Ohio.

**ARTICLE III**

The purpose for which said Corporation is formed is for the education and elevation of engineers and craftsmen who are Master Masons in good standing in a legally constituted Lodge of Ancient Free and Accepted Masons or Free and Accepted Masons. To bring such members of the Masonic Fraternity into closer contact, to comfort and relieve their necessities, to promote and maintain the best interests of its membership.

**ARTICLE IV**

The governing body of The Universal Craftsmen Council of Engineers, Incorporated, shall be known as The Grand Council of The Universal Craftsmen Council of Engineers, Incorporated. It shall consist of an unlimited number of Constituent Councils and members, all Past Grand Worthy Chiefs, duly elected Worthy Chiefs and delegates of Constituent Councils. The Grand Council of the Universal Craftsmen Council of Engineers, Incorporated, shall not be dissolved should there be at least three (3) dissenting Constituent Councils.

**ARTICLE V**

The officers of the Grand Council of The Universal Craftsmen Council of Engineers, Incorporated, shall consist of a Grand Worthy Chief, Assistant Grand Chief, a Grand Treasurer, a Grand Secretary, a Grand warden, a Grand Guard, a Grand Chaplain, a Grand Representative of Ohio, three Grand Trustees, and the Junior Past Grand Worthy Chief. No member shall be eligible to hold office in the Grand Council unless he has been or is a Worthy Chief of a Constituent Council with the exception of the Offices of Grand Chaplain, Grand Secretary and Grand Treasurer. All members of the Grand Council must maintain active membership in a Constituent Council that pays per capita tax to the Grand Council.

## **ARTICLE VI**

The officers of the Grand Council shall be elected for one year on the last day of the Annual Convention, by written ballot. Election shall be by roll call of the Constituent Councils present or represented by proxy and they shall hold their respective office until their successors are elected and installed. No Council or member shall be entitled to a vote unless his Council has paid his per capita tax to date. Any member may attend Grand Council providing he has a current dues card.

Each Constituent Council shall have one vote for each delegate to which it is entitled under Paragraph 4 of Article IX of the Constitution. The first delegate named is called the No. 1 Delegate. The Councils may cast their vote as a block or they may choose to cast their vote as individual delegates in which case the number of votes by any Constituent Council shall be limited to the number of delegates present from that Council. Grand Officers and Past Grand Worthy Chiefs shall be entitled to cast one vote in addition to any vote they may cast as an elected delegate. A majority of the votes cast shall elect.

## **ARTICLE VII**

The Convention of the Grand Council shall be held beginning on the first Tuesday after the first Monday of August of each year, unless cancelled by National Government directive or by a majority vote of the Grand Officers, Past Grand Worthy Chiefs and Constituent Councils. The Grand Council shall determine the naming of the Convention City two years in advance. The Convention shall open promptly at 9:00 a.m.

Special meetings or Conventions can be called at any time by petition of five or more Constituent Councils, or by a majority vote of the Grand Council.

If in any year no Convention is held, the Grand Officers shall meet, with the consent of and subject to the approval of the Constituent Councils, to audit the books and determine Grand Council policy for the ensuing year. In such a case the Grand Council shall submit a full report to the Constituent Councils for the preceding year. They may be paid mileage and per diem.

Any Constituent Council asking for a Convention two years in advance shall make certain a desirable hotel is available for the dates set for the Convention, namely the first Tuesday after the first Monday in August. The invitation for the Convention from a Constituent Council shall be in writing under the seal of the Constituent Council.

## **ARTICLE VIII**

The business of the Grand Council shall be devoted to the reports of Officers and Committees, the election of Officers, and the transaction of such other business as may come before it.

Voting on resolutions and motions during Grand Council Sessions which would effect all Constituent Councils shall be by Roll Call of Constituent Councils present if there are any dissenting votes.

A quorum for the transaction of business shall consist of a majority of the Grand Officers and representatives of seven or more Constituent Councils.

Roberts Rules of Order shall govern Grand Council Conventions where not otherwise provided for.

## **ARTICLE IX**

The Grand Council shall have the power to grant Charters to Constituent Councils on petition of thirty (30) or more Engineer and Craftsmen whose fraternal affiliations are satisfactory, except in cities where a Constituent Council already exists.

No Constituent Council shall be organized in any city where there is already a Constituent Council in existence unless they have fifty (50) charter members and the consent of the existing Constituent Council. The Grand Secretary will furnish newly organized Constituent Councils with a charter, one seal, seven rituals, thirty constitutions, a minute book, receipt book for dues, day book, Treasurer's order and receipt book for the sum of \$50.00. The Grand Council will defray the actual expenses of a Grand Organizer within a radius of 150 miles from the nearest Constituent Council.

Any active member of any Constituent Council whose name appears on the petition for a new Council shall be permitted to retain his membership in both Constituent Councils. A member holding such dual membership shall have a per capita tax levied against him in Constituent Councils; but for purposes of representation or delegation in the Grand Council, he shall be counted as a member of the Council his own choice. Notice to be given in writing the Grand Secretary at the time his dual membership becomes effective. Each Constituent Council shall have the privilege of accepting or refusing dual membership.

Each Constituent Council shall be allowed one delegate for every fifteen (15) members in good standing, or a majority fraction thereof, on whom per capita tax has been paid to date, and each Constituent Council shall be allowed one vote for every twenty-five members not represented by delegates present.

A Constituent Council not represented in the Grand Council may be represented by proxy but only by the representative from the Constituent Council nearest to said Constituent Council. A Constituent Council shall not carry more the one proxy.

The election of delegates and alternates from Constituent Councils shall be held at the first meeting in May of each year.

No delegate or alternate can be seated unless the Grand Secretary has received a list of the delegates and alternates from their Council under signature of the Secretary of their Council.

The authorized work is the ritual adopted by the Grand Council on September 16, 1903, and as amended from time to time. No addition or alteration of the ritual shall be made except as authorized by Grand Council.

## **ARTICLE X**

All amendments, additions or revisions to the Constitution must be submitted in writing and in duplicate to the Grand Secretary before April 1st for distribution to the Constituent Councils for their study and consideration, where, at an Annual Session of the Grand Council, if approved by two thirds of all members present, they shall be adopted. Only the Grand Worthy Chief and the Grand Secretary shall be permitted to submit amendments to these By-Laws to the Grand Council over their own signature without submitting them through a Constituent Council.

The Grand Secretary shall then submit such amendments to the Articles of Incorporation (Constitution) to the next Annual Convention where, if adopted by two thirds of the members present, shall be submitted in duplicate to the Secretary of the State of Ohio for the revision of the Articles of Incorporation (Constitution) as provided by the laws of the State of Ohio.

**BY-LAWS**  
**of the**  
**UNIVERSAL CRAFTSMEN COUNCIL OF ENGINEERS, INCORPORATED**

**DUTIES OF GRAND OFFICERS**

**ARTICLE I**

*Duties of the Grand Worthy Chief*

SECTION 1. The Grand Worthy Chief shall preside at all meetings of the Grand Council. He shall decide all questions of order and usage and all constitutional questions, subject to appeal to the Grand Council. He shall be entitled to cast the deciding vote in case the vote of the Grand Council is equally divided.

SECTION 2. He shall countersign all statements, bills or requests for payment of monies or for withdrawing funds from the bank after such statements, bills or requests have been approved and signed by the Grand Secretary.

SECTION 3. He shall appoint a Finance Committee of three members of the Grand Council. The Chairman of this Committee shall be a Past Grand Worthy Chief. They shall prepare and present a budget at the Annual Convention for the ensuing year.

SECTION 4. He shall have the power to appoint Grand Officers pro tem, and all committees not otherwise provided for, and to deputize any member in good standing to perform the duties of a Grand Officer who may be prevented from performing said duties in person.

SECTION 5. He shall have the direction and supervision of all Constituent Councils, with power to suspend either individual members or officers for incompetence, negligent or failure to carry out their duties.

SECTION 6. He shall have the power make all arrangements for the Annual Convention, and he may appoint such representatives as he deems necessary.

SECTION 7. He shall have the power to convene any Constituent Council, preside therein, inspect its proceedings, examine its books and properties to ascertain that they are in conformity with the Constitution and By-Laws the Grand Council as they pertain Constituent Councils, and are conducting the ceremonies in accordance with the ritual approved by Grand Council.

SECTION 8. He is empowered to suspend the Charter of any Constituent Council for just cause, for a limited period, or until the next Annual Session of the Grand Council.

SECTION 9. In the case of a vacancy in the office of Worthy Chief or other officer of Constituent Council, he shall grant a dispensation for an election to fill such a vacancy.

SECTION 10. He is empowered to grant a dispensation to a Constituent Council or to elect or install its officers, when such Constituent Councils shall have failed to elect or install its officers and delegates at the proper time.

SECTION 11. He is empowered to grant Charters for new Constituent Councils, under the provisions of the Constitution and By-Laws of the Grand Council and shall have full control of the work of instituting such new Councils.

SECTION 12. He is empowered to grant such other dispensations as may be applied for in accordance with the Constitutions and By-Laws of the Grand Council.

SECTION 13. The Charter of the Grand Council shall be in the possession of the Grand Worthy Chief.

SECTION 14. The Grand Worthy Chief, Grand Secretary, and Grand Treasurer acting collectively are authorized to buy or sell any bonds or other securities of the Grand Council which they deem necessary for the best interest of the Grand Council, subject to the approval of the Board of Grand Trustees.

SECTION 15. The Grand Worthy Chief or Grand Officers deputized by him, shall visit as many Constituent Councils as he may consider necessary during the term of his office, and his own or his representative's incidental and traveling expense shall be paid by the Grand Council, not to exceed the sum of \$3,000.00 in any one year, excluding his expenses while attending the Annual Convention.

SECTION 16. He shall appoint an educational director, who shall not be entitled to vote or to receive mileage at the Annual Convention unless he is a regularly elected delegate entitled to receive the same.

A committee shall be appointed to serve under the Educational Director to contact representative firms manufacturing equipment and supplies used by the membership.

The objective of this committee is to call the attention of top management in these firms the need to disseminate information to a captive audience. Should other firms agree to furnish supplies, demonstrations and exhibits, the name of the firm and their local representatives can offered to Councils for use as program material. If the educational program is carried forward on an international basis it would be considerably more effective than if the local representative of a firm, who may or may not be a member of a Constituent Council, is contacted for presentation.

This educational committee should be composed of members who have wide experience purchasing and a knowledge of the educational requirements of the membership. It is realized that a campaign among manufacturers would be expensive, but if handled intelligently should go far toward creating new interest in Council activities and possibly increase attendance.

SECTION 17. He shall appoint a Chairman of the Convention Committee for his term of office, but the appointee shall not be entitled to vote or receive mileage at the Annual Convention unless he is a regularly elected delegate entitled to receive same. The appointee shall submit a complete report and financial statement to the Grand Secretary as soon as possible after the Convention, showing all funds collected and expended.

SECTION 18. The Grand Worthy Chief shall be presented with a suitable certificate of office at the time of his Installation, signed by the Grand Secretary and the Installing Officer.

SECTION 19. The Grand Officers and Past Grand Worthy Chiefs who attend the Convention of the Grand Council shall be paid mileage out of the funds of the Grand Council. Mileage shall be paid at the rate of four cents per mile one way by the shortest route as determined by the American Automobile Association (AAA).

SECTION 20. The Grand Officers and Worthy Chiefs, or representatives of the Worthy Chiefs of Constituent Councils must attend each session of the meeting of the Grand Council to be entitled to mileage reimbursement.

SECTION 21. The Grand Worthy Chief may request any member of a Constituent Council to assist and advise at a Grand Council session or meeting of the Board of Governors. Such member shall have his mileage paid out of the funds of the Grand Council. Mileage shall be paid at the rate of four cents per mile one way as determined by the American Automobile Association (AAA).

SECTION 22. The Grand Worthy Chief shall be Chairman of the Board of Governors.

SECTION 23. The Grand Worthy Chief shall appoint a Constitution and By-Laws committee to serve during his term of office and it shall be their duty to reword any proposed amendment to the Constitution and By-Laws so as to make it legal, without changing the intent of the amendment. The change shall meet the approval of the Council, District or proposer of the amendment. While acting as a Committee, they shall have no right to voice their opinion on any amendment.

SECTION 24. The Grand Worthy Chief may appoint as many Area Deputy Grand Worthy Chiefs and District Deputy Grand Worthy Chiefs as are necessary to expeditiously carry out the work of the Grand Council and the Districts. Their duties shall be prescribed from time to time by the Grand Worthy Chief, and they shall serve at his pleasure. A District Deputy Grand Worthy Chief shall not be entitled to vote or to receive mileage at the Annual Convention unless he be a regularly elected delegate entitled to receive the same mileage reimbursement.

SECTION 25. The Grand Worthy Chief may appoint a membership committee to function in the Grand council to formulate guidelines that can be followed by all Constituent Councils, to assist them in acquiring new members and help maintain active Councils.

The Membership Committee shall take immediate action when appointed and make it's first report to the Grand Worthy Chief within 90 days of its assignment.

The Committee shall also file a report to the Grand Worthy Chief every six months thereafter.

**ARTICLE II**  
*Duties of the Assistant Grand Worthy Chief*

SECTION 1. In the case of death, removal or incapacity of the Grand Worthy Chief, the Assistant Grand Worthy Chief shall perform the duties of the Grand Worthy Chief. In case charges are preferred against the Grand Worthy Chief, the Assistant Grand Worthy Chief shall take the place of the Grand Worthy Chief until such charges are disposed of. If this elected officer is also under charges. It will pass to the next elected officer in line who is not under charges.

SECTION 2. The Assistant Grand Worthy Chief shall have charge of the initiation of all candidates at the Grand Council Convention.

SECTION 3. The Assistant Grand Worthy Chief shall be a member of the Board of Governors.

SECTION 4. The Assistant Grand Worthy Chief shall be Chairman of a Board whose duties shall be to promote the Universal Craftsman Council of Engineers. The Grand Warden and Grand Guard shall also be members of this Board.

**ARTICLE III**  
*Duties of the Grand Treasurer*

SECTION 1. It shall be the duty of the Grand Treasurer to take charge of all funds and securities of the Grand Council; to pay promptly all statements, bills or requests approved and signed by the Grand Secretary and countersigned by the Grand Worthy Chief. He shall keep a correct account of all monies received and paid out and shall have his books open at all such times as the Grand Council may be in session or as ordered by the Grand Worthy Chief, or Board of Grand Trustees. He shall send to all members of the Board of Governors a monthly report of all receipts and expenditures and shall present a complete financial report at the Annual Convention. He shall also provide a bond at the expense of and in the name of Grand Council in the amount approved by the Board of Governors; such bond shall be deposited with the Chairman of the Board of Grand Trustees. As compensation he shall receive the sum of \$300 annually to be paid out of the treasury of the Grand Council. He shall deliver to his successor in office all assets, records and property of the Grand Council in his possession.

SECTION 2. It is not necessary that the Grand Treasurer be a Past Worthy Chief of a Constituent Council.

SECTION 3. The Grand Treasurer shall be a member of the Board of Governors.

**ARTICLE IV**  
***Duties of the Grand Secretary***

SECTION 1. The Grand Secretary shall keep a correct record of the proceedings of Grand Council. He shall send a copy of minutes of the proceedings of the Grand Council to all Grand Officers, Past Grand Officers and Constituent Councils. He shall sign all statements, bills, or requests for payment of monies or for withdrawing funds from the bank. In the event that the Grand Worthy Chief or Grand Treasurer becomes indisposed, he shall countersign checks for payment of monies. The Grand Secretary shall conduct all official correspondence, receive all applications for Charters and sign and grant the same upon the recommendation and over the signature of the Grand Worthy Chief. It shall be duty of the Grand Worthy Secretary to remind the Secretary of each Constituent Council, in May and November of each year, that the per capita tax is due. He shall state the per capita tax and the initiation fee when reminding the Secretaries of their duty. He shall furnish Constituent Councils, upon request, a Past Worthy Chief's Jewel at cost. He shall issue membership certificates to all new members free, and to present members at cost, upon application from the Secretary of a Constituent Council. He shall furnish and have charge of stationery and supplies, and keep the official seal. He shall submit a report to all Constituent Councils, upon the issuing of any new Charters giving the names of the Charter members. He shall furnish each Constituent Council with forms that shall contain space for all data desirable for each member. He shall furnish a quarterly report to each Constituent Council, giving the names of all members initiated, expelled, suspended, rejected, or died.

SECTION 2. He shall furnish the Grand Officers with the official stationery required. He shall keep and sell to Constituent Council all standard supplies, such as rituals, application blanks, affiliation blanks, and copies of the Constitution and By-Laws. He shall, during the months of June and December of each year, send a suitable form to the Secretary of each Constituent Council for its report to the Grand Worthy Chief. He shall also send a suitable form for its semi-annual report to the Grand Secretary, on which shall be reported the business of the Constituent Council including the names of each initiated, affiliated, and restored member; also the names of members unaffiliated for the non-payment of dues, death, demit, dropped from roll at own request, or expelled; also the financial standing of he Constituent Council. These forms which may be referred as reports are to be returned to the Grand Secretary not later than May 31st and November 30th of each year.

SECTION 3. The Grand Secretary shall post bond at the expense of and in the name of the Grand Council in an amount approved by the Board of Governors. This bond is to be deposited with the Chairman of the Board of Grand Trustees.

SECTION 4. He shall receive all monies due the Grand Council and deposit them promptly in the bank account established by the Grand Treasurer. He shall send the Grand Treasurer deposit slips for all monies deposited and shall keep a duplicate slip for

his receipt. He shall receive a copy of the monthly bank statement as sent to the Grand Treasurer.

SECTION 5. As compensation for these duties the Grand Secretary shall receive the sum of \$75.00 per month, to be paid out of the funds of the Grand Council.

SECTION 6. It is not necessary that the Grand Secretary be a Past Worthy Chief of a Constituent Council.

SECTION 7. The Grand Secretary shall be a member of the Board of Governors.

**ARTICLE V**  
*Duties of the Grand Warden*

SECTION 1. The duties of the Grand Warden shall be to collect the password and have charge of the rituals and other paraphernalia belonging to the Grand Council and perform such other duties as the Grand Worthy Chief may direct.

**ARTICLE VI**  
*Duties of the Grand Guard*

SECTION 1. The Grand Guard shall have charge of the door and allow no one to enter or retire unless he shall have permission from the Grand Worthy Chief or Assistant Grand Worthy Chief.

SECTION 2. The Grand Guard shall be a member of the Board of Governors.

**ARTICLE VII**  
*Duties of the Grand Chaplain*

SECTION 1. It shall be the duty of the Grand Chaplain to impart the doctrines of morality and virtue to the members of the Grand Council and discharge such other duties as may be assigned to him by the Grand Worthy Chief. It is not necessary that the Grand Chaplain be a Past Worthy Chief of a Constituent Council. He may succeed himself.

SECTION 2. The Grand Chaplain shall not be a member of the Board of Governors.

**ARTICLE VIII**  
*Duties of the Board of Grand Trustees*

SECTION 1. The Board of Grand Trustees shall consist of a Chairman, a Grand Trustee Senior and a Grand Trustee Junior who are Past Grand Worthy Chiefs. The Junior Past Grand Worthy Chief will automatically become Junior Grand Trustee at the termination of his office as Junior Past Grand Worthy Chief. If for any reason, a vacancy occurs in any of these offices of Grand Trustees, the vacancy must be filled by a Past Grand Worthy Chief.

SECTION 2. In case of the death or removal from office of the Grand Treasurer or Grand Secretary, the Chairman of the Board of Grand Trustees shall assume all duties and responsibilities of the office made vacant, and shall give a bond in the sum determined by, and at the expense of the Grand Council. He shall be allowed such traveling expenses as will permit him to faithfully perform the duties of his office.

SECTION 3. The Board of Grand Trustees shall have full charge of the properties of the Universal Craftsmen Council of Engineers, except the Journal, and shall keep an account of the paraphernalia that may be in the possession of the Grand Officers. They shall be custodians of the bond of the Grand Treasurer and Grand Secretary. The bond of the Chairman of the Board of Grand Trustees, when made necessary, shall be in the custody of the Grand Worthy Chief.

SECTION 4. The Grand Trustees shall tabulate the mileage from each city where Constituent Councils are located in advance of the Convention of the Grand Council. Mileage shall be tabulated at the rate of four cents per mile by the shortest route as determined by the American Automobile Association (AAA).

SECTION 5. The Board of Grand Trustees shall, on the Monday prior to the opening of the Annual Convention of the Grand Council, audit the books of the Grand Secretary and Grand Treasurer and shall report their findings to the Grand Council.

SECTION 6. In the event of the Board of Grand Trustees shall, after any annual election, not have as a member a resident of the State of Ohio, the Grand Worthy Chief shall appoint a member from the State of Ohio to serve as the fourth member of the Board of Grand Trustees until the next annual election and until his successor is elected and installed. Such a member from the State of Ohio shall be a member of the Board of Governors.

SECTION 7. The Chairman of the Board of Grand Trustee, Grand Trustee Senior and the Grand Trustee Junior shall be members of the Board of Governors.

## **ARTICLE IX**

### ***Duties of the Junior Past Grand Worthy Chief***

SECTION 1. The Junior Past Grand Worthy Chief shall preside in the absence of the Grand Worthy Chief and the Assistant Grand Worthy Chief.

SECTION 2. The Junior Past Grand Worthy Chief shall be a member of the Board of Governors.

## **ARTICLE X**

### ***Duties of the Area Deputy Grand Worthy Chief***

SECTION 1. The Area Deputy Grand Worthy Chiefs will over see the District Deputy Grand Worthy Chiefs as are necessary to expeditiously carry out the work of the Grand Council and the Districts. Their duties shall be prescribed from time to time by the Grand Worthy Chief, and they shall serve at his pleasure. The Area Deputy Grand Worthy Chief shall not be entitled to vote or to receive mileage at the Annual Convention unless he be a regularly elected delegate entitled to receive the same mileage reimbursement.

## **ARTICLE XI**

### ***Duties of the District Deputy Grand Worthy Chief***

SECTION 1. The District Deputy Grand Worthy Chief in each legally established District shall be appointed by the Grand Worthy Chief. A District Deputy Grand Worthy Chief shall take office at the Annual Grand Council Convention following his appointment. He shall serve for one year or until the next Annual Grand Council Convention and until his successor is appointed and installed. A District Deputy Grand Worthy Chief shall not be entitled to vote or to receive mileage at the Annual convention unless he be a regularly elected delegate entitled to receive the same.

SECTION 2. The Duties of a District Deputy Grand Worthy Chief shall be to act as the personal representative of the Grand Worthy Chief, Their duties shall be prescribed from time to time by the Grand Worthy Chief, and they shall serve at his pleasure. he is responsible to the Grand Worthy Chief and all letters and reports should be addressed directly to him. Unless the Grand Worthy Chief ordered them to directed elsewhere. If a Area Deputy Grand Worthy Chief is appointed he will also be responsible to him.

## **ARTICLE XII**

### ***Duties of the Board of Governors***

SECTION 1. The Board of Governors shall consist of the Grand Worthy Chief (who shall be Chairman), Assistant Grand Worthy Chief, Grand Treasurer, Grand Secretary (who shall manage the publication and policy of the official journal subject to the approval of the Board of Governors). Grand Warden, Grand Guard, Grand Chaplain, Grand Representative of Ohio, Junior Past Grand Worthy Chief and Grand Trustees, who shall make a full and detailed report to the Grand Council at the Annual Convention.

SECTION 2. The Grand Worthy Chief, the Grand Secretary and the Grand Treasurer shall receive round trip mileage when attending required meetings of the Board of Governors. Mileage shall be paid at the rate of four cents per mile round trip by the shortest route as determined by the American Automobile Association. (AAA)

SECTION 3. The Board of Governors shall hold sessions at such places and at such times as it may decide, but must hold meetings at least twice a year. It shall meet at the call of the Grand Worthy Chief or on the petitions of five (5) Constituent Councils or at the

request of three (3) members of the Board of Governors. Mileage shall be paid to the members of the Board of Governors at the rate of four cents per mile one way by the shortest route as determined by the American Automobile Association (AAA).

SECTION 4. Every Grand Officer should be active on a committee and should submit a report on his activities before he receives his Grand Council fees.

SECTION 5. Every No. 1 Delegate should submit a report to the Grand Secretary before he receives his Delegate's fees; the same applies to all Grand Officers.

SECTION 6. The Board of Governors may transact any business without holding an actual session but may record the votes of the members by mail, e-mail, fax, conference call or other electronic ways.

### **ARTICLE XIII** *Sources of Revenue*

SECTION 1. The resources of the Universal Craftsman Council of Engineer shall be by per capita tax levied on each member of Constituent Councils and from all Charter fees and the funds received from the Official Journal.

SECTION 2. The Secretary of each Constituent Council shall pay to the Grand Secretary on or before May 31st and November 30th each year, such per capita tax as is determined by the Grand Council while in session, for each member in good standing. The Grand Worthy Chief may suspend the Charter of any Council if this law is not complied with. Any Constituent Council that is over one year in arrears to the Grand Council shall be suspended until all per capita tax is paid.

### **ARTICLE XIV** *Duties of the Finance Committee*

SECTION 1. The Finance Committee shall prepare and present to the Grand Council at the Annual Convention a budget of the estimated income and expenditures for the ensuing year. The budget when adopted shall be binding upon the Grand Treasurer for all disbursements. The Grand Treasurer shall be empowered to pay all properly signed statements, bills or requests up to the amount provided for in the budget. All expenditures in excess of the amount provided for in the budget must have the approval of the Grand Worthy Chief, two members of the Board of Grand Trustees and the Chairman of the Finance Committee.

### **ARTICLE XV** *Constituent Councils*

SECTION 1. Constituent Councils shall be composed of active, honorary and life members whose fraternal affiliations are satisfactory.

SECTION 1A. A quorum to conduct the business of a Constituent Council shall consist of (5) five members.

SECTION 2. Active members shall be those connected with the Engineering profession and shall include those who work with tools, supervise or design the work of tools or furnish the tools or materials. They shall pay not less than Fifteen Dollars (\$15.00) for initiation fee, unless by dispensation of the Grand Worthy Chief and then only during his term of office, and shall be entitled to all the rights and privileges of the Council. Eight dollars (\$8.00) of each initiation fee shall be remitted to the Grand Secretary upon receipt of same.

SECTION 3. A Council may elect to honorary membership any man whose fraternal affiliations are satisfactory. Councils shall pay per capita tax on all honorary members who are not members of other Councils.

SECTION 4. A Constituent Council may, by By-Law, only admit any of its members to Life membership upon payment to the Council of a sum of money to be determined by multiplying the annual dues of the Council (less the Per Capita Dues to Grand Council). In addition thereto there will be paid by the Member the Commutation Fee (defined below) of Grand Council, which amount must be forwarded forthwith to Grand Council, and such payments will exempt the Council from the payment of further dues to Grand Council on his behalf. All Life Membership Funds must be kept in a separate account and invested in such investments as are authorized by law for Trust Funds and no portion of such funds or income there from may be expended by the Council, except that at the end of each calendar year, the interest earned during that calendar year may be transferred to the general funds of the Council. The Annual Dues referred to above shall mean Regular Dues, or higher dues which sometimes apply if not paid by a due date.

A Constituent Council may by its By-Laws, when making the calculation in the Section above, allow a Candidate for Life Membership an amount per annum up to but not exceeding One Dollar for each consecutive year that he has been a member in good standing of the Council in which he seeks Life Membership.

A Life Member, when withdrawing from the Council of which he holds Life Membership and joining any other Council, such other Council shall not be obliged to pay Annual Dues (Per Capita) to Grand Council on his behalf, nor, in case he should become a Life Member of such other council, will it be obliged to pay a second fee there to Grand Council.

Brethren who have purchased Life Membership are entitled to all privileges and shall be amenable to the discipline of the Council in the same manner as all other members. The Commutation Fee to Grand Council shall be (25) times the annual Per Capita Fee due to Grand Council.

Money invested in a Life Membership Fund can not be refunded under any condition, once it has been paid.

SECTION 5. A potential candidate who desires to become a member of a Council must use the regular petition blank furnished by the Grand Council, sign his name in full, and have the same certified by three members in good standing as to the applicant's fitness to become a member. This petition after being balloted upon shall be filed by the Secretary for future reference.

SECTION 6. A candidate for membership can not join any Council other than the one in the district in which he is employed unless the said Council issues a waiver of jurisdiction.

SECTION 7. When a candidate is balloted upon, if two black balls or cubes appear against him, the candidate shall be declared rejected, and his initiation fee shall be returned to him, and he shall not be received as a candidate by any Council for at least six months after the date of his rejection.

SECTION 8. Councils may make By-Laws requiring and regulating the payment of Council dues and provide penalties for the non-payment thereof but no greater penalty shall be inflicted than the suspension of the member in arrears. Such suspension shall not be ordered except for the non-payment of at least one year's dues, nor until the member shall have been duly notified thirty days previous to pay the same. No Council shall carry a member on its rolls whose dues are not paid for two (2) full years.

SECTION 9. Each member is required to notify the Secretary of his correct place of residence and of any change of same. Any notification sent to his last known address shall be considered a legal notice.

SECTION 10. Each member shall be entitled to all the rights and privileges of Universal Craftsmen Council of Engineers by living up to his obligations and by obeying the Constitution and By-Laws.

SECTION 11. Any unaffiliated member may be restored to membership at any stated meeting by presenting a regular petition and by a majority vote of the members present, provided that the amount due at the time of such un-affiliation shall have been paid, or at the discretion of the Council, a regular petition - with fee - and one years dues in advance, but until so restored the member shall not be allowed to visit any Council nor be entitled to receive the Journal.

SECTION 12. No person who have been expelled or suspended for nonpayment of dues can become a Charter member of any Council and shall not be allowed to join any other Council before reestablishing good standing in the Council which expelled or suspended him.

SECTION 13. A member can, if in good standing, visit any Council provided he can give the proper password and produce a clear receipt for membership.

SECTION 14. A member who leaves the jurisdiction of his Council and takes a position in another locality where there is a Council, may apply to the Secretary of his Council and procure a demit by paying all arrearages. Said demit must be deposited with the new Council within six months from the date of issue. Otherwise this demit is void and the holder of the demit will have to enter as a new member. Any member joining another Council by demit shall not be entitled to vote until he shall have complied with all laws applicable to the membership transfer.

SECTION 15. A member holding a demit and wishing to join a Council shall present his demit to the Secretary and the same shall be turned over to an investigating committee and upon a favorable report and after balloting, if favorable he shall be declared elected.

SECTION 16. Any member of a Council in good standing and free from charges, may withdraw, by giving notice to that effect at a regular meeting of the Council. Said notice to lay over until the next regular meeting when, if no objection appears, his request shall be granted and such action shall sever his connections with Universal Craftsmen Council of Engineers.

SECTION 17. A member wishing to reenter a Council with a withdrawal card may be reinstated by presenting a regular petition - without fee but with one year's dues payable in advance, and by a majority vote of the members present.

SECTION 18. A member who divulges the password for any purpose other than to enter a meeting shall be expelled.

SECTION 19. Any officer or member who becomes an habitual drunkard or drug abuser or who wrongs a brother or defrauds him or who commits an offense discreditable to the Council or the Grand Council, or who endeavors to create dissensions among the members, or who works against the interest and harmony of the Council, or who advocates and encourages division of funds or dissolution of any Council, shall be expelled.

SECTION 20. Any officer or member who willfully slanders an officer or member of the Council or the Grand Council or who fraudulently receives, or who attempts to misapply, or who embezzles the funds of the Council or the money of any member or candidate entrusted to him for payment, shall be suspended or expelled, as the Council may decide.

SECTION 21. Debates of partisan, political or sectarian nature will not be allowed in any Council. Any member who acts in violation of his obligation, or who violates any section of the Constitution and By-Laws, shall be suspended or expelled, at the discretion of the Council.

SECTION 22. Any member entering a meeting while under the influence of intoxicating or illegal drugs, or who disturbs the harmony thereof, or who uses profane or unbecoming language during a meeting shall be admonished by the Worthy Chief, and if he again

offends shall be excluded from the room for a repetition of the offense he shall be suspended.

SECTION 23. When a member has been punished by a Council, and he wishes to appeal from the decision of the Council, he may appeal to the Grand Council, but can not sit in his Council until his appeal has been heard.

SECTION 24. The officers of the Council shall be The Worthy Chief, Assistant Worthy Chief, Past Worthy Chief, Recording Secretary, Treasurer, Warden, Guard, Chaplain three Trustees, three Auditors, and such other officers and committees as may be required.

SECTION 25. Officers of a Council shall serve for twelve months and until their successors are elected and installed. The Trustees shall be elected in such a manner that the term of one shall expire at the end of every twelve months. It shall be within the power of every Council to fix salaries of such officers as they may decide to pay.

SECTION 26. The election of officers of a Council shall take place the first or last meeting in April or May and they shall be installed on or before the first meeting in May or June. Each Council to select May to April or June to May as its fiscal year. No member shall be nominated for any office unless he be present or represented by proxy, nor shall he be eligible to office unless he has been a member in good standing at least six months prior to nomination, except where a Council has not been in existence the time herein required.

SECTION 27. The Recording Secretary shall send a list of all new officers to the Grand Secretary within thirty days after elections.

SECTION 28. If any officer of a Council shall fail to discharge the duties of his office for three successive meetings the office shall be declared vacant, unless he sends an excuse to be acted on by the Council, and an election to fill the same shall take place at the next regular meeting.

SECTION 29. Any officer of a Council may be removed, after due trial, upon charges preferred against him and sustained by a two-thirds vote of the members present.

SECTION 30. Vacancies occurring in any Council shall be filled at the next regular meeting in the same manner as provided for the election of officers. The Worthy Chief shall appoint a member to fill the vacancy pro tern.

SECTION 31. A Worthy Chief pro tem shall be elected in the absence of the Worthy Chief, and the Assistant and Past Worthy Chief. The Recording Secretary shall call the meeting to order.

SECTION 32. The last meeting in May just preceding Decoration Day of each year hereafter, shall be known as Memorial meeting and be dedicated to the memory of those

who died in defense of their country and to pay respects to all members who have passed away the preceding year.

SECTION 33. It shall be the duty of the Worthy Chief to preside at all meetings of his Council, preserve order and enforce the Constitution and By-Laws. He shall decide all questions of order, subject to an appeal to the Council by a two-thirds vote and shall have the deciding vote in case of a tie. He shall sign all orders on the Treasurer elected by the Council.

SECTION 34. The Worthy Chief shall appoint all committees, unless otherwise provided for, and shall call special meetings at the request of five members in good standing provided all members of the Council are legally notified.

SECTION 35. The Assistant Worthy Chief shall assist the Worthy Chief in the discharge of his duties and preside during his absence.

SECTION 36. The Past Worthy Chief shall preside in the absence of the Worthy Chief and Assistant Worthy Chief, and assist in the initiation of candidates.

SECTION 37. The Treasurer shall receive from the Secretary all monies collected by him, giving his receipt therefore. He shall pay all orders directed by the Council when properly signed by the Finance Committee. He shall keep a correct account of all monies received and paid out by him, and have his books open for examination at such time as the Council may desire, and impart to the Finance Committee all the information desired. He shall give a sufficient bond in the individual name of the Trustees, for the use and benefit of the Council in the faithful discharge of his duties, the expense of the bond to be paid by the Council. At the expiration of his term of office he shall turn all the books, papers and monies over to his successor, taking his receipt therefore.

SECTION 38. It shall be the duty of the Recording Secretary to keep a just and correct account of the proceedings of his Council and render such information as he may have to the officers and members when called upon. He shall preserve in appropriate files all papers and documents relating to his Council, issue notices, and conduct correspondence when required. He shall make his Semi-Annual reports to the Grand Secretary by the end of May and November of each year. He shall be sole keeper of the seal. He shall submit a written report at the first meeting in December, giving a general review of the affairs of his Council. At the expiration of his term of office he shall deliver to his successor all books and papers, taking his receipt therefore.

SECTION 39. The Secretary shall keep a correct account for each and every member, also receive all monies and pay same to the Treasurer, taking his receipt therefore. He shall notify all members in arrears, requesting them to settle same. He shall report to the Council at the first meeting in December the names of all members in arrears twelve months and over. He shall have his books open for inspection any time the Council or Finance Committee may direct.

SECTION 40. The Warden shall collect the password, prepare and introduce candidates and have charge of the rituals and other property belonging to the Council, and perform such other duties as the Worthy Chief may direct.

SECTION 41. The Guard shall have charge of the door and allow no one to enter, or retire, unless he shall have permission from the Worthy Chief or Assistant Chief. The Guard shall not leave his post unless he has been relieved.

SECTION 42. The Trustees shall have general supervision of all property belonging to the Council, make out all contracts for halls, and they shall at all times act under the direction of the Council.

SECTION 43. It shall be the duty of the Auditors to examine the account and books of the Treasurer, Recording Secretaries, and all records of the Council, between the last meeting in November and the first meeting in December, or the last meeting in May and the first meeting in June; they shall notify the Recording Secretary and Treasurer to attend their meetings with their books, papers and vouchers, and report the result in full to the Council at their next regular meeting.

SECTION 44. The Grievance Committee shall, upon the information of any brother in good standing hear and determine, as far as possible, all matters of difference which may arise among the brothers, and all matters tending to injure the Fraternity or its members; and for this purpose they shall have power, first, to cause to come before them all brothers who may be charged with any offense or who may violate any rule of propriety; second, to notify witnesses, and in case of their neglect to attend or refusal to answer, to report the same to the Council for its action. Said committee shall immediately notify the accused and the accuser or accusers of the time and place, when and where they will meet to hear the charges, and furnish the accused with a copy of the same, if they are of a nature to admit. Said committee may adjourn its meetings from time to time, until the matter is fully and satisfactorily investigated. If the committee is unable to adjust the grievances, they shall forthwith report to the Council, and thereupon such action may be taken as the nature of the case may require.

SECTION 45. A two-thirds vote of the members present shall be required in all cases of suspension or expulsion.

SECTION 46. The duty of the Employment Committee shall be to assist member to obtain employment. All members making application to this committee for employment and procuring same, whether through this committee or not, shall report at once to the committee, so that their names may be taken from the list of unemployed.

SECTION 47. The Chairmen of the Employment Committees shall have full power to appoint two or more assistants as he may see fit.

SECTION 48. All committees shall perform the duties assigned to them within the time specified and shall report in writing, and no person shall be exempt from serving on a

committee when called upon to serve, unless excused by the Worthy Chief or if he is already a member of some other committee.

SECTION 49. Committees holding money, the property of the Council either as balances or meeting after completing their work, deliver the same into the hands of the Secretary, together with all vouchers and accounts, and in no case shall a committee be discharged until all bills are paid and they are reimbursed for their expenses or paid for lost time, if any; provided the Council has originally agreed to do so. The first person named on a committee shall act as chairman until the committee elects its officers.

SECTION 50. Councils may adopt such By-Laws as they may deem necessary provided they do not conflict with the Constitution and By-Laws of the Grand Council.

SECTION 51. No Council shall disband as long as there are seven members in good standing.

SECTION 52. No member of any Council shall solicit by letter or otherwise any subscription for entertainment of delegates or for any other purpose, without the consent of the Board of Governors.

SECTION 53. A Council shall not issue or aid in issuing or publishing any book or pamphlet containing advertisements in the name of the Universal Craftsmen Council of Engineers without permission from the Board of Governors, but at all times shall give their support to the Official Journal under the management of the Board of Governors.

SECTION 54. No contract made in the name of the Grand Council shall become operative until the same shall be approved by the Grand Council in convention assembled.

SECTION 55. If at any time a Constituent Council shall withdraw, lapse, or be suspended, all properties, books and Charter held by or in the name of, or on behalf of said Constituent Council, shall be forwarded to the Grand Secretary to be held in safe keeping by him until the next meeting of the Grand Council.

SECTION 56. The officers and members of Constituent Councils shall be held responsible for compliance with this section, within thirty (30) days after such dissolution, suspension, or withdrawal, under penalty of being prosecuted by law and forfeiture of memberships and benefits of this organization.

SECTION 57. Any member of a lapsed or suspended Council, if in good standing, may obtain a transfer card upon application to the Grand Secretary, and he must deposit the same with a Council within sixty days from date of issue.

SECTION 58. The Worthy Chief shall at all times represent his Constituent Council at all meetings of the Grand Council. In case of his inability to attend, the Assistant Worthy

Chief, or Secretary, or a regularly elected Delegate designated by the Constituent Council shall represent him

SECTION 59. To be entitled to vote, or to offer an amendment to the Constitution and By-Laws, or to receive mileage, the delegates of a Constituent Council must not be in arrears of capita tax. Each Constituent Council shall be allowed one delegate for every fifteen (15) members in good standing, or a majority fraction thereof, for whom per capita tax has been paid, and each Constituent Council shall be allowed one additional vote for every fifteen members not represented by delegates.

SECTION 60. The Recording Secretary of Constituent Councils shall notify the Grand Secretary of the names of the delegates and alternates within fifteen days after their election.

SECTION 61. After the expenses of the Grand Council are paid and at least \$2,000 held in reserve, the balance of expenses shall be paid pro rata to the Worthy Chief, or in his absence, the Assistant Worthy Chief or Secretary, or a regularly elected delegate designated by his Constituent Council. Mileage expense shall be reimbursed per the shortest route as given by the American Automobile Association (AAA) at four cents per mile one way.

SECTION 62. The United States and Canada shall be divided into as many Districts as may be determined by the Grand Worthy Chief. These Districts shall be official subdivisions of the Grand Council, and shall consist of one or more Constituent Councils.

SECTION 63. A District consisting of more than one Council may hold an annual meeting by dispensation of the Grand Worthy Chief. The proceedings thereof will be promptly forwarded to the Grand Worthy Chief and Grand Secretary as provided in these By-Laws.

SECTION 64. Districts may elect officers to preside at District meetings by a majority vote of District delegates present at any specific District meeting. They shall serve for one year and until their successors are elected and installed. District officers shall consist of a Worthy Chief, and Assistant Worthy Chief, a Past Worthy Chief, a Recording Secretary, a Treasurer, a Warden, a Guard, and a Chaplain. It is not necessary that these officers hold similar offices in their own Council, but may be any member in good standing. District officers may succeed themselves if properly reelected. The names, addresses, District office held. Council name and number must be submitted to the Grand Secretary not later than 30 days prior to the Grand Council convention each year. The Grand Worthy Chief may remove from office any District officer who, in his opinion, may be incapacitated or incompetent. In the event of the removal of any District officer, Districts shall immediately elect a replacement as provided in these By-Laws.

SECTION 65. Voting on all District matters shall be by District Delegates. Each Constituent Council within the District shall be allowed on (1) delegate for each twelve (12) members in good standing, or a majority fraction thereof on whom per capita tax has

been paid and each constituent council shall be allowed one (1) vote for each twelve (12) members not represented by delegates

SECTION 66. Districts may act upon and submit resolutions or recommendations to the Grand Council, provided that such resolutions or recommendations have been previously unanimously approved by all Councils within the District and do not conflict with the existing Constitution and By-Laws. Such resolutions and recommendations must be in the hands of the Grand Secretary prior to April 1st as provided in these By-Laws. Any Council dissenting from a District decision may submit resolutions and recommendations directly to the Grand Council as provided in these By-Laws. There shall be no appeal to the Grand Council on any District matters except when the rights of a Council, as provided in the Constitution and By-Laws, have been violated. Nothing in this Section shall be construed as to prevent any Council from submitting resolutions and recommendations on their own behalf directly to the Grand Council, as provided in these By-Laws.

SECTION 67. A Council making application to the Grand Worthy Chief for dispensation for any purpose shall submit such application in duplicate, signed by the Worthy Chief and Recording Secretary, and under the seal of the Council.

SECTION 68. No Council shall transact any business that would affect the constitutional rights of its membership, alter its By-Laws, or in any way deviate from the usual business of the Council without first notifying the membership at least 30 days prior to the meeting at which such business is to be transacted.

## **ARTICLE XVI** ***Scholarship Awards***

SECTION 1. A Scholarship Fund shall maintained and supported by means of voluntary contributions and said Scholarship Fund be administered by a committee of three (3) be appointed by the Grand Worthy Chief as follows: Chairman for three (3) years, one member for (2) years and one member for (1) year.

SECTION 2. Eligible candidates for Scholarship Fund shall be Sons or Daughters, Grandsons or Granddaughters of members Constituent Councils in good standing and Sons and Daughters, Grandsons or Granddaughters of deceased members of Constituent Council who were in good standing at the time of death. The parent or grandparents shall have been members of the Constituent Council sponsoring the applicant for not less than one (1) year prior to the date of application. All things being equal, preference will be given to applicants in need financial aid.

SECTION 3. Applicants must be certified to, in writing, by parents, principal of applicant's school and the Worthy Chief of the Constituent Council proposing candidate.

SECTION 4. A successful candidates shall be permitted to select his or her own school.

SECTION 5. All applicants shall be among the first twenty (20) percent of his or her class scholastically.

SECTION 6. Assistance from the Scholarship Fund shall be applicable for one year only. The provisions of this section do preclude a successful applicant from submitting another application for subsequent years.

SECTION 7. Applications for Scholarships shall be made and handled in their entirety by the Constituent Council of which the Parents or Grandparents are or were members in good standing.

SECTION 8. Whenever feasible every third (3rd) student assisted by the Scholarship fund shall be a resident of the Dominion of Canada.

SECTION 9. The advertising medium for the Scholarship Fund shall be mostly through the columns of the Universal Engineer.

SECTION 10. The Scholarship award shall be \ \$500.00 for Engineering students only in one academic year.

SECTION 11. The Scholarship award shall be \ \$300.00 for students enrolling in courses other than Engineering in any one academic year.

SECTION 12. Scholarships shall be granted not to exceed \ \$1,500.00 in any year. All candidates for Scholarships must have their request in the hands of the Scholarship Chairman by April 30th. Any money not needed for the year, which runs from May 1st to April 30th will be placed in a permanent Scholarship Fund. Only the interest can be used from this fund and only for Scholarships.

## **ARTICLE XVII**

### ***The Joe Paton Endowment Fund***

SECTION 1. This fund is established to provide a permanent capital fund to which members, friends, or any person or persons desiring to assist the Universal Craftsman Council of Engineers may contribute.

SECTION 2. The fund shall be administered by a Board of Trustees, five in number, who shall serve without compensation. The Board of Trustees shall be composed of the Grand Secretary, the Grand Treasurer and three members to be appointed by the Grand Worthy Chief subject to the Approval of the Board of Governors. The three appointed Trustees shall serve for a term of five years. Members of the Board of Trustees do not need to be Grand Officers or Past Grand Officers but must be members in good standing of the Universal Craftsman Council of Engineers preferably with some fiduciary experience. The Board of Trustees shall elect a Chairman from their membership.

SECTION 3. The Board of Trustees shall have full and complete power to administer and invest the funds entrusted to their care or to appoint a legally recognized fiduciary agent such as a Bank or Trust Company to invest the funds for them subject to the restrictions in this Article.

SECTION 4. The Board of Trustees shall be responsible to the Board of Governors and shall report the results of their administration either orally or in writing at each meeting of the Board of Governors for presentation to the Grand Council at each Annual Convention.

SECTION 5. The principal of the fund shall be composed of gifts, donations, bequests, or any other form of contribution that any person or persons shall make. No monies shall be transferred from the General Funds of the Grand Council to this fund unless such transfer shall be approved by a two-thirds vote of the Grand Council when in session.

SECTION 6. All monies or property contributed to this fund shall be turned over to the Board of Trustees for their administration and shall be held separate and apart from any other funds of the Grand Council.

SECTION 7. The principal of this fund together with any interest, dividends, rents royalties, or any other earnings of the fund shall be held in trust until the total of the fund, principal and earnings, shall reach the sum of Twenty-Five Thousand Dollars.

SECTION 8. When the total of the fund has reached the above mentioned sum of Twenty-Five Thousand Dollars, the interest, dividends, rents, royalties or any other earnings of the fund may be turned over to the Grand Treasurer to be added to the General Funds of Grand Council. Any monies thus added to the General Funds shall be used to promote the general welfare of the Grand and Constituent Councils and shall be treated as any other funds of Grand Council.

SECTION 9. This fund and trust established by this Article shall remain in effect in perpetuity.

Submitted by Albert G. Gardiner, Jr. Grand Worthy Chief, 1968-1969

### **ARTICLE XVIII** ***Amendments to By-Laws***

All amendments, additions or revisions to these By-Laws must be submitted in writing and in duplicate to the Grand Secretary before April 1st for distribution to the Constituent Councils for their study and consideration, where, at an Annual Session of the Grand Council, if approved by two thirds of all members present, they shall be adopted. Only the Grand Worthy Chief and the Grand Secretary shall be permitted to submit amendments to these By-Laws to the Grand Council over their own signatures without submitting them through a Constituent Council.

**ARTICLE XIX**  
*To address a Brother*

Grand Worthy Chief ..... The Most Worthy Brother (his name) Grand Worthy Chief of the Universal Craftsman Council of Engineers of North America.

Past Grand Chief & Elected Officers ..... The Right Worthy Brother (add his name and title) of the Universal Craftsman Council of Engineers of North America.

Appointed Grand Officers ..... The Very Worthy Brother (add his name and title) of the Universal Craftsman Council of Engineers of North America.

Worthy Chief ..... Worthy Brother (add his name).

Past Worthy Chief ..... Past Worthy Brother (add his name).