

# BY-LAWS

*for*

MONITOR LODGE

No. 218

VASA ORDER OF AMERICA

Sacramento, California



Organized April 6, 1912

1963

## ARTICLE I ORGANIZATION

1. This Lodge shall be known as Monitor Lodge No. 218 located in the County of Sacramento, California.

2. Meetings shall be held once a month, time and place to be decided upon by two-thirds vote of Members.

3. This Lodge is organized for the purpose of working for the social, cultural and fraternal advancement of all Members and of paying sick and funeral benefits to the Members of the Sick Benefit Fund.

4. All members shall have the same rights, except that only Members of the Sick Benefit Fund can vote on matters pertaining to the Sick Benefit Fund.

## ARTICLE II OFFICERS

1. The following Officers shall be elected except for the office of Past Chairman.

a. Chairman, Vice Chairman, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Cultural Leader, Chaplain, Master of Ceremony, Assistant Master of Ceremony, Inner Guard, Outer Guard, Past Chairman, 3 Trustees, 3 Auditors, 3 Members Membership Committee: the first seven elected by majority vote, and the remainder by a plurality. All elections shall be by secret ballot, held the first meeting in October. One Trustee, one Auditor and one member Membership Committee elected yearly for a term of three years. The Trustee, Auditor and Membership Committee Member who has only one year left of their term shall

serve as Chairman of their Respective Committees.

2. The following Officers shall be appointed:  
Adviser of Children's Club  
Vasa Star Representative
3. The following are Standing Committees:
  - a. Sick Committee — shall consist of Chairman, Vice Chairman, Recording Secretary and two brothers and two sisters appointed to serve for 2 months each.
  - b. Press Committee of two members appointed each year.
  - c. Nominating Committee — three members, Past Chairman, and two Junior Past Chairmen.

### ARTICLE III LODGE FUNDS

1. **General Fund**
  - a. Its income shall be derived from General Membership initiation fees and dues, interest and dividends earned on investments belonging to the fund, and profits from lodge sponsored activities not specially earmarked for other funds or accounts of the lodge.
  - b. This fund shall be used to pay all expenses of the lodge except those specifically applicable to the Sick Benefit Fund.
2. **Sick Benefit Fund**
  - a. Its income shall be derived from Sick Benefit Fund membership entrance fees and dues, interest and dividends earned on investments belonging to the fund, and profits from activities sponsored by members belonging to the Sick Benefit Fund.
3. **Special Funds**
  - a. The Lodge may establish special funds for specific purposes.

## ARTICLE IV MEMBERSHIP REQUIREMENTS

1. Persons seeking membership in this Lodge must be of good moral character, of Scandinavian birth or descent, 14 years of age or over, and recommended by a member of the Vasa Order in good standing.

2. A person married to a member of Scandinavian descent is eligible for membership.

3. A candidate to the Sick Benefit Fund must be a General Member and under 50 years of age.

4. In order that an application may be considered for membership, it must be accompanied by the Initiation Fee for General Membership and, if the candidate is also applying for membership to the Sick Benefit Fund, the Entrance Fee to that Fund.

5. A candidate whose application has been rejected, shall be reimbursed the fees accompanying his application.

6. Any person who gains admission through fraud shall be expelled from the Lodge.

7. Applications for membership shall be acted upon according to the Grand Lodge Constitution for Local Lodges and District By-Laws.

## ARTICLE V FEES AND DUES

The Entrance Fees and Dues to the Sick Benefit Fund are separate and apart from Initiation Fees and Dues established for General Membership. The Fees and Dues of the Sick Benefit Fund are to be paid in addition to those prescribed for General Members.

### 1. GENERAL MEMBERSHIP

- a. Initiation Fee — Persons applying for General Membership shall pay an initiation fee of \$5.00 if 18 years or older. \$2.00 if 14 to 18 years.
- b. Dues — General Members shall pay dues of

75c per month, if 18 years or older. \$2.00 per year if 14 to 18 years of age.

**2. SICK BENEFIT MEMBERSHIP**

**a. Entrance Fee (This is in addition to the General Membership Initiation Fee.)**

Age 14 to 29 inclusive — \$2.00

Age 30 to 39 inclusive — \$4.00

Age 40 to 49 inclusive — \$6.00

Plus each candidate is to pay the \$1.00 Entrance Fee to the District Funeral Fund.

**b. Dues (This is in addition to General Membership Dues) Members of the Sick Benefit Fund shall pay dues of 50c per month, plus the yearly assessment to the District Funeral Fund.**

**3. TRANSFERS FROM OTHER LODGES —**

Members, in good standing, transferring from other Lodges, shall pay the following fees:

**a. General Membership Initiation Fee — One-half of that prescribed for new members.**

**b. Sick Benefit Fund Entrance Fee — The same as that prescribed for new members, except that they shall not be required to pay the \$1.00 Entrance Fee to the District Funeral Fund if already a member of that Fund.**

**4. ASSESSMENTS — If extra assessments are necessary to meet expenses of the Lodge, they shall be decided upon by the Majority vote of the Lodge members.**

**5. PAYMENT OF DUES**

**a. Members dues should be paid in advance.**

**b. A member who is in arrears in payment of monthly dues, fines or levies for three months or more, shall be deprived of all financial assistance in case of sickness and will not be entitled to benefits until two months after debts are paid.**

- c. Members indebted to the Lodge for six months shall be suspended, but the Financial Secretary shall inform the Lodge of the details of the case before the suspension is made.

## ARTICLE VI

### BENEFITS — SICK BENEFIT FUND

1. Any Member of the Sick Benefit Fund who, through sickness or accident, is unable to perform his daily work shall be entitled to assistance during the sickness after six months membership in the Fund.

2. The sickness must be reported to the Chairman, Vice-Chairman, or Secretary, not later than four days after the beginning of sickness; otherwise, the time will be counted from the day such notification is received.

3. No member is entitled to aid during sickness until medical notice is filed, detailing nature of sickness. Such notices must be filed in writing at the first regular meeting of the Lodge after the beginning of the sickness and each monthly meeting thereafter for the Duration of the illness.

4. No sick benefits shall be paid for injuries or sickness caused by war, ravages of epidemics, or Acts of God.

5. A member entitled to sick benefits will be paid Eight Dollars per week for the first ten weeks. No payment will be made for the first week of sickness or accident. Members shall not be entitled to more than twenty weeks of such aid in one year.

6. Sick benefits to any one member shall be limited to \$240 for any and all sickness or accidents, of any nature, after joining the Sick Benefit Fund. However, a member who has received the maximum benefits of \$240 will be entitled to draw sick benefits annually up to the amount paid in annual dues to the Sick Benefit Fund.



## ARTICLE VII

### BENEFITS — DISTRICT FUNERAL FUND

1. Upon the death of a member in good standing, the Recording Secretary shall report the same to the District Secretary accompanied by the death certificate.

2. As soon as the funeral aid has arrived from the District Lodge, the Local Lodge shall pay the amount of \$150.00 to the legally entitled person.

3. If the deceased has no relatives, the Lodge will arrange for the funeral, the expenses of the Lodge not to exceed the amount paid by the District Funeral Fund. Officers of the Lodge are to have charge of the Funeral.

## ARTICLE VIII

### GENERAL RULES

(Also see Constitution, Page 74-94)

1. When the presiding officer takes the chair, the other officers shall take their stations; and after the sound of the gavel, decorum shall prevail.

2. When the password is taken and minutes are being read, members shall remain quiet.

3. During the meeting no one has a right to pass between the altar and the chair of the presiding officer.

4. When a member is speaking all conversation and whispering are out of order.

5. A member shall not divulge the password or other business of the Lodge, or speak disrespectfully about its members.

6. Any officer who is absent for three consecutive meetings without giving sufficient reason for absence shall be dismissed and a new officer be elected to fill the place.

7. All committees shall be appointed by the Chairman or Vice-Chairman unless the Lodge otherwise decides.

8. If possible, every member shall be present at the Funeral of a deceased member.

9. Change of meeting place or time shall be reported to the members in writing and passed by a two-thirds majority vote of the members.

10. Members shall report change of residence to the Recording or Financial Secretary within thirty days.

11. All questions and motions that may be presented and taken for action within the Lodge shall be decided by vote.

12. Parliamentary Rules as issued by the Grand Lodge shall be the rules for this Lodge.

13. The working year of the Lodge starts after the Installation of Officers.

14. Matters not covered by these By-Laws shall be decided and disposed of in accordance with the Constitution for Local Lodges and By-Laws of District Lodge Golden Gate No. 12, Vasa Order of America.

Adopted by Monitor Lodge No. 218, Vasa Order of America.

Date: June 8, 1963

CHARLES LINN, Chairman

Approved by the District Executive Board on August 17, 1963.

#### BOARD MEMBERS

Charles Linn, Chairman  
Donn Stafford  
Lennart Andersson  
Didrik Anderson  
Mary Anderson  
George Uffens  
David Anderson  
Fingal Segerstedt  
Victor Aronson

#### EXECUTIVE BOARD

District Master  
Elsie Winqvist  
Vice District Master  
Carl E. Johnson  
Ethel Turner  
C. Lennart Anderson  
Charles Linn  
Per Persson



## DUTIES OF OFFICERS

**Duties of Chairman.** It shall be the duty of the Chairman:

(a) To preside over and supervise all activities within the lodge and to see that the Constitution of the Order, By-Laws of District and Local Lodge and all other accepted rules are closely followed and adhered to.

(b) To see that officers of the lodge and the members of the various committees carefully perform their respective duties.

(c) To appoint all committees unless otherwise decreed by the Constitution of the lodge.

(d) To appoint temporary officers to fill such positions as may be found vacant at roll call of officers after meeting of lodge has been opened, except the offices of Inner and Outer Guard which shall be appointed by the Vice Chairman.

(e) To cast a deciding vote in the event of a tie vote upon any question before the lodge and such event shall be the only occasion where the Chairman shall be entitled to vote, except at time of election of officers and when balloting for new members.

(f) To submit to all rules and regulations which the Constitution and By-Laws of the lodge may further prescribe.

**Duties of Vice Chairman.** It shall be the duty of the Vice Chairman:

(a) To assist the Chairman in maintaining order and decorum within the lodge.

(b) To have special supervision over the Guards and the doors leading to the lodge room.

(c) To inspect ballot box, upon balloting for new members, before the box is shown to the Chairman and, when so requested, verify declaration of Chairman as to results of the ballot.

(d) To assume the position and all duties of the Chairman whenever this officer is absent.

**Duties of Recording Secretary.** It shall be the duty of the Recording Secretary:

(a) To keep a careful record of the proceedings at all meetings of the lodge.

(b) To take care of the general correspondence of the lodge, except in such cases as it may come under the specific care of other officers or committees.

(c) To keep a complete and separate list of members, giving number, name and age of each member, date of initiation and exclusion, together with such other information as the Constitution or By-Laws of the District and Local Lodge may further require.

(d) To furnish the District Secretary with a complete list of all initiations, transfers, exclusions and such other information pertaining to membership list as the By-Laws of District Lodge may require.

(e) To obtain from officers and committees, at the end of each term, all facts and information required to set up a complete report covering transactions during the term. Said report shall be made out on forms and according to formula supplied by the District Lodge and should be forwarded to the District Secretary within three (3) weeks after the end of the term.

(f) To act as custodian of the official seal of the lodge, and use the same to stamp all official documents, letters and papers. Said seal shall not be used by any other person than the Recording Secretary nor for any other purpose than the official business of the lodge.

(g) To deliver to his successor, or to such committee as the lodge may designate, all books, papers and documents together with any and all property

of the lodge left in his charge as Recording Secretary.

**Duties of Assistant Recording Secretary.** It shall be the duty of Assistant Recording Secretary:

To assist Recording Secretary and to keep records of transactions at meeting of the lodge and further, if the Recording Secretary is absent, assume all the duties and responsibilities as the Recording Secretary.

**Duties of Financial Secretary.** It shall be the duty of the Financial Secretary:

(a) To keep careful and correct accounts between the lodge and its members; bill them for debts and credit them for all paid assessments and dues.

(b) To receive all moneys paid into the lodge and give official receipts for such payments and deliver all moneys thus received to the Treasurer at the close of each meeting and obtain that officers' official receipt for the amount delivered.

(c) To furnish the Recording Secretary, at the end of each term, all necessary information required to make up his report to the District Lodge for the term.

(d) To assume such other duties as the Constitution and By-Laws of District and Local Lodges may further require.

(e) To furnish such bond or security, for the faithful performance of his duties, as the lodge may require.

(f) To deliver to his successor, or to such committee as the lodge may designate, all moneys, accounts, books and documents together with any and all property of the lodge that has been in his charge as Financial Secretary.

(g) The Financial Secretary shall, on any occasion when member is granted sick benefit, present a written order to the Treasurer of the Lodge, to deduct

the amount of such indebtedness, as the member may have on the books of the Lodge. The amount thus indebted, shall be duly credited by the Financial Secretary, to the account of said member, who thereby is retained in good financial standing in the Lodge.

**Duties of Assistant Financial Secretary.** It shall be the duty of the Assistant Financial Secretary:

To assist the Financial Secretary in collecting dues and assessments, and, if the Financial Secretary is absent, assume all duties and responsibilities of the Financial Secretary.

**Duties of Treasurer.** It shall be the duty of the Treasurer:

(a) To receive from the Financial Secretary all moneys collected for the lodge by that officer and give official receipt for moneys thus received; to administer all funds received by the lodge and keep complete and correct accounts of all receipts and expenditures.

(b) To pay all bills which have duly become payable in accordance with provisions of the lodge.

(c) To deposit (in the name of the lodge), all moneys received, except such sum as the lodge may authorize the Treasurer to have on hand in such Bank or Institution and with such provisions for withdrawals of funds, as the lodge or its By-Laws may prescribe.

(d) To present, at the end of each term or more frequently if By-Laws so require, a complete and detailed report of receipts and disbursements showing the financial standing of the lodge; also to furnish such extract of said report to the Recording Secretary as may be required to complete official report for the term.

(e) To have all accounts ready for audit by auditors in due time at the end of term.

(f) To furnish such bond and surety for the faithful performance of his duties as the By-Laws may prescribe. The cost of such bond shall be paid by the lodge.

(g) To assume such further duties as the lodge or its By-Laws may legally prescribe.

(h) To deliver to his successor or to such committee as the lodge may designate all moneys, books, papers, documents and any and all property of the lodge that has been left in his care as Treasurer.

**Duties of Chaplain.** It shall be the duty of the Chaplain:

To perform such duties at all meetings of the lodge, as the ritual, Constitution and By-Laws may prescribe.

**Duties of Master of Ceremonies.** It shall be the duty of the Master of Ceremonies:

(a) To take care of regalia and song sheets and such other properties of the lodge which are not left in care of other officers.

(b) To distribute regalia, song sheets, etc., at the meetings, and, further, perform such other duties as the ritual, Constitution or By-Laws of the lodge may prescribe.

(c) To have charge of the ballot box whenever it is used in the lodge and to count the votes at time of voting on a question, if so requested by the Chairman.

**Duties of Assistant Master of Ceremonies.** It shall be the duty of the Assistant Master of Ceremonies:

To assist the Master of Ceremonies at all meetings of the lodge and, if that officer is absent, to assume all duties and responsibilities of the Master of Ceremonies.

**Duties of Inner Guard.** It shall be the duty of the Inner Guard:

(a) To have charge of inner door leading from the ante-room to lodge room.

(b) To obtain from every person entering the lodge room, after meeting has been opened, such proof of membership as the ritual may require and render report thereof to Vice Chairman.

(c) To obtain permission from Vice Chairman before permitting anyone to enter lodge room after meeting has been called to order and, further, to perform such other duties as the ritual and By-Laws of lodge may prescribe.

**Duties of Outer Guard.** It shall be the duty of the Outer Guard:

(a) To have charge of outer door leading into ante room.

(b) To request the standing password from all members, who may give signal at outer door, before permitting them to enter and, if member does not know or has forgotten the password, to obtain name of members together with name and number of Local Lodge member in question belongs to, and report such cases to Inner Guard and await instructions from Vice Chairman before opening the door.

(c) To see that all members are clothed in proper regalia before entering lodge room, and to perform such other duties as the ritual and By-Laws of the lodge may prescribe.

**Duties of Past Chairman.** It shall be the duty of Past Chairman:

To assist at initiations of new members, assist and advise the Chairman and, if the Chairman and Vice Chairman are absent, to take the Chairman's place.

Other officers elected in accordance with By-Laws of the lodge, shall perform such duties as their positions may require or as determined by the lodge.

## TRUSTEES

**Election of Trustees.** Each Local Lodge shall, when instituted, elect a Board of Trustees, composed of three (3) members, of which one shall serve to the



end of the term and one until one (1) year later and one until two (2) years later. At the end of each term thereafter, the lodge shall proceed to elect one Trustee to serve for a term of three (3) years and Trustee whose term is next completed shall act as Chairman of Board of Trustees.

**Qualifications for Trustee.** In order to qualify as Trustee, a member must be in good standing in the lodge and have reached twenty-one (21) years of age.

**Vacancy on Board of Trustees.** If a vacancy should occur on the Board of Trustees, another Trustee shall be elected at the same meeting vacancy is declared or not later than the next following meeting. A Trustee thus elected shall serve for the remainder of the term to which his predecessor was elected.

**Duties of Trustees.** It shall be the duties of the Trustees:

(a) To have general supervision over the business and general financial activities of the lodge.

(b) To have supervision over all bonds, stocks, shares and other property belonging to the lodge and to see that all funds and moneys belonging to the lodge are placed and managed by the Treasurer in accordance with rules and regulations laid down by the lodge in its By-Laws.

(c) To see that proper bonds or sureties are duly furnished by all officers where By-Laws so require; such bonds and sureties shall be in custody of the Chairman of the Trustees.

(d) To exchange, deposit or transfer moneys or property of the lodge if members present at a meeting so decide by a two-thirds vote.

(e) To render a written and complete report at the end of each term of the financial standing and activities of the lodge. Such report shall include an

inventory of all property of the lodge, and, further, state where and how funds and moneys belonging to the lodge are placed.

(f) To furnish Recording Secretary with such information at the end of each term as may be required to complete the regular official report for the term.

(g) To perform such other duties in the interest of the lodge and Order as the Constitution and By-Laws may decree.

(h) Whenever auditing of the accounts of the lodge takes place it is incumbent upon the Trustees to be present, and assure themselves that the funds and securities of the lodge are properly placed according to the By-Laws and the records of the lodge; they shall also examine the bank books and securities, and from the banks where the funds are on deposit, secure a written statement to show that the sums in banks, according to the Treasurer's books, actually are on deposit the date audit takes place. This statement shall be read before the lodge in conjunction with reports submitted by the officers. The financial report blank, furnished by the Grand Lodge, must be used and be made out completely at the annual audit.

**Punishment for Negligence of Trustees.** A Trustee, who is found to be negligent or careless in respect to his duties as Trustee, may be dismissed from office, if a motion to that effect is presented, and a written or printed notice with copy of motion has been sent to each member setting forth the day and date when special or regular meeting is to be held for the purpose of taking action on motion in question. To adopt such motion it shall be required that not less than two-thirds ( $\frac{2}{3}$ ) of votes cast be in favor of adoption.

## STANDING COMMITTEES

### **Auditing Committee.**

(a) Auditors should be active members who have previously served as Treasurer or Financial Secretary, or have knowledge of bookkeeping. The Auditors shall, at the end of each term or more often if so requested, audit all accounts of the lodge and present a written report to the lodge covering said audit. They shall also, if possible, be present at each meeting of the lodge to examine all bills received and, further, perform such other duties as the By-Laws may require.

(b) **Sick Committee.** Local Lodge shall, in its By-Laws, provide for appointment of a Sick Committee for the lodge. The By-Laws shall also state composition and number of members on Sick Committee and specify their duties.

(c) **Visitation Committee.** Concurrent with the election of officers a committee of three members is elected or appointed with duty to visit and offer encouragement to delinquent members, especially those in danger of being dropped for non-payment of dues. They shall also make necessary arrangements for group initiations.

(d) **Press Committee.** A Press Committee of two members shall be elected or appointed the first meeting in January with purpose of publishing news and propaganda, favorable to the Order, in the Swedish press, and publications circulating in the neighborhood.

