

**SPJST LODGE NO. 88**  
**Houston, Texas**

**RULES AND REGULATIONS FOR 2021**

**ARTICLE I – PURPOSE OF LODGE**

- Section 1 To endeavor to keep alive the cherished traditions, customs, and Czech language of our forefathers.
- Section 2 To provide and promote fraternal and social fellowship among its members, particularly the children, and to encourage benevolence and humanity through the support of education and charitable institutions and other organizations that foster a similar spirit.
- Section 3 To maintain, promote, and increase membership in the society

**ARTICLE II – MEETINGS**

- Section 1
- a) Regular meetings are conducted on the third Monday of each month at 7:00p.m. at 1435 Beall Street, Houston, Texas, thereby allowing sufficient time for Office Personnel to have financial reports for previous month available to the Board of Trustees by the second Monday of the month. The membership may vote to change the day and time at the annual meeting.
  - b) Initiation of new members shall be conducted during the regular meeting every third month, i.e.: February, May, August, and November.
- Section 2
- a) A special meeting may be called by the majority of the members present at the regular meeting.
  - b) The President may call a special meeting by posting notice in the Vestnik no later than the week before the special meeting is to be held.
  - c) The membership may call a special meeting by presenting a petition setting forth the purpose of the special meeting, bearing the signatures of at least 100 members to the Lodge Secretary who will post notice in the Vestnik no later than a week before the special meeting is to be held. Of the required 100 names, at least 75 of such members must attend the meeting.
- Section 3 The December meeting of Lodge Pokrok #88 shall be the Annual meeting and shall convene at 1:15 p.m. on the second Sunday of December. The meeting shall consist of the following:
- a) All officers' reports and all annual reports except the financial reports;
  - b) Additions and/or changes to the present Rules and Regulations as voted on and approved by two-thirds majority of the membership attending said meeting on convention years to coincide with convention years, see supreme lodge by-laws 2016, page 47.

- c) Election of officers for the coming year;
- d) Election of committees for the coming year;
- e) Election of Board of Trustees for the coming year;
- f) Officers, Board of Trustees, and Elected Committee Chairmen are installed immediately following the annual meeting.
- g) All outgoing lodge officers must turn over all records, reference material, booklets, etc., and money to their successor in good order at the end of their term.

The January meeting shall consist of the regular meeting and the annual financial reports of the preceding year.

### **ARTICLE III – LODGE OFFICERS**

**Section 1** The following officers shall be elected to protect the Lodge property, to guide the business affairs, to carry out the wishes of the members as decreed in the meeting and to defend the rights and privileges of the membership:

President	Youth Leader
First Vice President	Guide
Second Vice President	Sergeant at Arms
Third Vice President	Fraternal Activities Coordinator*
Recording Secretary	
Treasurer	

**Section 2** Officers are elected at the annual meeting for a period of one (1) year.

**Section 3** The officers shall receive for services such remunerations above and beyond expected duties as are recommended by the Committee on Remunerations, subject to the approval of the membership at the annual meeting, as these are fraternal positions, at no compensation.

**Section 4** The officers of the lodge will uphold all city, state, and federal laws at all times.

### **ARTICLE IV – ELECTIONS AND QUALIFICATIONS OF OFFICERS**

**Section 1** Officers shall be elected in accordance with the provisions in Article XIV Section 94 of the By Laws of the SPJST.

**Section 2** The nominee for an office of the Lodge must be an active member for a period of not less than one (1) year and must have attended a majority of the Lodge 88 regular meetings. A member who has experienced a major illness, a hospital confinement, or is house confined due to limited mobility at the time of the monthly meeting will be considered for an excused absence. A member who has experienced a bodily injury due to an accident, major illness, a hospital confinement, or is house confined due to limited mobility all due to the same illness or injury at the time of the monthly meeting will be considered for excused absence, limited to three (3) per calendar year. At the time of notification to the President, First Vice President of Recording

Secretary; these officers will report to the Guide that the individual/member will have an excused medical absence or absence. Said member will be recorded in the attendance book by the Guide at the close of the meeting. The individual's privacy will be considered during evaluation. A member on suspension, for whatever reason, will not be eligible for election as per Section 94 of the By-Laws of the SPJST. Members not paying Lodge dues cannot be elected to office, appointed to committees, elected as a delegate or vote. All local dues must be paid on or before the November monthly meeting to be eligible to vote. Article XIV, Section 90, page 62.

### Section 3

- a) In nominating officers, member shall carefully consider nominating and electing officers who are active and of good character.
- b) In the event the person nominated is not present for a valid reason, the persons nominating should have prior consent of the nominee in writing.

### Section 4

- a) Any member elected as an officer is not to be elected to any other office, but may serve as a member not chairman, of any lodge committee.
- b) No member elected from the floor, such as Officers, Board Members, or Entertainment Chairman, shall be allowed to hold two elected positions.
- c) If no Officer agrees to serve as Bingo Chairman, as mandated by the Texas Lottery Commission, a third Vice President shall be elected.

## **ARTICLE V – DUTIES OF OFFICERS**

### Section 1 **President** – As prescribed by the By-Laws of the SPJST, Articles 56.

- a) The Lodge President shall preside at all Lodge meetings. He shall see that all by-laws, rules and regulations are observed by the members assembled. He shall entertain and put all motions made from the floor and pass upon all matters of procedure and his decision shall be final, unless same is appealed from the floor by motion properly seconded. He shall discipline members by reprimanding, expelling them from the meeting or having charges preferred as provided in the by-laws, or shall exercise all three methods, whichever he deems proper under the circumstances.

The President has authority to expend a sum not to exceed \$100 monthly on any items needed in the duties of the Office of the President.

- b) The President shall, from time to time, visit sick members, appoint the majority of all appointed committees, sign letters and other documents, orders on the Treasurer, and in general performs all duties which the Lodge and the officers entrust to him.
- c) The President shall be an ex-officio member of all committees and sub-committees.
- d) The President shall attend all Board meetings and be a voting member of the Board of Trustees.

- e) Shall provide for the selection, training, and supervision of qualified and efficient Lodge administrative staff. The administrative staff shall be afforded a clear understanding as to whom they are to report, and from whom they are to receive directions.

## Section 2 **First Vice President & Fraternal Activities Coordinator**

As prescribed by the By-Laws of the SPJST, Article XIV, Section 92.

- a) The First Vice President assists the President in meetings, appoints the minority of members on all appointed committees, assists the President in the selection, training and supervision of qualified and efficient Lodge administrative staff, and generally performs obligations incumbent upon his office.
- b) He assumes the President's duties in the event of incapacity, absence, resignation, or death.
- c) The First Vice President is in charge of compiling and publishing a Committee Yearbook of Committee Members names and addresses. Each Committee will provide a list their members to be available by the January monthly meeting. The book is to be prepared and presented to the Membership no later than the March Monthly meeting.
- d) The First Vice President shall attend all Board meetings and be a voting member of the Board of Trustees.
- e) Shall coordinate for the Lodge and see to it that fraternal activities are being done and recognized on local lodge level.
- f) Fraternal activities are tournaments, family night, social gatherings, keeping current bulletins on activities, notifying the Vestnik of happenings, working with the lodge officers and keeping the lodge apprised of all activities
- g) Shall report to the Supreme Lodge on all Fraternal Acts of the lodge and volunteers bi-annually.

## Section 3 **The President and First Vice President:**

- a) Shall have the authority to appoint members to serve on any regular or special committees, or to fill vacancies which may occur on said committees, elected or appointed, in any regular, annual or special meetings. The names of the members appointed to regular committees are to be presented to the Membership no later than the February Monthly meeting.
- b) The First Vice President shall coordinate for the Lodge and see to it that fraternal activities are being done and recognized on local lodge level.
- c) Fraternal activities are tournaments, family night, social gatherings, keeping current bulletins on activities, notifying the Vestnik of happenings, working with the lodge officers and keeping the lodge apprised of all activities.
- d) Shall report to the Supreme Lodge on all Fraternal Acts of the lodge and volunteers bi-annually.

Section 4 **Second Vice President:** In the absence of the First Vice President, his duties are as provided above in Section 2, plus any other duties designated by the President. He will attend as many Lodge functions as possible in his official capacity as a social reporter.

Section 5 **Third Vice President:** see page 14

Section 6 **Recording Secretary** – As prescribed by the By-Laws of the SPJST, (Article XIV, Section 92).

- a) The Secretary keeps accurate minutes of all deliberations in the meetings as provided in the constitution and by-laws and prepares all correspondence for the lodge. The Secretary reads all correspondence and replies thereto at the request of the President of the Lodge. It is also his duty to prepare letters and present to the President for his signature.
- b) The Secretary shall write an article or letter once each month concerning the highlights of Lodge activities. The article or letter shall be forwarded to the Vestnik for publication.
- c) The minutes of each monthly meeting must be transcribed within ten (10) days following said meeting and filed within the Lodge office for record.

Section 7 **Treasurer** – As prescribed by the By-Laws of the SPJST, Article, XIV, Section 92.

- a) The Treasurer receives all money, and must render to the membership periodic reports of all lodge assets and resources, monetary and other. He pays all bills of the lodge and delivers all checks and statements to the Auditing Committee at each examination.
- b) It is the duty of the Treasurer to collect local dues from members and maintain an accurate record thereof in his books and to add to his books the exact names of all new members.
- c) The Treasurer receives written reports from all committees within 48 hours showing the receipt and handling of all funds.

Section 8 **Youth Leader**

- a) The Youth Leader is to appoint assistants to coordinate activities. Teen and Junior Head Assistants are to be announced at the first meeting after the annual meeting.
- b) The Youth Leaders and Assistants shall plan Lodge events for Easter, Halloween and Christmas. Funds will be provided by the Lodge if necessary. The Youth Leader shall, at the earliest opportunity, reserve a date in December for the presentation of the Youth Christmas Program.
- c) The youth Leader shall and can dismiss or select any new Assistants deemed necessary for the advantage of the Youth.
- d) The Youth shall maintain a \$350.00 petty cash fund, and the Youth Leader will keep a ledger of her expenses and present it to the Auditing committee for audit each month.

Section 9 **Guide**

- a) The Guide shall greet and register all members attending meetings, keep a permanent record thereof, and perform any other duties assigned by the President.
- b) The Guide shall close the registration book thirty (30) minutes after the opening of the called meeting.

**Section 10     Sergeant at Arms**

- a) The Sergeant at Arms shall maintain order as directed by the Chair.
- b) The Sergeant at Arms shall station himself at the door and record names of persons signing the book and then leaving the meeting.
- c) The Guide shall have a list of names of those members who have paid dues for the current year and a list of member's attendance at monthly meetings provided by Office Personnel. These lists will assist in determining those members eligible to accept nominations for office or committee positions.

**ARTICLE VI – APPOINTED STAFF**

**Section 1     Historian**

- a) The Historian shall be appointed by the President and the First Vice President.
- b) The duties of the Historian shall be to continue keeping records of the SPJST Lodge Pokrok No. 88.
- c) Funds to be provided by the Lodge to secure supplies to insure a permanent and lasting library of events.

**Section 2     Parliamentarian**

- a) The Parliamentarian shall be appointed by the President and the First Vice President.
- b) The Parliamentarian shall act as advisor to the President on matters pertaining to parliamentary procedure.

**Section 3     Chaplain**

- a) Offer prayer before monthly meetings and any special events, when present

**ARTICLE VII – BOARD OF TRUSTEES**

**Section 1     Board of Trustees**

- a) The nominee for the Board of Trustees of the Lodge must be an active member for a period of not less than one (1) year and must have attended a majority of the regular meetings.

- b) The Board of Trustees shall consist of Nine (9) members. Six (6) members elected by the membership at the annual meeting in December of each year. Three (3) officers (President, First Vice President, Swim Club Committee Chair) shall be voting members of the Board of Trustees, and may not hold a Board office. The Swim Club Committee Chairman is exempt from Section 1 a) of this Article VII for 2018 and 2019.
- c) The Board shall conduct its meetings at least once each month upon availability of current financial reports, and before the regular Membership Meeting unless the need arises for more frequent meetings. A meeting Quorum shall require at least two-thirds (2/3) of the Board of Trustees be present. The Office Secretary and Rental Coordinator shall attend the meetings if requested to answer questions and receive information pertaining to Lodge events and repairs. They will be allowed to leave once this part of the Board meeting is completed.
- d) *Included among the duties of the Board of Trustees are:*
- Responsibility for assuring arrangements are in place for the protection and maintenance of all Lodge property, including building facilities, equipment, and premises. "Arrangements" means qualified people are hired or contracted, including a Caretaker or Facilities Supervisor if and when justified. Maintain a prioritized action list (what and when due?) of facility repairs/upgrades planned or needed.
  - Conduct annual review of insurance coverage needs to assure adequate replacement cost coverage, and liability exposure coverage.
  - Establish Lodge Rental Policy:
    - 1) Rates for Lodge building, or rooms.
    - 2) Writing Contracts, specifying room or rooms to be rented.
    - 3) Approximate number of people expected, and amount to be paid.
    - 4) Must be signed by the one renting and by an authorized Board member.
    - 5) The contracts are to be made in triplicate; one copy for the one renting, one copy for the Lodge office, and one copy for the Bar. The contract shall state that no beer, soda water, or ice set-up can be brought to the Lodge ... exceptions not allowed.
- e) Members who have actively participated at least 10 years (active means members serving on committees, serving as officers, or have donated time and effort for the good of the Lodge) shall have access to the Lodge, free of charge, for one wedding anniversary celebration. Or, one birthday of active members age 65 or older may be celebrated. The member must pay for cleaning of the room or rooms used (cost to be assessed at time of rental). In the event of death of an active or once active member, on the day of burial their family may have use of the Lodge Kitchen and Dining Room facilities free of charge, if available and not reserved for previously scheduled event.
- An Active Member may rent the Lodge at any time it is available for immediate family use only (parents, grandparents, siblings, sons/daughters, aunt/uncle or niece/nephew), no friends, at the Active Members rate.
- The Active Member must be in attendance the entire time from decorating time to end of cleanup time.
- f) All major improvements pertaining to the construction, if exceeding \$4,000.00 (except emergencies and necessary repairs requiring immediate attention), must first be submitted to the members for ratification at any regular or annual meeting. The Board shall exercise care to see that all accounts are promptly paid. Anything that changes the exterior or interior of the premises shall be brought to the membership for a vote.

- g) This Board also elects and discharges sub-committees for the following purposes:
- 1) Bar Manager
  - 2) Kitchen Manager
- h) All requests or motions received by the Lodge for a charitable or benevolent nature coming from the general fund must first be given to the Board of Trustees. The Board shall investigate such request to determine its merits at the Board's first meeting following receipt of such request. After its determination, The Board will present its recommendation at the next Lodge meeting for approval or rejection.
- i) Any bill presented by a Board member, committee member, or any other Lodge member must first be approved by the Board of Trustees before it can be paid.
- j) All clubs and committees of the lodge that have SPJST bank accounts shall have check signing authority only on those accounts. All checks require two (2) signatures: One (1) committee member and one (1) of the authorized signatures – President, First Vice President, Treasurer, Chairman of the Board of Trustees and Vice Chairman of the Board of Trustees. All bank accounts require that copies of the Bank Signature Cards be kept in the Lodge Office and must include two (2) signatures from Section 1, item (i).
- k) To avoid any appearance of impropriety or any possible conflicts of interest by any members of the Board of Trustees, each member of the Board of Trustees is held morally bound to reveal and/or disclose any financial, families or personal relationships with any bidders for any work or service that might be performed for our society. Nonetheless, a member or members of the Board of Trustees are not prohibited from offering bids or services provided he/she makes full disclosure of their relationship to bidder. Such member or members of the board of Trustees is disqualified from both voting and influencing the vote on the bid.
- l) The Board of Trustees shall confer with the Chairman and Vice Chairman of any committee before making any changes pertaining to that committee.

#### **ARTICLE VIII – COMMITTEES OF THE LODGE**

Entertainment Committee	Bingo Committee
Auditing Committee	Scholarship Committee
Telephone/Resolutions Committee	Memorial Fund Committee
Remunerations Committee	Decorating Committee
Rules and Regulations Committee	Popcorn Committee
Grievance Committee	Swim Club Committee
Marketing and Promotion Committee	

Other committees ~~that are~~ deemed necessary shall be appointed or voted upon by the membership.

- Section 1 a) The Committees shall be elected or appointed to protect the Lodge property, to guide the business affairs of the Lodge and to carry out the wishes of the members and determined in the Lodge meeting, and to defend the rights of the membership.



- b) When a member resigns from an appointed committee, or otherwise vacates such position, the officer who initially appointed such member appoints the new member after notification of the other appointing power.
- c) All newly elected committees shall meet with outgoing committees no later than the week of the January monthly meeting, and each committee shall elect its own officers.
- d) All Committees shall furnish a complete inventory of any and all material purchased. A copy of all inventories is to be in the Lodge office at all times.
- e) All Committee books, rules and regulations, records, contracts, and any and all other financial information pertaining to all Lodge committees shall be maintained at all times on the Lodge premises.

## Section 2   **Entertainment Committee**

- a) The Entertainment Committee Chairman shall be elected by the membership at the annual meeting in December of each year. The committee shall consist of no MORE than 15 members, to be appointed by the Chairman with the approval of the President and the First Vice President of the Lodge.
- b) All original, executed orchestra/entertainment contracts and records shall remain in the Lodge office and be available for audit.
- c) The Entertainment Committee, in cooperation with the Youth Leader, is responsible for the entertainment activities of the Lodge. Both co-chairs shall be responsible for maintaining liaison with the board of trustees regarding the dates on which programs will be offered. The Chairman shall be responsible for maintaining liaison with the Board of Trustees with regard to the dates on which programs will be offered.
- d) This Committee shall be in charge of the Check Room. Only Lodge members are to sell tickets at Lodge functions.

## Section 3   **Auditing Committee**

- a) The Auditing Committee shall consist of five (5) members, to be appointed by the President and First Vice President. Members employed in the office under the Treasurer shall not serve on the Auditing Committee.
- b) The Auditing Committee audits all records of receipts and disbursements of the officers and committees and subcommittees of the Lodge to see that such records are properly maintained. All records must include the first day of the month through the last day of the month. The records of the Treasurer must be examined at least quarterly. This Committee must make a report of its work at the regular monthly meeting after each examination.

## Section 4   **Resolutions and Telephone Committee**

- a) The Resolutions Committee shall consist of three (3) members, to be appointed by the President and First Vice President.
- b) The Resolutions Committee shall send get-well cards to all sick members. In the event of death of a dues paying member, it is the duty of this committee to see that appropriate flowers or donations are furnished in the name of the Lodge (cost of such shall not exceed one hundred [\$100] and shall bear the SPJST letters, and also send an appropriate resolution to the Vestnik. If local dues are not paid, this committee shall send a sympathy card to the family. In addition, with the approval of the President or First Vice President, has the authority to purchase flowers for members in good standing that have let their dues lapse due to circumstances beyond their control. The Chairman shall notify all officers and committee chairman of the death of a member.
- c) Members who have attained the age of 96 on the American Experience mortality Table; 100 on the 1941/1958 CSO Mortality Table and have collected the proceeds of their certificate and members who are permanent residents of assisted living or nursing homes and have collected the proceeds of their certificate, shall nevertheless remain members of the Society, with all the privileges and benefits of active members and shall not be required to pay any dues or assessments. (Article 46 of the By-Laws of the SPJST)
- d) The Resolutions and Telephone Committee shall notify all Officers and Committee Chairman of any members' sickness or death. At the request of the President, the committee may also call members for special meetings or requests.

#### Section 5 **Remunerations Committee**

- a) The Remunerations committee shall consist of five (5) members of the Lodge as follows: the audit committee and two (2) members elected from the floor who are not on any committee receiving remunerations and have attended a majority of the monthly Lodge meetings. This committee shall be activated at the January Lodge meeting.
- b) The Remunerations Committee shall examine all receipts and disbursements of the Lodge and, according to its best ability, make a recommendation to the membership regarding remunerations given to the officers and committees.

#### Section 6 **Rules and Regulations Committee**

- a) The Rules and Regulations committee shall consist of three (3) elected by the membership or appointed by the President and First Vice President at the January meeting. The Lodge Parliamentarian shall be an ex-officio member of this committee.
- b) The Rules and Regulations Committee shall, at least three (3) months prior to the annual meeting, make a study of the rules and regulations. In the event it feels that some should be amended, the Committee shall recommend such amendments to the members in the forthcoming annual meeting, provided however, that prior notice has been given to the members.

Proposed changes to the Rules and Regulations, by the Membership, shall be submitted to the Rules and Regulations Committee in written form, dated and signed, no later than the October

meeting; such changes to be presented at the November meeting and voted on by the membership at the Annual Meeting.

- (c) When considering proposed changes to the Lodge 88 Rules and Regulations the Committee shall bring forward to the Membership for consideration changes which in the views of the Committee:
  - 1) Adds or amends section(s) addressing new and important issue(s);
  - 2) Adds needed clarity to existing verbiage, striving to assure changes are supportive of SPJST objectives and values;
  - 3) Avoids adopting proposals which appear to micro-manage through Rules and Regulations that which should remain jurisdiction of Officers, Board of Trustees, and Committee Chairpersons responsible for day-to-day operations;
  - (4) Avoids adopting proposals that would compromise the healthy check-and-balance needed between Officers, Board of Trustees, and Chairpersons.
- d) In February, a hard copy of the approved changes must be made available to the membership at the monthly meeting. Digital copies of the rules and regulations should be made available prior to the October meeting if requested.

#### Section 7   **Grievance Committee**

The Grievance committee shall consist of five (5) members, to be appointed by the President and First Vice President. The chairman of this committee shall call a meeting when he receives a signed complaint; and he shall notify the President of such meeting. All persons involved in the grievance filed shall appear individually before the Grievance Committee.

#### Section 8   **BINGO Committee**

- a) The BINGO Committee Chairman must be an elected officer. The Committee shall consist of as many members as deemed necessary to perform their duties. These members shall be appointed by the Chairman and Co-Chairman, with the approval of the President and First Vice President.
- b) All records shall be kept in the lodge office and all bingo supplies shall be kept on lodge premises. All records shall be made available for audit by the lodge audit committee. This committee shall comply with State regulations.
- c) The BINGO Committee shall arrange weekly bingo activities.
- d) All distributions of funds required by the Texas Lottery Commission shall be presented to the membership by the BINGO Committee for approval.
- e) The BINGO committee as a committee of Lodge 88 shall comply with the rules and regulations of SPJST Lodge 88 as well as the bylaws of the SPJST.

#### Section 9   **Scholarship Committee**

- a) The Scholarship Committee shall consist of three (3) members appointed by the President and First Vice President.

- b) The Scholarship Committee shall send out scholarship applications to those desiring a scholarship whose local dues are current. This committee shall set guidelines as to the qualifications of a prospective recipient.
- c) The Scholarship Committee shall recommend to the membership the amount of each scholarship and how many scholarships are to be awarded.
- d) Scholarship amounts will be given according to the following two (2) categories:
  - 1. \$2000 – active youth club scholarship
  - 2. \$1000 – general member scholarship
- e) All interested SPJST members who wish to apply for a scholarship must meet the following criteria:
  - 1. Have an active SPJST life insurance certificate or an annuity in force for at least one full year before the scholarship is awarded.
  - 2. Be a full-time college student.
  - 3. Hold an active SPJST life insurance certificate or annuity for the duration of the scholarship.
  - 4. Be a high school senior.
  - 5. Attend an accredited two or four-year college, university, or technical college.

#### Section 10     **Memorial Fund Committee**

- a) Memorial Fund Committee shall consist of one member to serve as chairman, to be appointed by the president. The chairmen of the bingo and scholarship committees will also serve on this committee.
- b) The Memorial Fund Committee shall send acknowledgement to the person or persons making a donation to the Memorial Fund in the name of a deceased member. All expenses for nameplates of the deceased member shall be charged to the Memorial Fund. All other distributions of the funds must have the approval of the membership.

#### Section 11     **Decorating Committee**

- a) The Decorating committee shall consist of three (3) members, to be appointed by the President and the First Vice President.
- b) The Decorating Committee shall keep the Lodge building decorated according to the seasons or Lodge activities.
- c) The Decorating Committee shall have a budget of up to \$1000. per year to cover related expenses.

#### Section 12     **Popcorn Committee**

- a) The Popcorn Committee shall consist of six (6) members, to be appointed by the President and the First Vice President.

- b) The Popcorn Committee shall prepare fresh popcorn during weekly bingo activities or at other times at the request of the President.

Section 13      The Committees shall receive for their services rendered such remuneration as recommended by the Remunerations Committee and approved by the members at the annual meeting

Section 14      **Marketing and Promotion Committee**

- a) The committee shall consist of a chairman appointed by the President, one board member, and the First Vice President.
- b) The Publicity Committee will maintain and update in a timely manner lodge events and activities on the Lodge 88 website. The committee will provide flyers for all Lodge 88 scheduled events and when requested, assist with publicity for any other events or activities. All events will be published in the Vestnik in at least 3 of the weekly publications and more if needed depending on the event. When requested, the Marketing and Promotion Committee will submit details and news of Lodge 88 events/activities to various other sources like newspapers, radio stations and any other requested source. The request to be made by either the Lodge 88 President, Executive Committee, Entertainment Chairman, Bingo Chairman or Board Chairman.. It will also be the responsibility of the various officers, committees, board and members to provide the detailed information to the Marketing and Promotion Committee within a time frame to insure member and public notification. The Marketing and Promotion Committee shall stay in contact with the lodge office to make sure all events and activities are updated and current.
- c) Committee will adhere to the marketing guidelines set forth by the supreme lodge

Section 15      **Committee Member Selection or Removal**

- a) A member of any committee absent from three (3) consecutive meetings without sufficient reason or explanation shall automatically be suspended from the Committee.
- b) A Committee Chairman must have written approval of the President and First Vice President prior to dismissing or adding a committee member.
- c) Committee will adhere to the marketing guidelines set forth by the supreme lodge.

Section 16      **An Events Planning Committee**, consisting of all Officers, the Board Chairman, ~~and~~ all Committee Chairmen, and any interested member shall coordinate and organize such Lodge activities as the Founders Day, Homecoming Day, Czech Day Festival, Awards Party (when applicable), Worker Party, Blue Room Party and other large-scale functions. Czech Day Festival shall be held in October, or at the discretion of the Events Committee.

- a) Schedule two (2) community wide fundraisers per year.
- b) Schedule community outreach events.
- c) Send quarterly Events Schedule to all members within 100 miles of the Lodge. Make sure every member of Lodge 88 is kept informed of all activities going on at the Lodge.

Section 17     **Swim Club Committee**

- a) The Swim Club Committee shall become an active Committee of the Lodge upon having at least 100 individuals registered on a wait list for Swim Club Bonds.
- b) The Chairman of the Swim Club Committee shall be elected as Third Vice President by Members of the Lodge. The Chairman may appoint up to 15 members to serve on the Swim Club Committee.

**ARTICLE IX - DUTIES OF THE MEMBERS**

Section 1    It is the duty of each member to attend the regular Lodge meetings. Each member must be present to vote.

Section 2    It is the duty of each member to pay the annual Lodge dues to the Lodge Office, the amount of dues to be determined in keeping with the necessities of the lodge.

The dues will also be used for special benefits for only members who pay dues. Members upon reaching age 16 automatically become members with all rights of adult members by complying with all requirements of adult membership. Dues for 2021 shall be twenty-five dollars (\$25.00) per year for each member. Payments for current members shall be due by a single date as determined by the Treasurer which shall not be earlier than thirty (30) days after the proper notice has been published in the Vestnik.

Section 3    It is the duty of each member to offer assistance to all Lodge undertakings and help when necessity arises.

Section 4    It is the duty of each member to notify the Resolutions Committee of sickness or death of any member.

Section 5    It is the duty of each member to visit, when possible, all brothers and sisters of the Lodge who are ill and, when necessity demands, to offer assistance in the home of the ill brother or sister. In case of the death of a member, it is the duty of the other members, if notified in time, to attend the funeral of the deceased member in the greatest number possible.

Section 6    All Sales Representatives are subject to the By-Laws of the SPJST. The Lodge membership, however, shall have the right to recommend dismissal of any Sales Representative who does not sign at least one (1) member per year.

Section 7    Persons participating as lodge officers, committee persons, or participating in Lodge Organizations acting on behalf of the Lodge, must be active lodge members.

**ARTICLE X – MISCELLANEOUS**

Section 1    All reference to a member applies equally to both sexes unless the context thereof clearly defines different interpretation.

Section 2    These rules and regulations, subject to Article II, Section 3.c, can be amended only at the Annual Meeting by a two-thirds (2/3) vote of the membership present.

Section 3 In case of necessity, the members in any regular meeting may accept temporary changes in the Rules and Regulations by a two-thirds (2/3) vote; changes must be announced in the Vestnik within two (2) weeks. Such temporary changes shall continue in effect until the annual meeting.

Section 4 **Election of Delegates:**

- a) A Screening Committee of three (3) members elected at the October meeting will contact all members who attended a majority of the meetings each year for three (3) years and meet all requirements for being delegates.
- b) All eligible members desiring to be delegates will be considered nominees for delegates, and a drawing will be held to determine their positions on the ballot. The Screening Committee in the presence of the President, First Vice President, Second Vice President and Secretary will do this drawing. Any other member desiring to be present may do so.
- c) To make the counting of votes easier, balloting sheets with all the names printed in the same order will be printed for the Balloting Committee.
- d) The nominees getting the most votes will be elected delegates and will be listed in the order of the number of votes received.
- e) Substitutes for delegates will be selected from the remaining eligible members in the order of the number of votes received on the original ballot.
- f) If the Lodge is entitled to an additional delegate, or if any one of the elected delegates cannot go to the convention, the substitute with the highest number of votes fills the first vacancy. The same procedure is continued until all substitutes are depleted, in which case additional delegates are elected, if needed.

Section 5 If Lodge No. 88 should be dissolved the assets will be divided equally and transferred to the Czech Heritage Museum and Genealogy Center located in Temple, Texas; The S.P.J.S.T. Education and Nature Center at Cooper Farm located in Ledbetter, Texas and the S.P.J.S.T. Rest Home Incorporated in Needville, Texas.

**FRATERNALIST OF THE YEAR**

Nominees for FRATERNALIST of the year will be presented and elected each year at the November meeting by the members. Rules and guidelines from the Supreme Lodge will be followed. The person nominating a candidate must have permission of the member being nominated. A short resume must be read to the membership when the name is presented for the election. The candidate receiving the highest vote will be declared the winner. (Plurality) The Fraternal Activities Coordinator shall complete necessary forms received from the Supreme Lodge and a short article submitted to the Vestnik by the FAC.

**SPJST Lodge 88 Czech Chorus**

- a) SPJST Lodge 88 Czech Chorus members are subject to the Rules and Regulations of the Lodge. The purpose of the Lodge 88 Czech Chorus is to promote interest in Czech music and good fellowship, and to serve and enhance SPJST Lodge 88 functions. The

Lodge 88 Czech Chorus holds its meeting as determined by the members and elects officers from its midst.

- b) The SPJST Lodge 88 Czech Chorus shall have a budget of up to \$200 per year to cover related expenses.

### **CONCERT ORCHESTRA**

- a) Concert Orchestra members are subject to the Rules and Regulations of the Lodge. The purpose of the Orchestra is to promote interest in Czech music and good fellowship, and to serve and enhance SPJST Lodge 88 functions. The Orchestra holds its meetings as determined by the members and elects officers from its midst.
- b) The Concert Orchestra shall have a budget of up to \$200 per year to cover related expenses.

### **BIRTHDAY CLUB SISTERS**

The Birthday Club Sisters meet monthly and are subject to the Rules and Regulations of the Lodge.

### **MEN'S CLUB**

The Men's Club has become inactive at this time.

Approved 2021 Annual Meeting, January 10, 2021