



Orange Park Eagles Aerie 4365  
1932 Long Bay Road  
Middleburg, FL 32068  
904-413-7542



## **AERIE BY-LAWS**

**ORANGE PARK Aerie No. 4365 Fraternal Order of Eagles Instituted by  
authority of the Grand Aerie of the  
Fraternal Order of Eagles**

This Aerie was incorporated under the laws of the State of Florida on 27 March 1997.

### **MEETINGS**

Section 1.1 The meetings of this Aerie shall be held on The Second and Fourth Monday of each month at the hour of 7:00PM The place of meeting shall be at 1932 Long Bay Road, Middleburg, Florida 32068.

Section 1.2 A joint meeting shall be conducted quarterly and shall be held on the Second Monday in January, April, July and October at 6:00PM. The place of meeting shall be at 1932 Long Bay Road, Middleburg, Florida 32068.

Section 1.3 Special meetings shall be held in conformity with Section 72.2 Statute for Local Aeries, or laws amendatory thereof.

Section 1.3 A The Board of Trustees will meet at 6:30pm every Tuesday. The place of meeting shall be at 1932 Long Bay Road, Middleburg, Florida 32068.

Section 1.3 B The Trustees Meeting will be an open meeting unless, where good cause would dictate otherwise, as in personal matters, hiring and firing, discipline of members of the Aerie or Auxiliary and such like matters

### **NOMINATION AND ELECTION**

Section 2.1 The annual nomination, election and installation of officers shall be as provided in Sections 91.1 to 91.7 Statute, F.O.E., or laws amendatory thereof. Vacancies in offices shall be filled as provided in section 92.1 Statute, F.O.E. or laws amendatory thereof.

Section 2.2 ELECTION OF AERIE OFFICERS. The election of officers shall be by printed ballot. The polls shall open at 2:00PM. The polls shall close at 6:30PM.

Section 2.3 Tellers shall be appointed by the Worthy President (Presiding Officer).

Section 2.4 The term of office of the Secretary of this Aerie shall be for 2 (two) years.

Section 2.5 The term of office of the Treasurer of this Aerie shall be for 1 (one) year.

Section 2.6 There shall be 5 (five) elected Trustees, and they shall be elected for the term of 2 (two) years each as follows: During the even years, 2 (two) Trustees will be elected, during the odd year; 3 (three) Trustees will be elected. If a trustee resigns, the individual appointed in his or her place shall serve until the next election.

Section 2.6(a) The Junior Past Worthy President may serve as a Trustee, if nominated and elected by the Aerie Membership.

Section 2.6(b) The Aerie Secretary may serve as the Board of Trustees secretary.

Section 2.7 The term of office of the Worthy President shall require that the candidate for the office of Worthy President to have served 1 (one) full term/year as an Officer.

Section 2.8 The office of Outside Guard is abolished.

## **AERIE MEMBERSHIP**

Section 3.1 The fee for membership by initiation shall be \$25.00 (Twenty-Five Dollars).

Section 3.2 A member who has lost their Eagles privileges due to non-payment of their dues may apply for re-enrollment. There will be a fee of \$25.00 (Twenty-Five Dollars) Dues will be pro-rated to the next annual due date.

Section 3.3 Re-enrollment/Initiation Fee shall be allocated as follows:

- |                              |         |
|------------------------------|---------|
| 1) Benefit Fund              | \$16.00 |
| 2) General Fund              | \$3.00  |
| 3) Building Maintenance Fund | \$6.00  |

Section 3.4 The minimum age that a member will be accepted into this Aerie shall be 21 years of age on the date of initiation.

Section 3.5 Non-Beneficial Life Membership Cards may be granted to members of this Aerie. The fee for such Non-Beneficial Life Membership shall be \$500.00. Each Life

Member shall not be required to pay an amount equal to the Per Capita Tax due the Grand Aerie and the State or Provincial Aerie on an annual basis.

Section 3.6 All Aerie candidates for membership shall be elected by majority vote of those members present and voting by secret ballot.

### **FUNDS**

Section 4.1 By resolution the Aerie shall designate some banking institution in which each of the said funds shall be separately deposited. Such deposits shall be made only in the name of the Aerie.

Section 4.2 The following funds are hereby established for this Aerie:

- 1) Benefit Fund
- 2) General Fund
- 3) Building Maintenance Fund
- 4) Social Fund

### **DUES**

Section 5.1 This Aerie does not provide Benefits.

Section 5.2 This section is not applicable.

Section 5.3 Dues of Non-Beneficial and reenrolled Members shall be \$35.00 (Thirty-Five Dollars) per year, payable in advance due May 31.

Section 5.4 New and reenrolled members will be required to pay an amount equal to the Grand Aerie and State Aerie per-capita tax and fees and/or assessments.

Section 5.5 Dues of Non-Beneficial Members shall be divided annually among the various funds as follows:

- |                               |         |
|-------------------------------|---------|
| (a) Benefit Fund              | \$18.00 |
| (b) General Fund              | \$3.00  |
| (c) Building Maintenance Fund | \$14.00 |

Section 5.6 Dues of Dual Members shall be \$15.00(Fifteen Dollars) per year, payable in advance due May 31.

Section 5.7 Dues of Dual Members shall be divided among the various funds as follows:

- |                              |        |
|------------------------------|--------|
| (a)Benefit Fund              | \$7.00 |
| (b)Building Maintenance Fund | \$8.00 |

Section 5.8 All Dues will be payable by the year only.

Section 5.9 Any qualified member may make application for a “Golden Age Eagle” Membership.

### **DUTIES OF OFFICERS**

Section 6.1 Upon having received due notice of a member being in dire circumstances, the Worthy President may provide temporary financial aid to said member, not to exceed the sum of \$75.00 to be paid from the General Fund.

Section 6.2 If any Officer absents themselves from 3 (three) consecutive meetings of the Aerie, or dully called or stated officers’ meetings or trustees’ meetings, or any combination thereof, so long as they are consecutive, without being excused by a vote of the Aerie in regular session; the office of such officer so absenting themselves shall be declared vacant by the presiding officer.

Section 6.3 House Rules governing the premises and the conduct of members thereon shall be adopted by this Aerie, and such House Rules as adopted shall at all times be posted in a conspicuous place in the Aerie premises. House Rules shall be adopted and amended in the same manner as the By-Laws of the Aerie.

### **FUNERAL BENEFITS**

Section 7 On the death of a member, the Aerie shall provide a suitable floral or other form of tribute, costing not to exceed the sum of \$50.00 to be paid from the General Fund.

### **PETTY CASH FUND**

Section 8 The Trustees will maintain an operating cash fund not to exceed \$20,000. for the operation of the social room. The fund custodian shall be the Aerie Secretary, Club Manager or other as approved by the Board of Trustees.

### **SALARIES**

Section 9.1 For the faithful performance of their duties, all seated officers of the Aerie, except the Aerie Secretary, shall each receive the sum of \$35.00 (Thirty-Five Dollars) per annum, payable annually May 31.

Section 9.2 For the faithful performance of his or her secretarial duties, the Secretary shall receive a per capita compensation, payable monthly, and based upon the number of members who are in good standing and who are not more than 1 (One) months in arrears, as follows: \$1.00 (one dollar) per month, per member.

Section 9.3 For the faithful performance of their duties, each Trustee shall receive \$50.00 (Fifty Dollars) per annum, payable each May 31.

Section 9.4 The salary of the Aerie Auditor and Aerie Officers shall not be paid until such time as the duties required of them by the Laws of the Order and the By-Laws of this Aerie have been fulfilled, including at least 75% participation at all required meetings and all reports then due have been completed, presented and transmitted to those entitled to receive them.

Section 9.5 For the faithful performance of his or her duties, the Aerie Auditor shall receive not in excess of \$100.00 (Hundred Dollars) payable annually, after the Audit report. The Audit is to be reported annually at the Aerie Meeting, to membership, no later than second meeting in July.

Section 9.6 The operation of the kitchen will be a joint venture with both the Aerie and Auxiliary Board of Trustees being the supervising board. They will appoint a kitchen/hall administrator with the approval of both Aerie and Auxiliary membership. Any removal of the kitchen/hall administrator MUST have approval of both Aerie and Auxiliary membership.

Section 9.7 The salary of Aerie Employees shall be fixed by the Board of Trustees and not less than the Federal or State of Florida Minimum Wage Laws, whichever is greater, and not to exceed the maximum amounts shown below:

- 1) Bartenders and Janitorial Staff, not more than the Federal or State of Florida Minimum Wage Laws, whichever is greater.
- 2) Stewards and/or contract employees, not more than the Federal or State of Florida Minimum Wage Laws, whichever is greater.
- 3) The Board of Trustees may, by written agreement approved by the Aerie, employ a Manager of the Buffet and Social Rooms and properties of the Aerie, and delegate to said Manager such duties and authority as provided in such written agreement.

## **MEETINGS AND CONVENTIONS**

Section 10.1 A. Whenever the Aerie, by properly adopted resolution, sends its accredited representative (Jr. Past Worthy President or their alternate) to the Grand Aerie Convention, he or she will be allowed up to \$75.00 per day towards his or her room rate (not to exceed convention headquarters motel) and his or her mileage while going to, returning from and while in attendance at the sessions; their registration fee; transportation to and from the sessions by the most direct route equaling actual rail fare plus Pullman, Bus or Airplane fare. If traveling by automobile .55 cents per mile, round trip. Only Past Worthy Presidents of the local Aerie may be sent as delegates, by properly adopted resolution, and will be allowed up to \$75.00 per day towards his or her room rate (not to exceed convention headquarters motel). All delegates will be allowed

up to (5) nights lodging for the Grand Aerie Convention. All delegates must participate in the activities of the convention.

Section 10.1 B. Whenever the Aerie, by properly adopted resolution sends its delegates to the State Aerie Convention they shall be allowed \$75.00 towards their room rate not to exceed the convention headquarters motel rate and his or her mileage (Personal owned vehicle used may be reimbursed at .55 cents per mile). All delegates will be allowed up to four (4) nights lodging for the State Aerie Convention. All delegates must participate in the activities of the convention.

Section 10.1 C. Whenever the Aerie, by properly adopted resolution, sends any member who wishes to go to the REGIONAL CONFERENCE, and attends the meetings, he or she will be allowed up to \$75.00 per day for one (1) night's lodging or \$75.00 per day for two (2) nights lodging if travel is over 300 miles round trip and his or her mileage (Personal owned vehicle used may be reimbursed at .55 cents per mile).

Section 10.1 D. Whenever the Aerie, by properly adopted resolution, sends any member who wishes to go to the MID WINTER CONFERENCE, and attends the meetings, he or she will be allowed up to \$75.00 per day for one (1) night's lodging or \$75.00 per day for two (2) nights lodging if travel is over 300 miles round trip and his or her mileage (Personal owned vehicle used may be reimbursed at .55 cents per mile).

Section.10.1 E. Reference to A, B, C, D above – All delegates and representatives must have at least 75% or greater participation for the prior year's required meetings. All lodging bills must be turned over to the Aerie Secretary for reimbursement.

Section 10.1 F. DISTRICT MEETINGS, OFFICER OR COMMITTEE MEETINGS, CONFERENCES OR SCHOOLS shall be at the members own expense unless otherwise approved by the membership at a regular Aerie meeting.

### **MISCELLANEOUS**

Section 11.1 The Worthy President, Worthy Vice-President, Secretary, Treasurer and each Trustee and other employees of the Aerie who handle moneys of the Aerie shall be bonded by a "Name Position" Bond or covered by a "Blanket Employee Dishonesty" Policy, to be purchased by the Aerie, in the amount and according to the following schedule:

	Annual Gross Receipts	
Classification Number		
1. under \$10,000.00	amount of Bond	\$ 1,500.00
2. under \$20,000.00	amount of Bond	3,500.00
3. under \$40,000.00	amount of Bond	6,500.00

- |                                                                            |                |           |
|----------------------------------------------------------------------------|----------------|-----------|
| 4. under \$60,000.00                                                       | amount of Bond | 10,000.00 |
| 5. \$60,000.00 and up                                                      | amount of Bond | 13,500.00 |
| 6. Blanket Employee Dishonesty Policy                                      |                |           |
| Amount of coverage up to \$25,000.00 each with up to a \$500.00 deductible |                |           |

Section 11.2 No officer or employee shall be permitted to assume or discharge the duties of their office or employment until bonded.

Section 11.3 In appreciation of services rendered by the retiring Worthy President, the Aerie may, by resolution adopted by the Aerie, present some suitable gratuity to the retiring Worthy President, at a cost not to exceed the sum of \$75.00 to be paid from the General Fund.

Section 11.4 Where the Constitution and Statues of the Fraternal Order of Eagles, and the Rules and Regulations of the Fraternity, and these By-Laws do not cover or control, then Roberts' Rule of Order (Current Edition) shall govern the actions and deliberations of this Aerie.

### **LOCAL AERIE HALL OF FAME**

Section 12.1 HALL OF FAME. Whereas the membership of Orange Park wishes to honor and acknowledge through a Hall of Fame its members who have demonstrated outstanding character, leadership, and service to Orange Park Aerie 4365 and its membership and have shown dedication to the principles of the Fraternal Order of Eagles. The Aerie shall provide a master board on which each Hall of Fame member's name shall be inscribed. Said board shall be prominently displayed in the Aerie home. A plaque shall be awarded to the recipient or his family depicting this honor.

Section 12.2 COMMITTEE. The Hall of Fame Committee shall remain a standing committee and consist of 3 members appointed by the President.

Section 12.3 ELIGIBILITY. A member who has attained a minimum of 6 years membership in Orange Park Aerie 4365 is eligible if:

1. He or she is in good standing on the membership rolls of the Aerie or
2. Was a member in good standing at the time of death.

Section 12.4 NOMINATION. Nomination of a candidate may be made by any member in good standing on the rolls of Orange Park 4365. Said nomination shall include the members name and complete resume of qualifications for enshrinement into the Hall of Fame. Nominations shall be submitted to the Committee no later than May 1st.

Section 12.5 SELECTION. The Hall of Fame Committee shall evaluate the nominees for enshrinement into the Hall of Fame. It is to be recognized that this is a subjective process

based upon the merits of the individual nomination. The decision of the Committee is final.

Section 12.6 LIMITATION. The Hall of Fame Committee shall select no more than two (2) members for induction into the Hall of Fame per fiscal year, except:

Section 12.7 ENSHRINEMENT. Those members selected to the HALL OF FAME shall be so enshrined at the Aerie Anniversary or other recognized event or celebration.

### **INTERNAL UNIT**

Section 13.1 An internal organization known as the “Eagle Riders” may be established in accordance with Section 116.1 of the Constitution and Statutes.



BY-LAWS  
OF  
ORANGE PARK AERIE NO. 4365  
CITY: MIDDLEBURG STATE: FLORIDA  
September 17, 2019  
DATE APPROVED

\_\_\_\_\_  
Desiree C Bryan

\_\_\_\_\_  
Susan Gamblin

\_\_\_\_\_  
Thomas Yeater

By-Laws Committee

\_\_\_\_\_  
R. Wayne Wisseman, Worthy President

ATTEST: \_\_\_\_\_  
Desiree Bryan, Aerie Secretary

First Reading: August 13, 2019

Second Reading: August 27, 2019

Adopted: September 17, 2019

SEAL OF  
AERIE

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Grand Secretary, F.O.E.