

Dr. Vincenzo Sellaro Lodge #2319

Council Positions

Responsibilities and Duties

President
1st Vice President
Immediate Past President
Orator
Recording Secretary
Corresponding Secretary
Financial Secretary
Treasurer
Trustees
Master/Mistress of Ceremony
Sentinel

In the event that the President is unable to attend an event, the President may have a substitute attend in rank order.

April 2015
February 2024

1st Vice President

1. First Vice President (FVP) is the second ranking officer.
2. FVP attends District Presidents' Meeting.
3. FVP acts in the capacity of Membership Committee Chairperson.
4. FVP assists the President and takes the President's place when the President is absent or unable to act.
5. In the absence of the President, the FVP performs the duties and exercises the prerogatives *of* the President to the same extent and with like power which the President would have, if present.

Corresponding Secretary

1. The Corresponding Secretary is responsible for all incoming and outgoing correspondence of the Lodge. **The Corresponding Secretary checks the Post Office Box at the Smithtown Post Office at least twice weekly.**
2. **The Corresponding Secretary maintains an updated correspondence file in a looseleaf binder by annotating all incoming correspondence with the dates when read at both a Council meeting and general meeting.**
3. **The Corresponding Secretary responds to dinner-dance and event acceptances by completing the response form, including a Lodge check and the names and positions of those who will be attending the event.**
4. **The Corresponding Secretary is the conduit for all official letters sent by the Lodge, and writes letters when directed by the President or other higher ranking officer of the Order.**
5. The Corresponding Secretary performs tasks pertaining to the office as requested by the President and Financial Secretary.

Financial Secretary

- 1. Financial Secretary checks and records all Check Request forms and receipts and makes sure totals are correct and that forms are signed by the President and the person requesting payment, then directs Treasurer to write the check and files Check Request form with receipts.**
- 2. Financial Secretary checks submitted Income Sheets and makes sure totals are correct, then gives Income Sheet and money to Treasurer to deposit in bank.**
- 3. Financial Secretary creates and keeps up-to-date financial records.**
- 4. Financial Secretary maintains a supply of blank copies of Check Request, Income Sheets, Chairperson Sheets, and Audit Sheets to give out as requested.**
- 5. Financial Secretary provides to Council and the general assembly, monthly, the Beginning Balance, Expenditures, Income, Interest and Ending Balance of the General Account and also provides CD amounts and interest earned.**
- 6. Financial Secretary attends all audits with financial records.**
- 7. Financial Secretary refers to the budget for expenses to be paid out of the general account.**
- 8. Financial Secretary provides a quarterly financial report, indicating what has been expended in each budgeted line item, to be presented at audit. Financial sheet is signed by no less than three (3) trustees.**
- 9. Financial Secretary makes payment of the Per-Capita Tax, computed on the basis of the number of members listed on the membership roll. Per-Capita Tax is paid four times a year: by January 15th, April 15th, July 15th and October 15th of each year.**
- 10. Financial Secretary carries out all orders which the Financial Secretary may receive in matters affecting the office from the President and from higher ranking officers of the Order.**

Master and /or Mistress of Ceremony

- 1. They escort officials into the hall for general meetings and/or Installation of new officers.**
- 2. Masters and or Mistresses of Ceremony are provided with a pamphlet indicating protocol to be followed at meetings and are expected to review and implement the procedures.**
- 3. They participate in ceremonial activities as prescribed by the laws of the Order during the course of the assembly of the Lodge, during meetings and other Lodge assemblies.**

Orator

- 1. The Orator gives opinions concerning the application and interpretation of the laws of the Order and sees that the laws of the Order are observed and properly applied.**
2. In matters which relate to the administration of the affairs of the Lodge, the Orator is subordinate to the President.
- 3. The Orator has the responsibility of calling any infraction of the laws, as listed in the guidebook to the attention of the President.**
- 4. The Orator, either on the Orator's own initiative or upon complaint being made to the Orator, shall have power to prefer written charges against a member who has violated the laws of the Order.**

President

1. **President calls and presides over all the meetings of the Council and of the assembly. The President facilitates the meeting and participates in discussion only to clarify the issues presented and votes only in the event of a tie.** The President asks for committee reports at Council meetings and general assembly meetings.
2. **President signs the minutes of all meetings of Council and the assembly and all orders of payment checks, correspondence and all documents which invest the responsibility of the Lodge.**
3. **President appoints all committees of the Lodge, of which the President is an ex-officio member, and attends committee meetings when practicable. President may assign Trustees to committees as needed.**
4. **President establishes dates for Lodge events and reserves the facility, reporting to Council when the date has been confirmed.**
5. **After attending District Presidents' Meeting, President will inform Council of matters discussed and agenda items of relevance to the Lodge.**
6. **President sees that the laws of the Lodge are observed and that the deliberations of the Council and of the assembly are carried out.**
7. **President sees that the laws of the Order are respected and observed, and the orders of the Supreme Lodge and of the Grand Lodge are obeyed.**
8. **President controls the affairs of the Lodge and supervises the performances of duties by the other officers of the Council.**
9. **After hearing the opinion of the Orator, the President considers the opinion of the Orator and may accept or reject such opinion.**
10. **When disorder arises in the meeting of the assembly or of the Council, the President may silence or censure the member or members causing disorder.** If such member or members persist in causing disorder, the President may fine, silence or expel the member or members from the hall or suspend the meeting.
11. **President may appoint a Chaplain whose primary duties shall be to conduct, whenever practicable, all religious exercises of the Lodge.** The Chaplain shall also perform such other duties relating to the office as shall be assigned to the office from time to time by the President.

Recording Secretary

- 1. The Recording Secretary (RS) takes and records the Minutes of the General and Council meetings. RS types Council Minutes and sends them via email to Council members with email addresses at least 7 days prior to a Council meeting. Hard copies of the Minutes are made available at the Council meeting for those who do not have email. RS reads Minutes at the General and Council meetings and has the President sign the Council and general assembly Minutes after they are accepted. RS also signs the Minutes.**
- 2. Recording Secretary maintains a looseleaf binder containing Minutes of meetings, monthly newsletters, officer attendance sheets, and information relevant to each meeting, e.g., fliers about Lodge events.**
- 3. Recording Secretary maintains a database of council decisions and votes that take place at Council and general meetings, providing an updated log to Council annually (January) via email to those Council officers having email or hard copy to those who require it.**
- 4. Recording Secretary carries out all orders received from the President or from the higher ranking officers of the Order in matters pertaining to the office.**

Sentinel

1. The Sentinel is the doorkeeper of the Lodge.
2. **The Sentinel admits members of the Order who have identified themselves, and excludes any non-members. The Sentinel may admit non-members, but only by the permission of the President.**
3. **The Sentinel monitors the sign-in book.**
4. The Sentinel sets up for general meetings, when practicable, and with assistance dissembles after the general meetings.
5. The Sentinel escorts members who are late to the podium to acknowledge the President. The tardy members may then take a seat.

Treasurer

1. **The Treasurer is the Custodian of the funds.**
2. **Treasurer receives all money from each meeting, collected by the Financial Secretary and deposits the money received, no later than three days after each meeting.**
3. **Treasurer returns all Income Sheets with the yellow deposit slip attached and stapled to the back to the Financial Secretary after depositing money.**
4. **Treasurer issues and sign checks as directed by the Financial Secretary. Checks must have two signatures: President's and Treasurer's.**
5. **Treasurer should have at least 6 to 9 blank checks with President's signature on them at all times.**
6. **Treasurer attends all audits and provides financial records to the audit team.**

Trustees

- 1. The Trustees examine and audit the books kept by the Financial Secretary and the Treasurer of the Lodge.**
- 2. Trustees examine and audit the quarterly report of the Financial Secretary, certifying as to its correctness by affixing their signatures. Quarterly report must bear the names of three Trustees in addition to the signature of the Financial Secretary.**
- 3. Trustees are provided a “call list” of members. They keep in touch with members on their respective call lists. Trustees introduce themselves to new members, welcome them and introduce them to other lodge members.**
4. They perform such additional duties in matters pertaining to their office as directed by the President of the Lodge
5. They perform such additional duties in matters pertaining to their office imposed upon them by the laws of the Order or by the deliberations of the assembly of the Local Lodge.