

**BY-LAWS****OF**

Issaquah Aerie No. #3054, Fraternal Order of Eagles, instituted by authority of the Grand Aerie of the Fraternal Order of Eagles.

This Aerie was instituted on the twelfth day of June in the year of 1950.

This Aerie was Incorporated under the laws of the State of Washington on January 19, 1962.

**MEETINGS**

**Section 1.1** The regular meetings of this Aerie shall be held monthly on the second(2nd) and fourth(4th) Wednesdays at the hour of 7:00pm. The place of the meeting shall be 175 Front Street N, Issaquah, WA, 98027. Meetings shall be open to the membership except topics regarding contracts, employee issues, or disciplinary actions may be held in an executive session immediately following the regular meeting. Minutes for executive sessions must be recorded in a minute book specifically for executive sessions.

**Section 1.2** Special meetings shall be held in conformity with Section 72.2 of the Statutes for Local Aeries, or Laws amendatory thereof.

**NOMINATION AND ELECTIONS**

**Section 2.1** The annual nomination, election and installation of Officers shall be as provided in Sections 91.1 to 91.7 of the Statutes, F.O.E., or Laws amendatory thereof. Vacancies in office shall be filled as provided in Section 92.1 of the Statutes, F.O.E. or Laws amendatory thereof.

**Section 2.1(a)** This Aerie hereby adopts the latest version of the "Model Election Rules" to answer possible questions that may arise during nominations and election.

**Section 2.2** The office of Worthy Conductor shall be filled each year by election.

**Section 2.3** The election of officers shall be by printed ballot during the regular Aerie meeting.

**Section 2.4** Tellers shall be appointed by the Worthy President or Presiding Officer.

**Section 2.5** The term of office of the Secretary of this Aerie shall be for three (3) years.

**Section 2.6** The term of office of the Treasurer of this Aerie shall be for one (1) year.

**Section 2.7** There shall be four (4) elected Trustees, and they shall be elected for a term of three (3) years each.

**Section 2.7(a)** In addition to the four (4) elected Trustees, the Junior Past Worthy President, while serving as such, shall serve as a member of the Board of Trustees of this Aerie.

**Section 2.7(b)** The Secretary of this Aerie may opt to serve as the Secretary of the Board of Trustees of this Aerie and receive for such services, the compensation as provided for in these By-Laws in addition to the per capita compensation as provided for in these same By-Laws.

**Section 2.8** The office of Outside Guard has been abolished. *BRW*

## **AERIE MEMBERSHIP**

**Section 3.1** The fee for membership by initiation shall be \$30.00 dollars.

**Section 3.1 (a)** The fee for re-enrollment shall be \$20.00 dollars.

**Section 3.2** The minimum age that members will be accepted into this Aerie will be twenty-one (21) years of age on the date of initiation.

**Section 3.3** The method used by this Aerie to accept all candidates for membership shall be election by majority vote of those members present and voting by secret ballot.

**Section 3.4** 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 dollars.

**Section 3.4(a)** The Per-Capita Tax for the Life Member shall be paid by the Life Member.

**Section 3.5** Any qualified member may make application for a "Golden Age Eagle" Membership.

**Section 3.5(a)** The Per-Capita Tax for the "Golden Age Eagle" member shall be paid by the Golden Age Eagle member.

## **FUNDS**

**Section 4.1** The following funds are hereby established for this Aerie:

- |                    |                                 |
|--------------------|---------------------------------|
| (a) A Benefit Fund | (b) A Social Fund               |
| (c) A General Fund | (d) A Building Maintenance Fund |

**Section 4.2** By resolution the Aerie designates that each of the funds shall be deposited with Pacific Premier Bank, preferably at the branch located at 305 Front St. N. Issaquah, WA 98027.

## **DUES**

**Section 5.0** All dues shall become due on May 31st of each year.

**Section 5.1** Dues of Beneficial Members shall be \$56.00 per year, payable in advance.

**Section 5.2** Dues of Beneficial Members shall be divided annually among the various funds as follows:

- |                          |                          |
|--------------------------|--------------------------|
| (a) Benefit Fund \$18.00 | (b) General Fund \$38.00 |
|--------------------------|--------------------------|

**Section 5.3** Dues of Non-Beneficial Members shall be \$50.00 per year, payable in advance.

**Section 5.4** Dues of Non-Beneficial Members shall be divided annually among the various funds as follows:

- |                          |                           |
|--------------------------|---------------------------|
| (a) Benefit Fund \$14.00 | (b) General Fund \$ 36.00 |
|--------------------------|---------------------------|

**Section 5.5** Dues of Dual Members shall be \$20.00 per year, payable in no event for a period longer than the period for which the member has paid his dues in advance in his original Local Aerie.

**Section 5.6** Dues of Dual Members shall be divided annually among the various funds as follows:

- |                         |                          |
|-------------------------|--------------------------|
| (a) Benefit Fund \$2.00 | (b) General Fund \$18.00 |
|-------------------------|--------------------------|
- MRW*  
*7/8*



## 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 one hundred dollars (\$100.00) to be paid from the General Fund.

**Section 6.2** If any officer absents himself from four (4) consecutive meetings of this Aerie, or duly 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 himself 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.

## DISABILITY BENEFITS

**Section 7.1** This Aerie does not pay benefits for any sickness or disability.

## FUNERAL BENEFITS

**Section 8.1** On the death of a member having been initiated into this Aerie prior to having passed his 55th birthday and paying the amount of dues as set forth in Section 5.1 of these By-Laws, and entitled to funeral benefits, and subject to all the provisions, limitations and prohibitions contained in Section 115.3 to 115.6 of the Statutes, F.O.E., or Laws amendatory thereof, which Sections above referred to are made a part hereof, a funeral benefit, in accordance with the following schedule, subject to the number of years of LAST GOOD STANDING MEMBERSHIP will be paid:

If death occurs in the first year .....	\$150.00
Second year .....	\$175.00
Third year .....	\$200.00
Fourth year .....	\$225.00
Fifth year .....	\$250.00
Thereafter .....	\$250.00

## DECEASED MEMBER TRIBUTE

**Section 8.2** On the death of a member, the Aerie shall provide a suitable floral or other form of tribute, cost not to exceed the sum of \$100.00 to be paid from the General Fund.

## SALARIES

**Section 9.1** For the faithful performance of his respective duties, the Worthy President shall have ~~his~~ <sup>his</sup> an amount <sup>equal to</sup> membership dues ~~paid~~ for one (1) year from the General Fund upon completion of his term of duty.

**Section 9.2** For the faithful performance of his respective duties, the Worthy Vice-President shall have ~~his~~ <sup>his</sup> an amount <sup>equal to</sup> membership dues ~~paid~~ for one (1) year from the General Fund upon completion of his term of duty.

**Section 9.3** For the faithful performance of his 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 one month in arrears as follows, one dollar and fifty cents (\$1.50) per member.

**Section 9.4** For the faithful performance of his respective duties, the Treasurer shall have his membership dues ~~paid~~ for one (1) year from the General Fund upon completion of his term of duty. *an amount equal to*

**Section 9.5** For the faithful performance of their duties, each Trustee shall have his ~~per~~ annum membership dues ~~paid~~ from the General Fund upon completion of each year of his term of duty. *an amount equal to*

**Section 9.6** If serving as Secretary to the Board of Trustees, for the faithful performance of his duties, the Secretary of the Aerie shall receive the sum of \$250.00 per month in addition to his per capita compensation.

**Section 9.7** For the faithful performance of his duties, the Aerie Auditor shall receive not in excess of \$240.00 per annum, payable quarterly.

**Section 9.8** 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, and all reports then due have been completed, presented and transmitted to those entitled to receive them.

**Section 9.9** The salary of all Aerie Employees shall be fixed by the Board of Trustees and not to exceed the maximum amounts shown below.

Maximum salary for the bartender and bar manager positions shall be the current Washington State minimum wage plus 30% of the Washington State minimum wage.

- Bartender 1: 25 hours per week
- Bartender 2: 10 hours per week
- Bartender 3: 8 hours per week
- Bartender 4: 8 hours per week
- Bar Manager: up to 30 hours per week.

**Section 9.10** Whenever the Aerie, by properly adopted resolution, sends its accredited representatives to the Grand Aerie Convention, the State or Provincial Aerie Convention, Zone Conference, District Meetings, Officers' or Committee Meetings, Conference or School, they may be allowed as their expenses not to exceed \$75.00 per day 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 \$.655 cents per mile, round trip. Prior to receiving reimbursement, accredited representatives shall report on their activities at the next regular Aerie meeting after their return.

## OFFICERS' BONDS

**Section 10.1** The Worthy President, Worthy Vice-President, Secretary, Treasurer, each Trustee and other employees or volunteers of the Aerie who handle moneys of the Aerie shall each give a surety bond conditioned on the faithful performance of their duties. The Bond to be purchased by the Aerie in the amount based on the ANNUAL GROSS RECEIPTS of the Aerie as selected from the following schedule:

### Classification Number

- (1).....under \$10,000.00 .....minimum amount of Bond \$ 1,500.00
- (2) .....under \$20,000.00 .....minimum amount of Bond \$ 3,500.00
- (3) .....under \$40,000.00 .....minimum amount of Bond \$ 6,500.00
- (4) .....under \$60,000.00 .....minimum amount of Bond \$10,000.00
- (5) .....\$60,000.00 and up.....minimum amount of Bond \$13,500.00

**Section 10.2** No officer, employee or volunteer shall be permitted to assume or discharge the duties of his office



or employment or volunteer until bonded and a copy of the bond or policy is forwarded to the office of the Grand Worthy President and shall be enforced under Section 82.1(b) of the Statutes.

### **MILITARY SERVICE RECEIPT**

**Section 11.1** Upon a vote of the Aerie in regular meeting, there may be issued to any member in good standing, who is in the Military Service, a Military Service Receipt. When such Receipt has been issued, such member, during his term of Military Service and for thirty (30) days thereafter, shall not be obligated to pay dues to the Aerie but shall be carried on the rolls of the Aerie as a member in good standing.

**Section 11.2** Beneficial Members holding a Military Service Receipt shall be entitled to funeral benefits only.

### **INTERNAL UNITS**

**Section 12.1** In accordance with Section 116.1 of the Statutes, this Aerie hereby authorizes the organization of the following Internal Unit(s), which shall be subject to the control of the Local Aerie, Constitution and Statutes, and to the Rules and Regulations of the Grand Aerie. Authorized Internal Units are as follows:

Issaquah Aerie #3054 has no active internal units nor are any planned at this time.

**Section 12.2** Rules governing these authorized Internal Units shall be:

Not applicable.

### **MISCELLANEOUS**

**Section 13.1** 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 \$200.00 to be paid from the General Fund.

**Section 13.2** Where the Constitution and Statutes of the Fraternal Order of Eagles, the Rituals, and the By-Laws do not cover or control, then Roberts' Rules of Order, (revised) shall govern the actions and deliberations of this Aerie.

**Section 13.3** A "PETTY CASH FUND" shall be established to be used by the Aerie Trustees for the purchase of resalable items.

**Section 13.4** The Trustees are authorized to hire, discharge and reduce the salaries of such employees as are required to operate the buffet and social rooms, without oversight by the Aerie membership.

**Section 13.5** The Trustees may employ a Bar Manager by a written agreement that is approved by the Aerie during a regularly scheduled meeting or executive session thereof.

**Section 13.6** Annual holiday bonuses shall be considered during the first Trustee meeting in December. A holiday bonus for each selected employee shall be determined by a majority vote of the Board of Trustees at their regular meeting, or an executive session thereof. A motion to approve holiday bonuses must be adopted by majority vote at a regular Aerie meeting, or an executive session thereof.

**Section 13.7** Upon recommendation of the Board of Trustees, selected employees may be granted a bonus for exceptional performance that is not to exceed five thousand dollars (\$5000.00) in total for all employees per Fraternal Year. The performance bonus for each selected employee shall be determined by a majority vote of the Board of Trustees at their regular meeting, or an executive session thereof. All performance bonuses

*Handwritten signature/initials*



determined by the Trustees must be adopted by majority vote on a motion made at a regular Aerie meeting, or an executive session thereof.

**Section 13.8** All increases in wages of employees, whose salaries are not stipulated in the Aerie #3054 By-Laws, must be approved by the Board of Trustees and adopted by majority vote on a motion made at a regular Aerie meeting, or an executive session thereof.

**Section 13.9** At the regular Aerie meeting, immediately preceding the IRS designated filing date or extension date for IRS Form 990, the Aerie Secretary shall provide proof that IRS Form 990 has been successfully filed with the IRS. Proof is established by a printed copy of the submission verification page that is generated by the IRS during electronic entry and submission of IRS Form 990.

**Section 13.10** Named assistants to the Aerie Secretary may be compensated. Compensation for a named assistant shall be determined by the Aerie Secretary. A motion by the Aerie Secretary to approve compensation for a named assistant must be adopted by majority vote at a regular Aerie meeting, or an executive session thereof.

**Section 13.11** The Aerie shall provide a 5" X 7" black and white or color portrait of the serving Worthy President, by a professional photographer, together with a suitable frame to hang in the entry to the Aerie home with a portrait of the serving Madam President of the Aerie's Auxiliary. At the completion of the term of office, the portrait shall be added to the gallery of Worthy Past Presidents in the Aerie home. The cost of the portrait shall not exceed thirty-five dollars (\$35.00) to be paid from the general fund.

**Section 13.12** Employee yearly personal time off shall be based upon the average weekly hours worked multiplied by the employee's current rate of pay. The employee shall be fully vested with personal time off on the anniversary date of their hiring. All personal time off must be used annually. Personal time off for part time/full time employment (prorated based on average hours worked by said employee) will be as follows:

- 1 to 4 Years = 1 week (Not to exceed 40 hours)
- 5 to 9 Years = 2 weeks (Not to exceed 80 hours)
- 10 Years and up = 3 weeks (Not to exceed 120 hours)

**Section 13.13** There will be no smoking, drinking alcohol beverages or wearing of hats on the Aerie floor during the Aerie meeting.

**Section 13.14** Annually, no later than May 1st, the Aerie Secretary shall invite the Ladies Auxiliary to a joint installation of officers.

**Section 13.15** Officer's meetings are open to the membership and shall be convened thirty (30) minutes prior to each regular Aerie meeting.

**Section 13.16** The Trustee meetings of this Aerie shall be held each Tuesday at the hour of 6:00pm. The place of the meeting shall be 175 Front Street N, Issaquah, WA 98027. Meetings shall be open to the membership except that those topics regarding contracts, employee issues, or disciplinary actions may be held in an executive session immediately following the regular meeting. Minutes for executive sessions must be recorded in a minute book specifically for executive sessions.

**Section 13.17** As required by AICS 100.2, the following standing committees are established: By-Laws Committee, Finance Committee, Interviewing Committee, Membership Committee, Membership Security Committee, Meetings Attendance Committee, Publicity Committee, Trial Committee, and Visiting Committee

*new*

BY-LAWS COMMITTEE:  
(signatures)

Ezraheal "Gene" Nelson 7-31-23  
Chris Smith 7/29/23  
Alan R. Weathers 7/28/23

Proposed at regular meeting held this 28th day of June 2023.

Second reading at regular meeting held this 12th day of July 2023.

Adopted at regular meeting held this 26th day of July 2023.

Attest: Julia Nichols 7/31/23  
SECRETARY

[Signature] July 31, 2023  
WORTHY PRESIDENT

SEAL OF AERIE #3054



Approved this 24<sup>th</sup> day of August, 2023.  
(DO NOT WRITE ON THE ABOVE LINE, GRAND SECRETARY USE ONLY!)

Mary B. Weber  
GRAND SECRETARY, FRATERNAL ORDER OF EAGLES