

By – Laws of the Pennsylvania Grotto Association

*Adopted June of 1974.
Revised and approved October 3, 1992.
Revised and approved April 5, 2014.*

Preamble:

The Pennsylvania Grotto Association is formed to unite all Prophets in closer bonds of sympathy and good fellowship. It is designed to protect and promote the interest of the Mystic Order of Veiled Prophets of the Enchanted Realm. It does so through the creation of closer fraternal and social relationships among Grottoes, resulting in their mutual improvement. Its ultimate aim is to increase and stimulate a greater understanding of Grotto among Freemasonry.

This organization shall at all times be under the jurisdiction of and subject to the regulations and control of the Grand Monarch and the Supreme Council. (SCC § 31.6, 2014, per request by Supreme J&L.)

Any and all constitutions, rules, regulations, pieces of legislation, or by-laws enacted by this organization shall in no way conflict with, modify, or alter the constitution, rules, regulations, edicts, decisions, or laws of the Grand Monarch and the Supreme Council (SCC § 31.7, 2014, per request by Supreme J&L.)

Article I: Name

1. The name of the organization shall be the Pennsylvania Grotto Association. It acknowledges obedience to the sovereignty of the Supreme Council, M.O.V.P.E.R., organized in Hamilton, N.Y., June 13, 1890.

Article II: Membership

1. Every Grotto operating under the authority of the Supreme Council, M.O.V.P.E.R., and located in the Commonwealth of Pennsylvania is eligible for membership upon compliance with the provisions of these by-laws.
2. Grottoes operating in another state may become eligible for membership upon application and compliance with the provisions of these by-laws.
3. Membership in the Association is voluntary.
4. All Prophets in good standing of member Grottoes are eligible to attend meetings of the Association and are entitled to vote.

Article III: Resignations

1. A Grotto that is a member of the Association may resign by submitting to the Secretary of the Association a statement, signed by the Monarch of the Grotto, and attested by the Secretary, that they wish to be removed as a member.

Article IV: Revenue

1. After voluntarily joining the Association, each Grotto shall annually pay to the designated officer of the Association the membership contribution established between the organization and the constituent Grottoes. Contributions are payable in advance of the annual meeting.
2. Any Grotto which fails to pay its annual contribution shall be subject to suspension at the annual meeting of the association.
 - a. A Grotto suspended under this provision may be reinstated upon payment of the delinquent amount at any time, without vote.
2. If the Grotto requesting resignation is free from debt to the Association, they will be issued a certificate of resignation by the Secretary. No vote is required.
3. Should the Grotto requesting resignation be indebted to the Association in any way, their request will be denied until the debt is resolved.

Article V: Fiscal Year

1. The fiscal year of the Association shall be October 1 to September 30 of each year.

Article VI: Meetings

1. The annual business meeting of this Association shall be held during the month of October of each year.
2. An additional business meeting will be held in April of each year.
3. A meeting of the Association may not be opened unless there shall be present at least one elective officer of the Association, excluding the Trustees, Secretary, and Treasurer, and a quorum of Prophets be present.
 - a. A quorum shall consist of no less than eight Prophets of member Grottoes of the Association, representing at least 4 different member Grottoes.
4. Special Sessions shall be held at the call of the President, or when requested in writing by not less than fifty percent of the member Grottoes. Only the business designated in the call shall be acted upon at special sessions. Notice of time and place of holding special sessions shall be mailed to the Secretary of each member Grotto at least forty five days prior thereto.

Article VII: Place of Meeting

1. Member Grottoes of the Association will act as hosts for Association meetings.
 - a. Host Grottoes will provide one Prophet to act as a Sentinel during tiled meetings of the Association.
 - b. Host Grottoes will work with the President or his designated representative to assist with the planning and execution of an Association meeting.
2. The date of the annual business meeting and additional business meeting shall be set by the host Grottoes within the provisions set out in these by-laws.
 - a. If a host Grotto fails to set a date for a meeting, the officers of the Association will assign a date.
3. The dates and places of the next annual business meeting and additional business meeting shall be presented at the annual business meeting for approval by the members present and voting.

VIII: Officers

1. Only Past Monarchs and Monarchs are eligible to hold elected office in the Association. Any Prophet in good standing is eligible to hold appointed office in the Association.
2. The elective officers of this Association shall consist of the following:
 - a. President
 - i. The President shall have general supervision of the Association and shall exercise all the executive functions of the Association when it is not in session. At each annual business meeting he shall give a report of his official acts during his term of office, including recommendations for future improvements. He shall preside at all meetings of the Association. He shall ensure that the books of the Secretary and Treasurer are audited each year. He will appoint Prophets to fill required committees and offices, whose appointments will expire with the term of the President of the Association.
 - b. First Vice President
 - i. The First Vice President shall assume of the duties of President in the case of his absence or removal.
 - c. Second Vice President
 - i. The Second Vice President shall assume of the duties of First Vice President in the case of his absence or removal.
 - d. Third Vice President

- i. The Third Vice President shall assume of the duties of Second Vice President in the case of his absence or removal.
- e. Treasurer
 - i. The Treasurer shall establish accounts as directed by the by-laws and membership; he shall receive and collect monies and disburse the same upon order of the President and the Secretary. He will also complete and file all financial statements and tax documents required of the Association, or cause the same to be done.
- f. Secretary
 - i. The Secretary shall keep a true record of all proceedings of the Association. He shall keep and preserve all books and documents belonging to the Association. He will attend to all correspondence received by the Association and pay any monies received by him over to the Treasurer in a timely manner, taking his receipt thereof. At each meeting of the Association he will give a report of the previous meeting and his official acts since his previous report.
 - ii. The Secretary shall receive an honorarium, the amount of which is to be set at the annual business meeting of the Association. The schedule for payment will also be set at the annual business meeting of the Association.
- g. Trustee (3)
 - i. The Trustees shall, during the interim between meetings of the Pennsylvania Grotto Association, have general charge of the property, examine and audit the books of the Secretary and Treasurer (including all of the receipts and expenditures) and all monies of the of the Pennsylvania Grotto Association. They shall then make an Annual Report, in writing, to the Association of their findings and recommendations for improvement. This report will be presented to the membership at the next meeting with a vote required for its approval.

3. The appointive officers of this Association shall consist of the following:

- a. Marshal
 - i. The Marshal is the special messenger of the President. He is to see that all meetings of the Association are properly tiled and that no one is present that is not entitled to be so. He will take charge of and supervise the Sentinel provided at meetings of the Association. Furthermore, he will take command of the Association during parades and ceremonial functions at the direction of the President.
- b. Chaplain

- i. The Chaplain shall minister to the spiritual affairs of the Association and perform such ceremonies and ministrations as requested by the President.
4. The elective officers shall be elected by ballot at the annual business meeting of the Association each year.
5. Three trustees shall be elected to serve for a period of three years each, on a rotational basis.
6. Any officer may resign at his pleasure. The President may fill a vacancy in an elective office. This officer is not guaranteed advancement and must stand election during the next annual business meeting. A vacancy in an appointive office may be filled at any time.
7. An elected officer of the Association may be removed by a two thirds majority vote of the membership present and voting.
8. The Treasurer and Secretary shall give a corporate surety bond in such amount, and subject to such terms, as shall be acceptable to and approved by the Trustees of the Association, and as required by the Supreme Council Code.
9. The officers shall be installed during the annual meeting at which they are elected and appointed or within 45 days thereafter as approved by the Association, and their terms shall continue until their successors are elected and installed.

IX – Committees

1. Upon election, the President may appoint and disband any number of other committees as he determines is necessary for the betterment of the Association.

X – Accounts

1. The Treasurer shall establish the following accounts:
 - a. Operating, to be accessed via checking.
2. The Treasurer, Secretary, and President shall have signatory authority on the Operating funds. Two of these officers must sign any warrants for payment to be drawn.
3. The Trustees will have signatory authority over all other funds. All three Trustees must sign any requests for disbursement of funds. In the case of a death, suspension, or removal of a Trustee only two signatures will be required until the date of the next election of officers.
4. The membership, by majority vote, can establish other accounts as required.
5. All funds and records of the Secretary and Treasurer will be audited yearly, by the Trustees, to be completed by the date required by the Supreme Council.
6. The Officers of the Association shall audit, on a bi-annual basis, the actions of the Trustees.

XI – Amendments

1. These by-laws may be altered, amended or repealed by an affirmative vote of two-thirds of the members present and voting at a meeting of the Association, after the proposed change shall have been submitted in writing at a previous meeting, read, and entered upon the Minutes, and not less than forty five days written notice shall have been given the Secretaries of the member Grottoes of the Association reciting the change and designating the session at which action thereon is to be taken. When the Constitution and Code of the Supreme Council are amended or changed, and the by-laws of this Grotto are thereby affected, the by-laws of this Grotto are ipso-facto changed to conform to the action of the Supreme Council.