

**THE ORDER OF  
UNITED COMMERCIAL TRAVELERS  
OF AMERICA**

Instituted Jan. 16, 1888

**CONSTITUTION,  
BYLAWS AND  
STANDING ORDERS**

**GOVERNING  
INTERNATIONAL, REGIONAL and  
LOCAL COUNCILS**



EFFECTIVE SEPT. 1, 2022

**RICHARD F. REDMAN  
UCT SECRETARY-TREASURER  
COLUMBUS, OHIO**

# ARTICLES OF INCORPORATION

of

THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA

AS AMENDED AUGUST 2, 1922; OCTOBER 31, 1927; DECEMBER 9, 1948; AUGUST 4, 1978; JULY 11, 1979; JULY 7, 1982; SEPTEMBER 1, 1987 and AUGUST 3, 1989.

WITNESSETH: That we, the undersigned, all of whom are citizens of the State of Ohio, desiring to form a corporation not for profit, under the general corporation laws of said State, do hereby certify:

FIRST. The name of said corporation shall be THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA.

SECOND. Said corporation shall be located, and its principal business transacted at Columbus, Franklin County, Ohio.

THIRD. The purpose for which said corporation is formed is:

1st. To unite fraternally all persons of good moral character as are now or may hereafter become eligible to membership under the provisions of the Constitution of the Order.

2nd. To give all moral and material aid in its power to its members and those dependent upon them. Also to assist the widows, widowers and orphans of deceased members.

3rd. To establish indemnity funds and issue insurance and other benefits permissible under the laws governing fraternal benefit societies.

4th. To secure just and equitable consideration for all members.

5th. To elevate the moral and social standing of its members.

IN WITNESS WHEREOF, We have hereunto set our hands this 25th day of September, A.D. 1890.

s

JOHN C. FENIMORE  
LEVI C. PEASE  
S. H. STRAYER  
W. E. CARPENTER  
JOHN DICKEY  
C. S. AMMEL  
F. A. SELLS  
CHARLES B. FLAGG

# CONSTITUTION

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## ARTICLE I.

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**Article I, Section 1.** This society shall be known as The Order of United Commercial Travelers of America.

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### Objects of the Order

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**Article I, Section 2.** The objectives of the Order are to assist regional councils to maintain continuity and consistency through such methods as training and meetings, so they in turn can assist local councils in their good work holding charitable fund raising activities and making charitable donations to people in need in their respective communities. The members share a common commitment to good citizenship and are further committed to engaging in fraternal and community service activities that benefit the communities in which members live, work and visit. The fraternal objectives are presented under the articles of incorporation.

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### Councils

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**Article I, Section 3.** There shall be established and maintained local councils, regional councils and an International Council, as hereinafter provided.

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## ARTICLE II.

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### LOCAL COUNCILS

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**Article II, Section 1.** Each local council shall exist by virtue of a charter duly granted by the International Council on an application signed by not less than ten (10) eligible persons who are not members of an existing council.

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### Officers and Elections

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**Article II, Section 2.** The elected officers of each local council shall be:

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1. Local President.

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2. Local Vice President.

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3. Local Past President.

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4. Local Secretary-Treasurer.

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5. 1st Local Director. (optional)

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6. 2nd Local Director. (optional)

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7. 3rd Local Director. (optional)

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8. Up to Four Elected Members of Local Executive Committee.

1 At the first annual election held by a local council, all officers  
2 shall be elected to serve until the second annual election, except  
3 that half of the elected members of the executive committee  
4 shall be elected to serve until the third annual election.

5 Commencing with the third annual election, the provisions  
6 herein relating to election of officers shall apply to newly  
7 organized local councils.

8 All officers of local councils shall be elected annually for a  
9 term of one year except elected members of the executive  
10 committee, who are elected for two-year terms.

11 The presiding officer, before the balloting begins for any  
12 election, shall appoint three members to act as tellers, one of  
13 whom shall act as clerk of said election.

14 The officers of local councils shall be elected at the first regular  
15 March meeting of each council and may be installed on the  
16 day of their election. If a council defers their installation to their  
17 next regular meeting, all officers shall commence their duties on  
18 that date, with the exception of the secretary-treasurer whose  
19 duties shall begin April 1 .

20 All elective officers shall be chosen by secret ballot, provided,  
21 however, that if there shall be but one nominee for any office,  
22 by motion from the floor the election may be by voice vote. The  
23 member receiving a majority of votes cast for any office shall be  
24 declared elected. Lacking a majority, at the conclusion of each  
25 ballot, the person having the smallest number of votes shall be  
26 dropped and the balloting shall then proceed until a conclusion  
27 is reached.

28 The installation of officers and representatives to the regional  
29 council of a local council may be conducted publicly.

30 The title of past local president shall be conferred on: any local  
31 past president who shall have served for a term of one full year;  
32 any secretary-treasurer who shall have served for three full years;  
33 and any member of the executive committee or chaplain who  
34 shall have served for four full years. Also, anyone who has served  
35 as a line officer, chaplain and/or a member of the executive  
36 committee for a total of four years in the member's own or  
37 another council, as long as they are a council member, may  
38 receive, by a majority vote of the members present and voting  
39 at a meeting of the council, the title of past local president.

1 Any local officer as defined in this section shall receive the title  
2 of past local president if the officer, after being duly elected, is  
3 prevented by death or physical disability from completing the  
4 required years of service as set out in the previous paragraph.

5 No one shall be eligible to the office of local past president  
6 who has not served one year as local president; nor to the office  
7 of local president who has not as local vice president served at  
8 a majority of the regular meetings held by the council while the  
9 member was acting in that capacity; provided, however, that  
10 the foregoing provisions shall not apply to members on whom the  
11 title of past local president has been conferred, nor to a newly  
12 organized local council until its third annual election. Nor shall  
13 the foregoing provisions apply to a council whose offices have  
14 been declared vacant, necessitating a reorganization, by the  
15 UCT president or regional president.

## 16 **Duties of Officers**

17 **Article II, Section 3. Local President.** The local president is  
18 the presiding executive officer of the council. It is the local  
19 president's responsibility to preside at all council meetings,  
20 to serve on the council's executive committee, to maintain  
21 supervision of all ritualistic work of the council, to operate the  
22 council in accordance with the Constitution, Bylaws and Standing  
23 Orders of the Order and to give the charge of the office at the  
24 initiation of candidates.

25 The local president appoints the local chaplain and all council  
26 committees, except the local executive committee.

27 At the council's regular February session, the local president  
28 shall appoint a member to serve on the examining finance  
29 committee for a term of three years.

30 It is further the local president's responsibility to perform such  
31 other duties as prescribed by the *Local Council Guidelines* or  
32 as may be assigned by the regional president or UCT president.

33 **Article II, Section 4. Local Vice President.** It is the local vice  
34 president's responsibility to give the charge of the office at  
35 the initiation of candidates, to assist the local president in the  
36 discharge of the local president's duties and, in the absence  
37 of the local president, to exercise all powers and perform all  
38 duties of the local president.

1 It is the duty of the local vice president to visit the sick,  
 2 needy and distressed members of the Order residing within the  
 3 jurisdiction of the council, except the members of other councils  
 4 having concurrent jurisdiction, and to report thereon at each  
 5 council meeting.

6 It is further the local vice president’s responsibility to perform  
 7 such other duties as prescribed by the *Local Council Guidelines*  
 8 or as may be assigned by the local president.

9 **Article II, Section 5. Local Past President.** It is the local past  
 10 president’s responsibility to give the charge of the office at the  
 11 initiation of candidates, to assist in preserving decorum of the  
 12 council, to preside in the absence of both the local president  
 13 and local vice president and perform such other duties as  
 14 prescribed by the *Local Council Guidelines*.

15 **Article II, Section 6. Secretary-Treasurer.** The secretary-treasurer  
 16 of a local council shall keep a record of the proceedings of  
 17 the council, have custody of the council’s funds and perform  
 18 such other duties as may be prescribed by the *Local Council*  
 19 *Guidelines* or as may be assigned by the local president,  
 20 executive committee, regional president, UCT president or  
 21 Board of Governors.

22 **Article II, Section 7. 1st Local Director.** (Optional) The 1st  
 23 local director of a local council shall have charge of the ballot  
 24 while the council is voting on applicants, have charge of the  
 25 paraphernalia and arrangements of the council chamber for  
 26 initiation, give the charge of the office to such candidates and  
 27 perform such other duties as prescribed by the *Local Council*  
 28 *Guidelines* or as may be assigned by the local president. If there  
 29 is no one serving as 1st local director, then the local president  
 30 shall, from time to time, appoint someone to perform these duties.

31 **Article II, Section 8. 2nd Local Director.** (Optional) The 2nd  
 32 local director of a local council shall give the charge of office  
 33 at the initiation of candidates, have charge of the inner door  
 34 of the council chamber, receive and introduce visitors and  
 35 perform such other duties as prescribed by the *Local Council*  
 36 *Guidelines* or as may be assigned by the local president. If the  
 37 local council elects not to have a 2nd local director, then the  
 38 local president shall, from time to time, appoint someone to  
 39 perform these duties.

40 **Article II, Section 9. 3rd Local Director.** (Optional) The 3rd local  
 41 director of a local council shall give the charge of the office at  
 42 the initiation of candidates and have charge of the doors of

1 the council chamber and ante-room. It is the 3rd local director's  
2 duty to see that none pass or repass but such as are entitled to  
3 that privilege and to have charge of the property of the council  
4 rooms. It is further the 3rd local director's responsibility to perform  
5 such other duties as prescribed by the *Local Council Guidelines*  
6 or as may be assigned by the local president. If the local council  
7 elects not to have a 3rd local director, the local president shall,  
8 from time to time, appoint someone to perform these duties.

9 **Article II, Section 10. Executive Committee.** The executive  
10 committee of a local council shall consist of the following  
11 members: the local president, the local vice president, the  
12 secretary-treasurer and a minimum of two other members of  
13 said local council, with one-half of these members elected  
14 annually to serve for a term of two years each. Each council  
15 may elect to have its local past president serve as a member  
16 of the executive committee. The executive committee shall  
17 choose its own chairman.

18 It is the responsibility of the executive committee to examine  
19 all accounts and approve such as are valid against its council.  
20 The committee shall examine quarterly, or whenever it deems  
21 it advisable, the books, papers and property of the secretary-  
22 treasurer and all funds and property in the secretary-treasurer's  
23 possession. The committee may require reports and accounts  
24 from the secretary-treasurer as often as deemed advisable, so  
25 as to maintain an oversight over the books, papers, accounts,  
26 funds, property and business of its council."

27 The executive committee shall designate one member of  
28 the executive committee (other than the secretary-treasurer)  
29 to countersign all checks or vouchers issued by the secretary-  
30 treasurer.

31 The executive committee shall perform such other duties as  
32 prescribed by the *Local Council Guidelines* or as may be assigned  
33 by the regional president, regional executive committee or the  
34 Board of Governors.

35 **Article II, Section 11. Chaplain.** (Optional) The chaplain of a  
36 local council shall conduct devotional exercises at the opening  
37 and closing of the council session, give the charge of the office  
38 at the initiation of candidates and perform such other duties as  
39 prescribed by the *Local Council Guidelines* or as may be required  
40 by the local president. If there is no one serving as chaplain, then  
41 the local president shall, from time to time, appoint someone  
42 to perform these duties.

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## Vacancies in Office

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**Article II, Section 12.** If any officer of a local council shall be absent for three consecutive months from the regular sessions of the council, the member's position may, before the close of such third monthly meeting, be declared vacant by the local president unless an excuse is furnished which is satisfactory to a majority of the members present.

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If a vacancy occurs, from any cause, in any office in a local council, the executive committee shall fill such vacancy by the appointment of some eligible person thereto until the next annual election.

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If the executive committee fails to appoint a person eligible to fill a vacancy in any office, such vacancy shall be filled by the council at its next session.

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## Meetings and Quorum

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**Article II, Section 13.** All local councils shall hold regular meetings at least once each month upon a stated date fixed by the council. The council meeting may be held in-person or may use the latest technology (audio conference, teleconference, or videoconference) as described in the Standing Orders.

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The failure of a local council for three successive months to hold a meeting shall be sufficient cause for its suspension and the arrest of its charter.

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Seven members of a local council shall constitute a quorum for the transaction of business. If a council cannot obtain a quorum after 2 successive meetings then the number of members present at those meetings shall be the established quorum. The minimum number of members required for a quorum shall be three.

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The annual session shall be the first regular March session of each year.

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## Special Sessions

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**Article II, Section 14.** Special meetings shall be called by the local president upon written requests of an established quorum of members in good standing. A notice of such meetings shall be mailed or delivered by the use of authorized communications equipment which may include electronically via email, text, etc., as deemed appropriate by the council members. Delivery must be to each member's last known physical address, email

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1 address, or phone number at least 8 (eight) days prior to the  
2 date thereof.

3 Special meetings solely for the purpose of conferring the  
4 degree of the Order upon previously elected candidates may  
5 be called by the local president on the local president’s own  
6 motion, notice to be given to the members of the council in  
7 such manner as the council may determine.

8 At special meetings, no business shall be transacted by any  
9 local council, excepting such as is stated in the notice thereof;  
10 excepting Order of Business No. 3.

11 **Council Finances**

12 **Article II, Section 15.** The fiscal year of all local councils shall  
13 commence upon the first day of April of each year.

14 **Article II, Section 16.** Each local council shall have the  
15 exclusive right to regulate its own financial affairs, insofar as its  
16 General Fund is concerned. The annual council dues shall be a  
17 minimum of twelve dollars per member. The amount of annual  
18 council dues shall not be changed other than to comply with  
19 this requirement unless each member shall have been given  
20 30 days written notice by mail of such intent, and the motion  
21 to make such change receives two-thirds of the votes of those  
22 present who are entitled to vote.

23 **Article II, Section 17. Examining Finance Committee.** The  
24 examining finance committee shall consist of three members. At  
25 the regular February session of the council, the local president  
26 shall appoint a member to serve on this committee for a term  
27 of three years. Such appointee shall serve as chairman of the  
28 committee during the member’s third year. None of the members  
29 of this committee shall be members of the executive committee.

30 It shall be the duty of the examining finance committee to  
31 audit the books and vouchers of the secretary-treasurer and  
32 report thereon at the next regular April session of the council.  
33 Copies of this report shall be forwarded immediately to UCT  
34 Headquarters and the regional secretary.

35 **Representation to the Regional Council**

36 **Article II, Section 18.** Each local council shall be entitled to  
37 one representative in the regional council having jurisdiction over  
38 it and as many more as such regional council may determine,  
39 provided that the total representatives shall be apportioned

1 among the local councils in proportion to their membership at  
2 the end of the local council's fiscal year.

3 No local council shall be allowed representation at its regional  
4 council session unless said local council shall have paid all monies  
5 due its regional council and the International Council.

6 The representatives to which a local council may be entitled  
7 in the regional council shall be elected at the first regular  
8 March session of each council. Alternates shall be elected to  
9 fill vacancies as they occur in the regular representation and  
10 shall serve in the order of their election.

11 If, by reason of the inability of representatives and alternates to  
12 attend any meeting of the regional council, the representatives  
13 of any local council shall fall below the number to which it is  
14 entitled, the local president may appoint from among the  
15 council's members such a number of representatives for the  
16 council as will secure to it full representation at said session.

17 Each local council shall be responsible for the requirements  
18 necessary for election of representatives to a regional council  
19 session.

20 It shall be duty of each representative to the regional council  
21 to attend the annual meeting of the regional council next  
22 following the representative's election and all special meetings  
23 held during the year following the election, to participate in the  
24 proceedings thereof, and to make a report on the proceedings  
25 to the local councils at such time as the council may designate.

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### **ARTICLE III. REGIONAL COUNCILS**

28 **Article III, Section 1.** Each regional council shall exist by virtue  
29 of a charter duly granted by the International Council, and shall  
30 exercise such jurisdiction as is herein conferred over all local  
31 councils within its prescribed territory. It shall be composed of its  
32 past regional presidents, officers, standing committee members  
33 and the past local presidents and representatives from its local  
34 councils.

35 Each member of a regional council in attendance at a  
36 regional council session shall be entitled to one vote, except  
37 when the number of past regional presidents or past local  
38 presidents not sitting as representatives or alternates at any  
39 session, exceeds fifty percent (50%) of the duly accredited  
40 representatives, alternates (sitting as representatives), elective

1 officers and standing committee members, they each shall be  
2 entitled to one-half vote.

3 Any member of a regional council who transfers residence  
4 and membership to another regional jurisdiction shall by virtue of  
5 such transfer of membership and residence become a member  
6 of the regional council to whose jurisdiction the member transfers.

## 7 **Charters**

8 **Article III, Section 2.** A charter for a local council may be  
9 granted by the International Council upon the recommendation  
10 of the regional council having jurisdiction over the territory within  
11 which such proposed council is to be located, on an application  
12 signed by not less than ten (10) eligible persons who are not  
13 members of an existing council.

14 **Article III, Section 3.** Every application for the establishment of  
15 a new local council in any city, town or village in which one or  
16 more local councils exists, shall be made to the regional president  
17 within whose jurisdiction said new local council will, if established,  
18 be located. On receipt of said application, a copy thereof shall  
19 be given by the regional president to the regional secretary, who  
20 shall immediately forward to the secretary-treasurers of all local  
21 councils a copy of said application for approval.

22 Said local council or councils shall act on the application at  
23 the next meeting.

24 Within ten days after the acceptance or rejection of said  
25 application by each council, the council's secretary-treasurer  
26 shall notify the regional secretary of the action of the local council.

27 In case of the rejection of an application for a new council,  
28 under conditions enumerated in this section, the petitioners may  
29 appeal to the regional executive committee within 60 days for a  
30 final decision.

31 A local council contemplating surrendering its charter must give  
32 a written notice to UCT Headquarters and the regional secretary  
33 and each member in good standing in said council of a meeting  
34 to be held not less than 30 days from the date of such notice,  
35 at which meeting the question shall be put, "Shall this council  
36 surrender its charter?" If a majority of those present vote in the  
37 affirmative, the local secretary-treasurer shall at once forward all  
38 money belonging to the Order together with all records, books  
39 and the charter of the local council to UCT Headquarters and at  
40 the same time notify the regional secretary of the action taken.

1 UCT Headquarters or its designee shall at once audit the books  
2 and accounts. If after the payment of all just debts, there shall  
3 be a balance remaining in the general fund of the council, such  
4 balance and all properties shall be turned over to the secretary  
5 of the regional council which held jurisdiction over the local  
6 council, who shall credit such funds to the general fund of the  
7 regional council. Where there is a consolidation of two or more  
8 councils, all monies to the credit of the general fund held by the  
9 councils whose charters are discontinued shall be transferred  
10 to the council continuing.”

11 Any properties, other than money, of a council surrendering  
12 its charter, shall be kept intact until the time a receipt from UCT  
13 Headquarters for all money due the Order has been received  
14 by the secretary-treasurer, when such properties shall be sold  
15 immediately by the executive committee of the council to the  
16 best advantage possible, and the proceeds therefrom shall be  
17 remitted to the secretary of the regional council which held  
18 jurisdiction over the local council and by the regional secretary  
19 credited to the general expense fund of the regional council.

20 Where there is a consolidation of two or more councils,  
21 all monies to the credit of the assessment fund and Widows’  
22 and Orphans’ Fund held by the councils whose charters are  
23 discontinued shall be transferred to the council continuing and  
24 all monies in the general expense fund of such council shall  
25 become the property of the council continuing.

26 If any local council surrenders its charter or its charter is arrested  
27 or revoked or the council suspended, UCT Headquarters shall,  
28 within 60 days, issue a transfer to each member in good standing  
29 of said council to a council within whose jurisdiction the member  
30 resides. Should a council receiving a transfer refuse to accept  
31 the member, UCT Headquarters shall notify said member and  
32 the member shall be given the privilege of transferring to the  
33 council of the member’s choice.

34 Where there is a consolidation of two or more councils, UCT  
35 Headquarters may transfer the entire membership of the council  
36 discontinuing to the continuing council.

37 The charter may be reissued in the case of surrender, arrest or  
38 revocation, in the same manner and upon the same terms as  
39 provided in Sections 2 and 3 of this Article, and in case of such  
40 reissue, the name and number of such defunct council may be  
41 assigned to the new council, if such name and number are still  
42 available.

1 The number assigned for a charter cannot be transferred  
 2 from its original location, except that a council name and  
 3 number may be used anywhere in the metropolitan area of the  
 4 city to which it was originally assigned.

5 **Officers and Elections**

6 **Article III, Section 4.** The officers of each regional council  
 7 shall be:

- 8 1. Regional President.
- 9 2. Regional Vice President.
- 10 3. Regional Past President.
- 11 4. Regional Secretary.\*
- 12 5. Regional Treasurer.\*
- 13 6. 1st Regional Director.
- 14 7. 2nd Regional Director. (optional)
- 15 8. 3rd Regional Director. (optional)
- 16 9. Up to Four Elected Members of Regional Executive  
 17 Committee.

18 \* The offices of Secretary and Treasurer may be combined  
 19 as: Regional Secretary/Treasurer

20 At the first annual election held by a regional council, all  
 21 officers shall be elected to serve until the second annual election,  
 22 except that one half of the elected members of the executive  
 23 committee shall be elected to serve until the third annual election.

24 Commencing with the third annual election, the provisions  
 25 herein relating to the election of officers shall apply to newly  
 26 organized regional councils.

27 No member shall be elected to any office who is not in good  
 28 standing in the member's local council.

29 The presiding officer of each council, before the balloting  
 30 begins at any election, shall appoint three members to act as  
 31 tellers, one of whom shall act as clerk of such election.

32 All elective officers shall be chosen by secret ballot, provided,  
 33 however, that if there shall be but one nominee for any office,  
 34 by motion from the floor, the election may be by voice vote. The  
 35 member receiving a majority of votes cast for any office shall be  
 36 declared elected. Lacking a majority, at the conclusion of each  
 37 ballot, the member having the smallest number of votes shall be  
 38 dropped and the balloting shall then proceed until a conclusion  
 39 is reached.

40 Election of officers shall take place at such time during the

1 annual session as may be decided by each regional council. The  
2 installation of said officers shall take place on the last day of the  
3 annual session.

4 Each regional council shall determine the term of office of the  
5 regional secretary and regional treasurer. Each regional council  
6 may also elect to combine the offices of regional secretary and  
7 regional treasurer.

8 The installation of regional council officers and elected  
9 representatives to the International Council may be conducted  
10 publicly.

11 The title of past regional president shall be conferred on:  
12 • Any regional past president who shall have served as  
13 such for a term of one full year;  
14 • Any regional secretary or regional secretary/treasurer  
15 who shall have served as such for three years;  
16 • Any regional treasurer and any member of the regional  
17 executive committee who shall have served as such for  
18 four full years;  
19 • And anyone who shall have served as a line officer and  
20 a member of the regional executive committee for four  
21 years.

22 Any regional officer as defined in this section, if after being  
23 duly elected, is prevented by death or physical disability from  
24 completing the required years of service as set out in the previous  
25 paragraph, shall receive the title of past regional president.

26 All officers of regional councils shall be elected annually for  
27 a term of one year except as otherwise provided in this section.

28 No one shall be eligible to the office of regional past president  
29 who has not served one term as regional president, nor to the  
30 office of regional president who has not served as regional vice  
31 president, nor to the office of regional vice president who has  
32 not served as either 1st regional director or 2nd regional director;  
33 provided, however, that none of the foregoing provisions shall  
34 apply to persons on whom the title of past regional president  
35 has been conferred; nor to a newly organized regional council  
36 until its third annual election.

37 No representative shall be eligible to election to office in the  
38 regional council unless the member be a past local president.

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**Duties of Officers**

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**Article III, Section 5. Regional President.** The regional president is the presiding executive officer of the regional council. It is the regional president's responsibility to preside at all regional council meetings, to serve on the regional executive committee and to operate the regional council in accordance with the Constitution, Bylaws and Standing Orders of the Order.

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The regional president shall appoint a regional chaplain and all committees of the regional council, except the regional executive committee.

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The regional president shall give instructions to local councils, when requested or when deemed proper by the regional president, regarding the ritualistic work of the Order.

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The regional president shall call special meetings of the regional executive committee, either upon the regional president's own initiative or upon the written request of a majority of the regional executive committee.

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The regional president shall report to the UCT president any neglect or refusal on the part of any local council, or any officers, within the regional president's jurisdiction to obey the Constitution, Bylaws and Standing Orders of the Order and to submit to the UCT president all such facts as may come to the regional president's knowledge in regard thereto, and when authorized by the UCT president, to suspend any such local council or any of its officers, and also to arrest the charter of such offending council.

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It is further the regional president's responsibility to perform such other duties as prescribed by the *Regional Council Guidelines* or as may be assigned by the regional executive committee, Board of Governors or UCT president.

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**Article III, Section 6. Regional Vice President.** It is the regional vice president's responsibility to assist the regional president in the discharge of the regional president's duties and, in the absence of the regional president, to exercise all powers and perform all duties of the regional president.

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It is further the regional vice president's responsibility to perform such other duties as prescribed by the *Regional Council Guidelines* or as may be assigned by the regional president.

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**Article III, Section 7. Regional Past President.** It is the regional past president's responsibility to assist in preserving

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1 decorum of the regional council, to preside in the absence  
2 of both the regional president and regional vice president  
3 and to perform such other duties as prescribed by the  
4 *Regional Council Guidelines*.

5 **Article III, Section 8. Regional Secretary.** The regional secretary  
6 shall keep a record of the proceedings of the regional council  
7 and preserve all papers and documents relating to its business.

8 The regional secretary shall attest all orders drawn on the  
9 regional treasurer for money appropriated by the regional council  
10 or the regional executive committee. The regional secretary  
11 shall collect all money due the regional council, giving receipt  
12 for same, keep a correct account thereof, pay the same to the  
13 regional treasurer, taking the regional treasurer's receipt therefor,  
14 and also to keep the accounts between the regional council and  
15 the International Council, and also between the regional council  
16 and the local councils within its jurisdiction. The regional secretary  
17 shall report all delinquent councils to the regional president.

18 The regional secretary shall submit, at each annual session  
19 of the regional council, a report giving a statement of the  
20 transactions of the office, the money received and disbursed,  
21 and from/to what sources the same was received/dispursed,  
22 the state of the Order within the jurisdiction of the regional  
23 council and an abstract of all matters reported by the local  
24 councils for the year.

25 Within 30 days following adjournment of the regional council,  
26 the regional secretary shall mail to UCT Headquarters a copy  
27 of the reports of the regional examining finance committee,  
28 regional treasurer and regional secretary.

29 The regional secretary shall give notice of all meetings of the  
30 regional council when so directed by the regional president or  
31 regional executive committee and shall notify the members  
32 of the regional executive committee of its meetings when  
33 so directed by the regional president or regional executive  
34 committee chairman. The regional secretary shall keep minutes  
35 of all meetings of the regional executive committee.

36 The regional secretary shall attend any committee meeting  
37 of the regional council when so notified and furnish such official  
38 papers as may be required.

39 Prior to each session of the regional council, the regional  
40 secretary shall send to each local secretary-treasurer blank forms  
41 for the credentials of representatives and alternates.  
42

1 The regional secretary shall report to UCT Headquarters the  
2 names of all persons on whom the regional council has conferred  
3 the title of past regional president.

4 The regional secretary shall have custody of the regional  
5 council seal.

6 The regional secretary shall further perform such other duties  
7 as may be prescribed by the *Regional Council Guidelines* or as  
8 may be assigned by the regional president, regional executive  
9 committee, UCT president or Board of Governors.

10 **Article III, Section 9. Regional Treasurer.** The regional  
11 treasurer shall take charge of all funds of the regional council  
12 and receipt to the regional secretary or other proper persons  
13 for all money received. The regional treasurer shall keep  
14 a correct account of such funds and also keep a correct  
15 account of and pay all orders, bills, claims and demands,  
16 if attested by the regional secretary and approved by the  
17 regional president or regional executive committee, subject  
18 to compliance with regional council bylaws, where they  
19 do not conflict with the International Constitution and Bylaws.

20 At each annual session of the regional council, the regional  
21 treasurer shall submit a correct report showing the receipts and  
22 disbursements of the several funds belonging to the regional  
23 council.

24 The regional treasurer shall attend any committee meeting  
25 of the regional council when so notified and furnish such official  
26 papers as may be required.

27 The regional treasurer shall further perform such other duties  
28 as may be prescribed by the *Regional Council Guidelines* or as  
29 may be assigned by the regional president, regional executive  
30 committee, UCT president or Board of Governors.

31 **Article III, Section 10. 1st Regional Director.** The 1st regional  
32 director shall perform such duties as may be prescribed by  
33 the *Regional Council Guidelines* or as may be assigned by the  
34 regional president or regional executive committee.

35 **Article III, Section 11. 2nd Regional Director.** (Optional) The  
36 2nd regional director shall have charge of the inner door of the  
37 regional council chamber, receive and introduce visitors and  
38 perform such other duties as prescribed by the *Regional Council*  
39 *Guidelines* or as may be assigned by the regional president or  
40 regional executive committee. If the regional council elects not

1 to have a 2nd regional director, the 1st regional director shall  
2 assume these duties.

3 **Article III, Section 12. 3rd Regional Director.** (Optional) The 3rd  
4 regional director shall have charge of the doors of the regional  
5 council chamber and ante-room. It is the 3rd regional director's  
6 duty to see that none pass or repass but such as are entitled  
7 to that privilege, and to have charge of the property of the  
8 regional council rooms. It is further the 3rd regional director's  
9 responsibility to perform such other duties as prescribed by  
10 the *Regional Council Guidelines* or as may be assigned by  
11 the regional president or regional executive committee. If the  
12 regional council elects not to have a 3rd regional director, the  
13 2nd regional director shall assume these duties.

14 **Article III, Section 13. Regional Executive Committee.** The regional  
15 executive committee shall consist of the following members: the  
16 regional president, the regional secretary, the regional treasurer and  
17 a minimum of two other members of said regional council, with one-  
18 half of these members elected annually to serve for a term of two  
19 years each. Each regional council may elect to have its regional  
20 past president and regional vice president serve as members of the  
21 regional executive committee. The regional executive committee  
22 shall choose its own chairman.

23 It is the responsibility of the regional executive committee to  
24 maintain supervision over the books, papers, accounts, funds  
25 and property of its regional council, with the right at all times of  
26 examination and audit.

27 The regional executive committee shall perform such other  
28 duties as prescribed by the *Regional Council Guidelines* or as  
29 may be assigned by the regional council, UCT president or  
30 Board of Governors.

31 **Article III, Section 14. Regional Chaplain.** The regional chaplain  
32 shall conduct devotional exercises at the opening and closing  
33 of each regional council session and perform such other duties  
34 as prescribed by the *Regional Council Guidelines* or as may be  
35 assigned by the regional president.

### 36 **Vacancies in Office**

37 **Article III, Section 15.** If a vacancy occurs from any cause  
38 in any office in a regional council, the executive committee of  
39 said council shall fill such vacancy by the appointment of some  
40 eligible person thereto until the next annual election.

1 If the executive committee of a regional council fails to  
2 appoint a person eligible to fill a vacancy in any office in said  
3 council, such vacancy shall be filled by the regional council at  
4 its next session.

### 5 **Annual Sessions**

6 **Article III, Section 16.** The annual session of each regional  
7 council shall be held at such time and place as shall be decided  
8 upon at the previous annual session. In case of emergency, the  
9 regional executive committee may change the time and place of  
10 the meeting as deemed appropriate. This may include but not  
11 limited to teleconferencing, videoconferencing, email, text,  
12 in-person, etc.

13 Fifteen duly qualified members of a regional council, at least  
14 five of whom shall be duly elected representatives or alternates,  
15 shall constitute a legal quorum.

### 16 **Special Sessions**

17 **Article III, Section 17.** Special sessions of the regional council  
18 shall be called by order of the regional president upon the  
19 request of the regional executive committee and in such other  
20 manner as each regional council may prescribe.

21 Notice of such call for a special session shall be mailed or  
22 delivered by the use of authorized communications equipment  
23 (i.e., email, text, or other electronic communication means) to  
24 all regional council officers, standing committee members, past  
25 local presidents, accredited representatives of the preceding  
26 regional council session and local council secretaries upon the  
27 date of such notice. The time for holding said special session  
28 shall be fixed not earlier than ten days from the date of such  
29 notice of such call. No special session shall be called within ten  
30 days of the regular meeting of a regional council.

31 At special sessions, no business shall be transacted except  
32 such as is stated in the notice thereof.

### 33 **Regional Council Finances**

34 **Article III, Section 18.** The fiscal year of all regional councils  
35 shall commence on the first day of May of each year.

36 **Article III, Section 19.** Each regional council shall have the  
37 right to regulate its own financial affairs insofar as its general  
38 fund is concerned.

1       **Article III, Section 20.** Regional Examining Finance Committee.  
 2       The regional examining finance committee shall be appointed by  
 3       the regional president and shall consist of three members, none  
 4       of whom shall be members of the regional executive committee.

5       It shall be the duty of the regional examining finance  
 6       committee to audit the books and vouchers of the regional  
 7       secretary and regional treasurer and report thereon at the next  
 8       regional council session. A copy of this report shall be forwarded  
 9       immediately to UCT Headquarters.

## 10                   **Representation to the International Council**

11       **Article III, Section 21.** Each regional council shall be entitled  
 12       to one representative in the International Council for every  
 13       750 members or a fractional part thereof, in good standing at  
 14       the close of the year of the local councils under the regional  
 15       council's jurisdiction.

16       No member shall be elected a representative or alternate to  
 17       a UCT Annual Session who has not either attended a majority  
 18       of the meetings of a local council during the twelve months  
 19       preceding the election or not attended the most recent regional  
 20       council session.

21       Each regional council may elect as many alternates as it  
 22       is entitled to representatives. Alternates shall be elected to fill  
 23       vacancies as they occur in the order of their election.

24       All representatives and alternates shall be elected by the  
 25       regional council at its annual session.

26       If, by reason of the inability of representatives and alternates  
 27       to attend any meeting of the International Council, the  
 28       representation of any regional council shall fall below the number  
 29       to which it is entitled, the regional president may appoint from  
 30       among the regional council's members such a number of  
 31       representatives for the regional council as will secure to it full  
 32       representation at such session.

33       Regional council representatives to special UCT sessions shall  
 34       comprise those elected by the regional council at its regular  
 35       preceding annual session, subject to Constitutional provisions  
 36       for filling vacancies.

37       It shall be the duty of each representative to the International  
 38       Council to attend the annual meeting of the International Council  
 39       next following the member's election and all special meetings

1 held during the year following the election and to participate  
 2 in the proceedings thereof. Each delegation shall be required  
 3 to make a report on the proceedings to the regional council at  
 4 such time as the regional council may designate.”

### 5 **Credentials**

6 **Article III, Section 22.** No representative to a regional council  
 7 shall be entitled to a seat therein unless the member is a member  
 8 in good standing and presents acceptable credentials from the  
 9 council which the member represents.

## 10 **ARTICLE IV.** 11 **INTERNATIONAL COUNCIL**

12 **Article IV, Section 1.** The International Council shall be  
 13 composed of the representatives from regional councils, the  
 14 officers of the International Council, standing committee  
 15 members, past international presidents and past regional  
 16 presidents not sitting as representatives.

17 The aggregate voting power of past regional presidents not  
 18 sitting as representatives or alternates shall not exceed one half  
 19 the number of votes cast by duly accredited representatives  
 20 and alternates.

21 **Article IV, Section 2.** The International Council shall have and  
 22 exercise the power to make and modify a Constitution, laws,  
 23 rules and regulations for the government of itself, of all regional  
 24 and local councils, and of members of the Order.

25 **Article IV, Section 3.** The International Council may organize  
 26 from time to time such regional councils as it may deem  
 27 advisable and, at any time prior to and in contemplation of  
 28 the organization of a regional council, determine over what  
 29 territory said proposed regional council shall have jurisdiction.

30 The International Council may, when petitioned by a majority  
 31 of the local councils in any regional jurisdiction, divide the  
 32 territory embraced within the original jurisdiction, transfer territory  
 33 from one regional jurisdiction to another, or consolidate two or  
 34 more regional jurisdictions; provided, however, that no regional  
 35 jurisdiction shall consist of less territory than one state or province.

36 No regional council shall be organized in any territory unless  
 37 there be within it five local councils, or continue to exist with less  
 38 than three such local councils.

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## Charters

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**Article IV, Section 4.** A charter for a regional council may be granted by the International Council on an application duly signed by not less than five local presidents, past local presidents or local past presidents, representing five active local councils within the territory of the proposed new regional council.

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**Article IV, Section 5.** A charter for a local council may be granted by the International Council on an application signed by not less than 10 eligible persons who are not members of an existing council of the Order.

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**Article IV, Section 6.** The Board of Governors may suspend any regional or local council or any officer or officers of either, for neglect or refusal to obey the Constitution, Bylaws and Standing Orders of the Order, and may arrest the charter of any such council. The Board of Governors may also arrest the charter of any local council which has been organized for more than three years and which has a membership of fewer than 25.

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All records and monies of any such council shall be surrendered by its secretary and treasurer or secretary-treasurer as the case may be, to UCT Headquarters. Records and monies may be seized by any officer or officers authorized or designated by the UCT president. A like disposition shall be made of the records, funds and charter of any council which may be suspended or whose charter may be arrested or revoked under any provision contained in this constitution.

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## Officers and Elections

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**Article IV, Section 7.** The elected officers of the International Council shall be:

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1. UCT President.
2. UCT Vice President.
3. UCT Chairman of the Board.
4. UCT Secretary-Treasurer.
5. 1st UCT Director.
6. 2nd UCT Director.
7. 3rd UCT Director.
8. Two Elected Members of the Board of Governors.

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The title of past international president shall be conferred on: any UCT Chairman of the Board who shall have served as such for a term of one full year and any UCT secretary-treasurer, or a member of the Board of Governors who shall have served as such for six full years.

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1 Any UCT officer as defined in this section, if after being  
2 duly elected is prevented by death or physical disability from  
3 completing the required years of service as set out in the previous  
4 paragraph, shall receive the title of past international president.

5 No one shall be eligible to the office of UCT Chairman of the  
6 Board who has not served as the regular official incumbent as  
7 UCT president; nor to the office of UCT president who has not  
8 served as the regular official incumbent as UCT Vice President;  
9 nor to the office of UCT Vice President who has not served as  
10 the regular official incumbent in the office of either 1st UCT  
11 Director or 2nd UCT Director; provided, however, that none of  
12 the foregoing provisions shall apply to members on whom the  
13 title of past international president has been conferred.

14 No member shall be eligible to an elective office in the  
15 International Council until the member be a past regional  
16 president.

17 No member shall be elected to any office who is not in good  
18 standing in the member's local council.

19 The presiding officer, before the balloting begins at any  
20 election, shall appoint three members to act as tellers, one of  
21 whom shall act as clerk of such election.

22 All elective officers shall be chosen by secret ballots provided,  
23 however, that if there shall be but one nominee for any office,  
24 by motion from the floor, the election may be by voice vote. The  
25 member receiving a majority of votes cast for any office shall  
26 be declared elected. Lacking a majority at the conclusion of  
27 each ballot, the member having the smallest number of votes  
28 shall be dropped and the balloting shall then proceed until a  
29 conclusion is reached.

30 All elective officers, except elective members of the Board  
31 of Governors shall be elected for a term of one year. The terms  
32 of office of all International Council officers shall commence on  
33 the date of their installation, which shall be on the final day of  
34 the UCT Annual Session.

35 The board of governors shall consist of the UCT president, UCT  
36 Chairman of the Board, UCT Vice President, 1st UCT Director, 2nd  
37 UCT Director, 3rd UCT Director, UCT secretary-treasurer, and two  
38 elective board members who shall serve a term of three years. The  
39 board of governors may appoint its own executive committee.

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## Duties of Officers

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**Article IV, Section 8. UCT President.** The UCT president is the presiding executive officer of the International Council. It is the UCT president's responsibility to preside at all International Council meetings, to serve on the Board of Governors and to operate the International Council in accordance with the Constitution, Bylaws and Standing Orders of the Order.

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The UCT president appoints a UCT chaplain, a parliamentarian and all committees of the International Council, except such committees as may be appointed by the Board of Governors.

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The UCT president shall call special meetings of the International Council, when requested in accordance with this Constitution.

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The UCT president shall construe the meaning of the Constitution, Bylaws and Standing Orders of the Order, where the language is conflicting or ambiguous.

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The UCT president shall issue from time to time such edicts as in the UCT president's judgment are required for the good of the Order. Such edicts shall first be sanctioned by the Board of Governors and shall be of binding force until disapproved by the International Council.

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The UCT president may suspend any regional or local council or any officer or officers of either, for neglect or refusal to obey the Constitution, laws, rules or edicts of the Order and to arrest the charter of any such council. The UCT president may, however, authorize any regional president to suspend any local council within such regional president's jurisdiction. The UCT president may, further, arrest the charter of any local council which has been organized for more than three years and which has a membership of fewer than 25.

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**Article IV, Section 9. UCT Vice President.** It is the UCT Vice President's responsibility to serve on the Board of Governors, to assist the UCT president in the discharge of the UCT president's duties and, in the absence of the UCT president, to exercise all powers and perform all duties of the UCT president. The UCT Vice President shall further perform such other duties as may be assigned by the UCT president.

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**Article IV, Section 10. UCT Chairman of the Board.** It shall be the UCT Chairman of the Board's responsibility to serve as chairman of the Board of Governors, to assist in preserving decorum of the

1 International Council, and to preside in the absence of both the  
2 UCT president and UCT Vice President.

3 **Article IV, Section 11. UCT Secretary-Treasurer.** The UCT secretary-  
4 treasurer shall perform such duties as the International Council and/  
5 or the Board of Governors may prescribe. It is the UCT secretary-  
6 treasurer's responsibility to serve on the Board of Governors.

7 **Article IV, Section 12. 1st UCT Director.** The 1st UCT Director shall  
8 perform such duties as may be assigned by the UCT president.  
9 It is the 1st UCT Director's responsibility to serve on the Board of  
10 Governors.

11 **Article IV, Section 13. 2nd UCT Director.** The 2nd UCT Director  
12 shall receive and introduce visitors, have charge of the inner  
13 door of the council chamber and perform such other duties as  
14 may be assigned by the UCT president. It is the 2nd UCT Director's  
15 responsibility to serve on the Board of Governors.

16 **Article IV, Section 14. 3rd UCT Director.** The 3rd UCT Director  
17 shall have charge of the doors of the council chamber and  
18 ante-rooms, see that none pass or repass except those entitled  
19 to that privilege, have charge of the property of the council  
20 rooms, and perform such other duties as may be assigned by  
21 the UCT president. It is the 3rd UCT Director's responsibility to  
22 serve on the Board of Governors.

23 **Article IV, Section 15. Board of Governors.** Subject to the  
24 Constitution, Bylaws, and Standing Orders of the International  
25 Council, the board of governors shall be responsible for operating  
26 the business of the Order in the best interest of its members when  
27 the International Council is not in session.

28 The Board of Governors shall render at each meeting of the  
29 International Council a report regarding its work and the state  
30 of the order.

31 If the Board of Governors shall become aware of any  
32 malfeasance or nonfeasance on the part of any officer of the  
33 International Council, it shall have the authority to suspend such  
34 officer from office.

35 The following provisions shall apply to meetings of the Board  
36 of Governors:

37 Meetings of the Board of Governors may be called by the  
38 UCT president, Chairman of the Board of Governors, or any two  
39 members of the Board of Governors;

1 Meetings of the Board of Governors may be held at any place  
 2 within or without the state of Ohio, and may be held through  
 3 the means of any communications equipment if all persons  
 4 participating can hear each other and participation in a meeting  
 5 pursuant to this division shall constitute presence at such meeting;

6 Notice of the time and place of each meeting of the Board  
 7 of Governors shall be given to each member of the Board of  
 8 Governors either by personal delivery or by mail, by fax, by  
 9 personal telephone call or by computer e-mail at least seven  
 10 days before the meeting.

11 Notice of adjournment of a meeting need not be given  
 12 if the time and place to which it is adjourned are fixed and  
 13 announced at such meeting.

14 **Article IV, Section 16. UCT Chaplain.** The UCT chaplain shall  
 15 conduct devotional exercises at the opening and closing of  
 16 each UCT Annual Session, and perform other duties as may be  
 17 assigned by the UCT president.

## 18 **Compensation**

19 **Article IV, Section 17.** The International Council, upon  
 20 recommendation of the board of governors in its annual report,  
 21 shall fix the compensation of all International Council officers.

22 Past international presidents, representatives and standing  
 23 committees in attendance at UCT conventions shall be paid  
 24 such travel allowance as determined by the board of governors."

## 25 **Vacancies in Office**

26 **Article IV, Section 18.** If a vacancy occurs from any cause, in  
 27 any office of the International Council, the Board of Governors  
 28 shall fill such vacancy by the appointment thereto of some  
 29 eligible person until the next annual election. If the Board of  
 30 Governors fails to appoint a person eligible to fill a vacancy  
 31 in any office, such vacancy shall be filled by the International  
 32 Council at its next session.

## 33 **Annual Sessions**

34 **Article IV, Section 19.** The International Council shall meet  
 35 annually at such time and at such places as may be selected  
 36 by the Board of Governors; provided, that all such meeting  
 37 places shall be within the International Domain. The International  
 38 Council may also use the latest technology (audio conference,

1 teleconference, or videoconference) to conduct this meeting  
 2 as described in the Standing Orders.

3 Twenty-five duly qualified members of the International Council  
 4 shall constitute a quorum for the transaction of business.

5 **Special Sessions**

6 **Article IV, Section 20.** Special sessions of the International  
 7 Council shall be called by order of the UCT president upon the  
 8 written request of two-thirds of the members of the International  
 9 Council who were in attendance and entitled to vote at the  
 10 UCT Convention last held.

11 At least three weeks prior to the said special session, a notice  
 12 thereof shall be mailed to the last known address of each  
 13 member of the International Council and all others accepted  
 14 as legal representatives at the regular preceding session. The  
 15 International Council may also use the latest technology (audio  
 16 conference, teleconference, or videoconference) to conduct  
 17 this meeting as described in the Standing Orders.

18 At special sessions, no business shall be transacted except  
 19 such as is stated in the notice thereof.

20 **Reports**

21 **Article IV, Section 21.** The fiscal year of the International  
 22 Council shall commence on the first day of January of each  
 23 year, and all annual financial reports of said council shall be  
 24 compiled to said date.

25 **Credentials**

26 **Article IV, Section 22.** No representative to the International  
 27 Council shall be entitled to a seat therein unless the member  
 28 presents acceptable credentials from the regional council which  
 29 the member represents.

30 **ARTICLE V.**  
 31 **PER CAPITA TAX**

32 **Article V, Section 1.** Each regional council shall have the right  
 33 to levy an annual per capita tax on the local councils under  
 34 its control and jurisdiction, payable at such times and in such  
 35 amounts as each regional council may determine at its regional  
 36 council annual session.

1 No local council, while in default for the payment of any tax or  
2 fine in this article provided for, shall be entitled to representation  
3 in its regional council.

4 If a local council fails to timely pay a regional council the per  
5 capita tax levied hereunder, then upon notice from the regional  
6 council to the Order, the Order shall deduct the unpaid amount  
7 of the per capita tax from any amount due and payable to such  
8 local council and shall remit such amount to the regional council,  
9 provided that any such local council in arrears shall be given the  
10 right to a hearing by the regional council to explain the reasons  
11 for failing to pay the per capita tax due the regional council.

12 **Article V, Section 2.** On or before October 31 of each year,  
13 each local council shall remit to the UCT headquarters from  
14 its general fund, an amount equal to fifty cents (50¢) for each  
15 member in good standing on September 30 preceding, which  
16 amount shall be placed to the credit of the Fraternal Fund.

17 **ARTICLE VI.**  
18 **FRATERNAL FUND**

19 **Article VI, Section 1.** The Fraternal Fund shall be created and  
20 maintained as follows:

- 21 (a) By donations.
- 22 (b) By legacies and bequests.
- 23 (c) By per capita tax as provided in Article V, Section 2
- 24 (d) By other means determined by the Board of Governors.

25 Disbursements from the Fraternal Fund may be made for the  
26 following purposes which shall not be of a contractual nature:

- 27 (a) For the relief or assistance of the widow or widower of a  
28 deceased member and children and stepchildren of a  
29 deceased member.
- 30 (b) For the relief or assistance to members, who are physically  
31 or mentally incapacitated and by reason thereof are  
32 totally disabled from carrying on any and every kind  
33 of business pertaining to any occupation, and the  
34 dependent spouse of any such member.
- 35 (c) For such fraternal, charitable, or educational purposes  
36 as the Board of Governors may direct.

37 An accounting shall be made and kept individually for each  
38 of the above stated purposes.

1 The Board of Governors shall be responsible for providing for the  
 2 administration of the Fraternal Fund for the aforesaid purposes.  
 3 The rendering of such assistance shall at all times depend upon  
 4 the needs, resources and worthiness of the applicant or recipient,  
 5 as the case may be, and the resources of the fund.

6 All monies and other assets of the Fraternal Fund shall constitute  
 7 a trust fund and shall be used only for the purposes now or  
 8 hereafter set forth in this article.

9 **Article VI, Section 2.** The UCT Charities Trust Fund will be created  
 10 in accordance with U.S. Internal Revenue Code Section 501(c)  
 11 (3) guidelines for a charitable nonprofit organization. Said fund  
 12 will be maintained as follows:

- 13 (a) By donations.  
 14 (b) By legacies and bequests.  
 15 (c) By the per capita tax as provided in Article V, Section 2.  
 16 (d) By other means as determined by the Board of Governors.  
 17 (e) Such trust fund shall be administered by a committee  
 18 appointed by the UCT Board of Governors.  
 19 (f) Said fund shall initially retain all donations, per capita tax  
 20 and bequests to endow a fund for persons with intellectual  
 21 disabilities. The investment income shall be used to fund  
 22 programs for persons with intellectual disabilities as  
 23 approved by the Trustees of the UCT Charities Trust Fund.  
 24 (g) Said fund shall also be permitted to accept donations,  
 25 legacies and bequests earmarked for charitable purposes  
 26 other than programs for persons with intellectual disabilities  
 27 so long as the funds from such donations, legacies and  
 28 bequests are maintained and managed separately to  
 29 achieve the earmarked charitable purpose.

30 **ARTICLE VII.**  
 31 **PROHIBITION**

32 **Article VII, Section 1.** The use of intoxicating liquors is prohibited  
 33 during any business meeting of a council.

34 **ARTICLE VIII.**  
 35 **AMENDMENTS**

35 **Article VIII, Section 1.** Proposed amendments to this Constitution,  
 36 Bylaws and Articles of Incorporation shall be submitted in writing  
 37 and filed at UCT Headquarters at least six months before the  
 38 convening of the annual session of the International Council.

1 The UCT Headquarters, at least four months before the  
2 convening of said annual session, shall forward to all regional  
3 and local councils a copy of the proposed amendments.

4 All amendments submitted, printed and distributed as  
5 provided in this section shall be acted upon at the annual session  
6 of the International Council.

7 The jurisprudence committee shall examine all proposed  
8 amendments to the Constitution, and all questions and answers  
9 affecting the Constitution, all standing orders and all decisions  
10 rendered by the UCT president during his term of office,  
11 and submit a report of its recommendations thereon at the  
12 annual UCT Convention.

13 **Article VIII, Section 2.** No amendment to the Constitution,  
14 Bylaws or Articles of Incorporation shall be adopted unless it  
15 receives the affirmative vote of at least two-thirds of the members  
16 of the International Council present, entitled to vote, at the  
17 session when such amendment is voted upon.

18 **Article VIII, Section 3.** All amendments to this Constitution,  
19 Bylaws and Articles of Incorporation shall take effect on the first  
20 day of September following the session of the International Council  
21 at which they were adopted, unless the date for becoming  
22 effective is otherwise specified by the International Council.

23 **Article VIII, Section 4.** All recommendations or resolutions  
24 adopted by the International Council which add to or conflict  
25 with this Constitution, Bylaws and Articles of Incorporation, shall be  
26 presented to the International Council at its next annual session  
27 as an amendment to the Constitution, Bylaws and Articles of  
28 Incorporation and such recommendations or resolutions shall not  
29 become effective until such amendments have been approved  
30 by two-thirds vote of the members present and entitled to vote.

31 **ARTICLE IX.**  
32 **MEMBERSHIP**

33 **Article IX, Section 1.** Any person of good moral character,  
34 not under eighteen years of age, may become a member of  
35 this Order, provided such person meets all requirements of the  
36 insurance contract for which the applicant is applying. A person  
37 must be protected under at least one life, health or accident  
38 insurance program of the Order to be a member in good standing,  
39 except as provided in Article X, Sections 6 and 7.

1       **Article IX, Section 2.** When a local council receives notice of an  
2 application for membership - either directly from an applicant or  
3 through UCT Headquarters - a vote shall be taken with a simple  
4 majority needed to accept the applicant.

5       If an applicant is referred to a local council by UCT  
6 Headquarters and is rejected by the local council, the council  
7 secretary-treasurer shall immediately notify UCT Headquarters.  
8 If UCT Headquarters is not notified within 45 days of the date it  
9 refers an application to a local council, UCT Headquarters will  
10 automatically notify the applicant that such applicant has been  
11 elected to membership in the council to which the applicant  
12 was referred.

13       **Article IX, Section 3.** All members of the Order shall be  
14 considered in good standing only so long as they pay, when  
15 and as the same becomes due and payable, all fees, fines  
16 costs, dues and assessments charged and levied against them  
17 and support the principles of the Order and faithfully observe  
18 its Constitution, Bylaws, rules and edicts approved by the Board  
19 of Governors of the International Council, as such Constitution,  
20 Bylaws, rules and edicts now exist, or as they may hereafter be  
21 added to, revised or amended.

22       **Article IX, Section 4.** Any member in good standing, and  
23 against whom no charge is pending, desiring to transfer  
24 membership from one local council to another may do so upon  
25 written application to the secretary-treasurer of the member's  
26 council.

27       Any member in good standing may sign a charter application  
28 for the establishment of a new local council, without formal  
29 election thereto, and if the application be approved, the  
30 member shall be automatically transferred to such new council.

31       **Article IX, Section 5.** The Board of Governors shall have the  
32 authority to expel a member if such member shall violate the  
33 principles of the Order and/or violate its Constitution, Bylaws,  
34 rules and edicts.

35       Anyone who has been expelled from the Order may ask for a  
36 hearing before the UCT Board of Governors to give testimony as  
37 to why he or she should be re-admitted, provided such request  
38 is in writing to the UCT secretary-treasurer. The decision of the  
39 UCT Board of Governors will be final.

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**Fraternal Membership**

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**Article IX, Section 6.** Any person of good moral character, not under 16 years of age, who is interested in the work of this Order from a fraternal or business promotion standpoint, may be a fraternal member. A fraternal member shall have full rights and shall be considered a member in good standing. A fraternal member shall be required to pay a minimum amount annually of thirty dollars (\$30.00) for dues and member benefits.

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**Uninsured Membership**

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**Article IX, Section 7.** Any member whose insurance certificate has been terminated, either voluntarily or by the Order, may retain membership as a fraternal member in accordance with Article X, Section. 6.

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**ARTICLE X.  
INSURANCE**

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**Article X, Section 1.** The Board of Governors may prescribe the kind and classes of insurance contracts to be offered by the Order. The Board of Governors shall prescribe the terms, including the rates to be charged, and the conditions under which any and all such contracts shall be issued and, from time to time, modify such terms and conditions as may be necessary and feasible.

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**Article X, Section 2.** If no claim under any certificate is received by the Order from one qualified to submit a claim within four years from the date it is established from the records of the Order that monies became due and payable, or if the proper claimant cannot be located within said period of time, the benefits provided in the insured’s certificates shall be paid into the Fraternal Fund. This provision shall not apply in any jurisdiction in which it is not permitted by law.

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**Article X, Section 3.** In the event that the Order’s reserves as to all or any class of contracts of insurance issued by the Order become impaired, the Board of Governors may require that there shall be paid by each owner of such contract of insurance to the Order, an amount equal to such owners equitable proportions of such deficiency as ascertained by the Board of Governors.

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If payment of the amount required to be paid is not made by such owner, then either or both of the following, at the election of the owner, shall apply:

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# BYLAWS FOR THE GOVERNMENT OF COUNCILS OF THE ORDER OF UNITED COMMERCIAL TRAVELERS OF AMERICA

1           1. All questions to be determined by a vote of a council shall  
2 be determined by a vote of the members present at legally  
3 constituted sessions of the council.

4           2. Committees appointed at an annual session of the  
5 International Council, to serve at such session, shall be appointed  
6 from the duly accredited representatives and alternates.

7           3. Should an appeal be taken from a decision of the presiding  
8 officer, this question shall be put to the council before voting on  
9 the appeal: "Will the council sustain the decision of the chair?"

10          4. Order must be maintained in all councils during their  
11 sessions. Officers and members must remain in their seats unless  
12 compelled to leave them; no one shall leave the council chamber  
13 while the chair is putting a question or addressing the council,  
14 or while another member is speaking, or without permission of  
15 the presiding officer.

16          5. Should a member be called to order by the presiding  
17 officer, the member shall immediately obey such call and, if  
18 standing, be seated.

19          6. No member shall disturb or interrupt another in speech,  
20 except to call the speaker to order, or as provided in *Robert's*  
21 *Rules of Order Revised*.

22          7. A member desiring to speak shall rise and respectfully  
23 address the chair, and when through speaking, shall sit down.  
24 Members, while speaking, shall confine their remarks to the  
25 question under consideration and shall avoid all personalities  
26 and indecorous language. The consequences of a measure may  
27 be condemned, but to impugn the motives of those who favor  
28 it shall be deemed a personality and out of order.

29          8. If more than one member rises to speak at the same time,  
30 the presiding officer shall decide which is entitled to the floor.  
31 No member shall speak until recognized by the chair.



- 1           5. New applications received and referred to investigating
- 2           committee.
- 3           6. Balloting upon petitions previously referred.
- 4           7. Initiation of candidates.
- 5           8. Communications.
- 6           9. Bills received and referred.
- 7           10. Reports of committees.
- 8           11. Unfinished business.
- 9           12. New business.
- 10          13. Has any councilor anything to offer personally, for the
- 11          good of this council in particular, or the Order in general?
- 12          14. Secretary, have the proper reports and remittances
- 13          been made to the UCT secretary-treasurer and regional
- 14          secretaries?
- 15          15. Closing.

16           The International Council and regional councils may  
 17           determine their own order of business. Councils may refer to the  
 18           *Ritual Manual* for suggested rituals in council meetings.

19           16. All questions not provided for in these Bylaws shall be  
 20           determined by the rules of parliamentary usage, as laid down  
 21           in *Robert's Rules of Order Revised*.

22           17. No region or local council of the Order, without consent of  
 23           the Board of Governors, shall endorse or sponsor any business,  
 24           enterprise or project, as being officially favored, endorsed or  
 25           sponsored by its members under penalty of arrest of the charter  
 26           of the council.

27           18. Each local council may publish a roster of its membership,  
 28           but such roster shall not be furnished to anyone outside of the  
 29           Order or used to advance any business not connected with  
 30           the Order.

31           19. The Order or its International Council shall not be held  
 32           liable or bound for any debts or obligations contracted by a  
 33           local council, a regional council or any of the officers, unless  
 34           such debt or obligation was duly authorized by a resolution of  
 35           the Board of Governors, which resolution must bear the seal of  
 36           the International Council.

37           20. The method of amending these Bylaws shall be the same  
 38           as that for amending the Constitution of the Order.

## **STANDING ORDERS OF THE INTERNATIONAL COUNCIL**

1           1. The emblem of the Order shall be a gold crescent with a  
2 sample case thereon and within the points of the crescent. The  
3 design of the emblem of the Order surrounded by a wreath of  
4 gold shall be the official ladies' pin.

5           2. The colors blue, gold and white, respectively signifying  
6 fidelity, stability and purity, shall be the official colors of the  
7 Order.

8           3. The scarf, combining the official colors and the emblem,  
9 shall be used at council meetings, and shall be supplied, without  
10 cost, to each council by the International Council as part of its  
11 supplies at institution.

12           4. All regional and local councils are requested to display the  
13 American and Canadian flags at all sessions.

14           5. Local councils shall have their charters framed and hung  
15 in the council chamber, and regional councils shall have their  
16 charters in the room in which their annual sessions are held.

17           6. The sale of tickets for all social functions, raffles, etc., shall  
18 be confined to the territorial jurisdiction of the council under  
19 whose auspices such affairs are held.

20           7. As a mark of distinction and appreciation of faithful and  
21 valued service rendered the Order, each past international  
22 president made at each session of the International Council  
23 shall be presented with a distinctive emblem of the Order to  
24 be known and designated as the past international president  
25 jewel, or ring, along with a suitable past international lapel pin.

26           8. Each region and local council is urged to incorporate as  
27 a non-profit corporation in accordance with the laws of their  
28 respective states or provinces and report such action to the  
29 UCT Headquarters.

30           9. A copy of all proposed amendments shall be sent to all  
31 regional officers and international standing committee members,  
32 as well as to all those to whom the Constitution directs.

1           10. Membership of the International Council committees,  
2 where an expense is involved, shall not exceed four in number  
3 unless specifically ordered by the International Council.

4           11. The names of the UCT Secretary/Treasurer, Chief Executive  
5 Officer (CEO), and Chief Financial Officer (CFO) shall be  
6 registered at financial institutions approved by the Board of  
7 Governors for custodianship of our securities and commercial  
8 accounts. Transactions regarding the securities or activities  
9 in financial accounts shall require the signature of two of the  
10 above-mentioned officers or employees.

11           12. All fraternal visits to any local or regional council, at  
12 the expense of the Order shall be made only upon written  
13 authorization of the UCT President, if in the UCT President's  
14 judgment such visit is in the best interest of the Order, and the  
15 UCT President is unable to attend.

16           13. When the UCT President designates a member of the  
17 Order to act as the UCT President's official representative, such  
18 representative shall render a written report to the UCT President,  
19 with a copy to the UCT CEO.

20           14. The UCT President shall be permitted to take the UCT  
21 President's spouse on all official trips at the expense of the  
22 Order. UCT President representatives, appointed to represent  
23 the UCT President at annual meetings of the regional councils,  
24 shall be requested to take their spouses to such regional council  
25 meetings at the expense of the Order.

26           At functions where it is impossible for the UCT President to  
27 attend, the UCT President may appoint, in writing, a member  
28 of the Order as a representative and may authorize such  
29 representative's spouse to attend such function at the expense  
30 of the Order.

31           15. Each local president shall be notified in the month  
32 of January of the Constitutional requirement to appoint an  
33 examining finance committee member to serve for a term of  
34 three years to complete the three-member committee of the  
35 examining finance committee.

36           Upon failure to remit the examining finance committee report  
37 promptly, the books and records of the local council shall, upon  
38 order of the Board of Governors, be audited by an accountant  
39 selected by the Board of Governors, at the expense of the  
40 local council, if such local council has failed to file with the UCT  
41 Headquarters and regional secretary an examining finance

1 committee report after having been notified twice by first-class  
2 mail and once by certified mail, over a period of three months.

3 16. All past international presidents shall constitute an advisory  
4 committee from whose number at each annual session the UCT  
5 President shall select five as a grievance committee, who shall  
6 weigh the evidence and questions involved in all grievances  
7 and complaints received, and determine whether or not such  
8 grievances are of sufficient import to bring to the attention of  
9 the International Council.

10 17. A certified public accountant to audit the books of the  
11 Order shall be procured by the Board of Governors, with the rate  
12 of compensation to be approved by the Board.

13 18. The Order may have membership in the United States and  
14 Canadian Chambers of Commerce.

15 19. At the opening of each UCT Annual Session, patriotic  
16 songs of both countries shall be sung.

17 20. The president of the Grand Counselors' Association, and  
18 the Imperial Ruler of the Ancient Mystic Order of Bagmen of  
19 Baghdad, if in attendance at the annual meeting of the Order,  
20 shall be allowed the same per diem and travel allowance as  
21 set forth by the International Board of Governors for a regularly  
22 elected representative from their jurisdiction, provided they are  
23 neither delegates or on a standing committee.

24 21. No funds of the Order shall be provided to any regional  
25 or local council for the purpose of purchasing real estate or  
26 personal property.

27 22. It shall be a part of the regular order of business of each UCT  
28 Annual Session to include therein a "Roses for the Living" service  
29 similar to that originated by E. E. McCormick, of Ohio. The UCT  
30 President shall appoint a committee comprised wholly of members  
31 from the Regional Jurisdiction of Ohio as selected by members  
32 of the Ohio Regional Council. This committee will determine the  
33 members to whom this special recognition shall be given.

34 23. The UCT President shall appoint the following standing  
35 committees: State of the Order, Jurisprudence, Examining  
36 Finance, Membership and Retention, and Memorial. All standing  
37 committee members shall be appointed for a term of one year,  
38 as vacancies occur.

1           24. To the fullest extent not prohibited by applicable law, the  
2 Order shall indemnify each person against any and all costs and  
3 expenses (including attorney fees, judgments, fines, penalties,  
4 amounts paid in settlement and other disbursements) actually  
5 and reasonably incurred by or imposed upon such person in  
6 connection with any action, suit, investigation or proceeding  
7 (or any claim or other matter therein), whether civil, criminal,  
8 administrative or otherwise in nature, including any settlements  
9 thereof or any appeals therein, with respect to which such  
10 person was named or otherwise became or was threatened  
11 to be made a party by reason of being or at any time having  
12 been a member of the Board of Governors or an officer of the  
13 International Council.

14           The Order shall indemnify any other person to the extent such  
15 person shall be entitled to indemnification under the laws of the  
16 State of Ohio by reason of having been successful on the merits  
17 or otherwise in defense of an action to which such person was  
18 named a party by reason of being an employee or other agent  
19 of the Order, and the Order may further indemnify any such  
20 person if it is determined on a case by case basis by the Board  
21 of Governors that indemnification is proper in the specific case.

22           Notwithstanding anything to the contrary in this Constitution, no  
23 person shall be indemnified to the extent, if any, it is determined  
24 by the Board of Governors or by written opinion of legal counsel  
25 designated by the Board of Governors for such purpose that  
26 indemnification is contrary to applicable law.

27           25. Any member in good standing who has requested transfer  
28 of membership from one local council to another may request  
29 the UCT Headquarters to issue a certificate(s) of insurance issued  
30 in that state, provided the member has changed residence to  
31 the state in which the local council is located. For the purpose  
32 of requesting an insurance certificate(s) issued in the state of a  
33 member's newly acquired residence the "residence" is defined  
34 as living within a state for a period of at least seven (7) continuous  
35 months within a calendar year.

36           26. The Ann Marshall Scholarship Program will be administered  
37 by a committee comprised of the UCT Secretary-Treasurer  
38 (Chairman), the UCT Public Relations Director (Co-Chairman),  
39 the UCT 2nd Director, the UCT 3rd Director, the UCT Vice President,  
40 Fraternal Department, the UCT Special Projects Coordinator, and  
41 the UCT Chief Executive Officer (Advisor).

42           The committee members located at the UCT Headquarters  
43 will be responsible for reviewing the applications, selecting the

1 recipients, and disbursing the scholarship funds with full scholarship  
2 committee approval and Board of Governors oversight.

3 Students applying for the scholarship program must be  
4 members or children or grandchildren of members and must meet  
5 the requirements outlined in the scholarship program guidelines.

6 The Ann Marshall Scholarship Program shall be part of the  
7 order of business at the annual International Session, at which  
8 time the committee may present their annual report.

9 27. In addition to the local council dues established pursuant  
10 to Article II, Section 16, of the Constitution, members shall pay  
11 International Council dues for fraternal purposes of eighteen  
12 (\$18) per year.

13 28. The UCT President shall appoint up to ten (10) Delegates-  
14 at-Large who shall be assigned duties by the UCT President at the  
15 annual session of the International Council. These Delegates-at-  
16 large shall be paid the same travel allowance and per diem as  
17 persons serving as a member of a standing committee.

18 29. All resolutions submitted for consideration of the  
19 International Council shall be typed and signed by the  
20 presenter(s). All resolutions must be presented to a member  
21 of the resolutions committee by the close of business on the  
22 first day of the annual International Council session. Upon  
23 receipt of the resolution, the chairman of the resolutions  
24 committee shall have copies made of the proposed resolution  
25 and distribute the resolution to the chairman of each  
26 delegation. Resolutions must be submitted to the regional  
27 jurisdiction's chairman before the close of the business session the  
28 day prior to the International Council's voting on the resolutions.  
29 In the event that the International session is held via electronic  
30 means, all resolutions must be submitted to UCT Headquarters  
31 no later than seven (7) days prior to the scheduled session so  
32 that UCT Headquarters can distribute the resolution to regional  
33 delegations prior to the session.

34 30. Electronic meetings to be held must include in the notice  
35 an adequate description of how to participate in the meeting.  
36 Additionally, to properly conduct the meeting the following  
37 rules must be adhered to:

- 38 • The equipment and/or software used to conduct the  
39 meeting must provide contingencies for technical  
40 difficulties or malfunctions
- 41 • There must be a method provided to identify duly  
42 accredited participants to establish a quorum

- 1 • There must be conditions set for which a member may
- 2 raise a point of order doubting the presence of a quorum
- 3 • There must be conditions set under which the continued
- 4 presence of a quorum is presumed if no such point of
- 5 order is raised
- 6 • There must be a method for seeking recognition and
- 7 obtaining the floor
- 8 • There must be a means by which motions may be
- 9 submitted in writing during the meeting
- 10 • There must be methods for taking and verifying votes.
- 11 Additionally, there must be provisions taken to ensure that
- 12 non-members cannot participate in the meeting(s) unless
- 13 properly invited to do so.

14 31. The method of amending standing orders shall be by  
15 resolution. A majority vote is required for passage.

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