

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

PRESIDENT

Duties of the presiding officer of an assembly

The presiding officer of an assembly should be chosen principally for the ability to preside. This person should be well versed in parliamentary law and should be thoroughly familiar with the By-Laws and other rules of the Organization, even if he is to have the assistance of a Parliamentarian. At the same time, any presiding officer will do well to bear in mind that no rules can take the place of tact and common sense on the part of the President.

After his election, the first step for the President to take is to read through the Constitution and By-Laws of High Twelve International, Florida State Association, and of his own Club. Make a list of all the requirements; duties and appointments that are mandatory and then add any others that he feels are necessary to his program. He must become thoroughly conversant with his duties, as it is the first step toward a successful administration.

1. This is an elected position and has no (0) vote on any business brought before the Stated/Called Meetings of the Club or Stated/Called Meetings of the **BOD**, except in the event of a tie vote.
2. Per State Association By-Laws, during his term of office, the President cannot serve in any additional elected office.
3. Properly attired¹ regular attendance at the Stated/Called Meetings of the Club and/or the Stated/Called Meetings of the **BOD**.
4. Per Florida State Statute, the President cannot occupy the Office of Treasurer during his term as President.
5. To open and preside at all Meetings of the Club and of the **BOD**, unless, for good cause, he deems it advisable to have one of the Vice Presidents preside at any one Meeting.
6. To open the Club and/or **BOD** Meetings at the appointed time by taking the “Chair” and calling the Meeting to order after having ascertained that a quorum is present.
7. To accurately and orderly perform Club ceremonies, ritualistic and/or otherwise.
8. To use his utmost endeavors to preserve peace and harmony in the Club while at Labor and/or Refreshment.

¹ Properly Attired (Suggested):

Shoes: normal street shoes, boots, clean well kempt tennis type shoes, etc. – no sandals

Pants: dress or casual slacks, clean well kempt blue jeans – no shorts

Shirt: dress or casual shirt (long or short sleeve), Club or Hi 12 golf shirt – no T-Shirts

Coat: Sport Coat/Blazer and/or Tie – optional

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PRESIDENT (continued)

9. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed Order of Business, agenda, or program, and with the existing orders of the day.
10. To recognize members who are entitled to the floor.
11. If a motion not in order is made, to rule it out of order.
12. To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings. To announce the result of each vote.
13. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
14. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
15. To expedite business in every way compatible with the rights of Members.
16. To decide all questions of order, subject to appeal. Unless when in doubt, the presiding officer prefers initially to submit such question to the assembly for decision.
17. To respond to inquiries of Members, relating to parliamentary procedure or factual information bearing on the business of the assembly.
18. The President, by his official order, shall abate any irregular proceedings of the Club.
19. To authenticate by his signature, when necessary, all acts, orders, and proceedings of the assembly.
20. To declare the meeting adjourned when the assembly so votes or, where applicable, at the conclusion of all business scheduled to come before the assembly.
21. To assign such responsibility to the Club Members as may be deemed necessary.
22. To arrange for induction of new Members.
23. To turn over all correspondence to the Secretary.
24. To attend Conventions or assure Club representation at such.

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PRESIDENT (continued)

25. To attend meetings of other Clubs when possible.
26. To appoint such committees and committeemen as may from time to time be deemed necessary for the proper function of the assembly.
27. To fill such vacancies of elected office, by appointment, after consultation with the Board of Directors.
28. To serve as an ex-officio member of all committees except the Nominating Committee.
29. The outgoing President shall appoint a Financial Review Committee immediately after the election of Officers in November of each year. *(This Committee does not need to be appointed if the current Treasurer is re-elected to office).*
30. The newly installed President shall appoint an Audit Committee no later than the first meeting of January of each year so that a complete audit of the Club financial records can be made and the results of such given to the membership.
31. During the time between the first Club Meeting of November and the installation of new Officers in November, the outgoing President shall transfer the Club Manual on “Policies – Procedures - Job Description/Duties” and/or any other pertinent documents to the incoming President.
32. As changes are made to these “Officers Duties,” it shall be the responsibility of each elected/appointed officer to incorporate said changes into this manual.
33. The Club owned copy of these “Officers Duties” shall be maintained by the President until the completion of his term of office. No later than the installation of his successor, he shall surrender his copy of these “Officer Duties” to the Club Secretary.
34. Upon charges of Un-Masonic or unseemly conduct *(which reflects adversely upon the institution of Masonry, High Twelve generally or this Club specifically)* duly made against a Club Member or those acts of Un-Masonic or unseemly conduct by a Club Member which become known to the President, he shall cause an investigation, by the Board of Directors, into all such charges of Un-Masonic or unseemly conduct committed by High Twelvians affiliated with this Club.