

BY-LAWS AND AMENDMENTS

HENDERSON LODGE NO. 477, A.F. & A.M. ROGERSVILLE, MISSOURI

(Revised: May, 2014)

ARTICLE I

Communications

- Section 1:** The regular communication of this Lodge shall be held on the third Thursday of each month. The hour of each said meeting shall be 7:00 o'clock p.m.
- Section 2:** Special communications may be called by the Worshipful Master, or in his absence, by either of the Wardens, according to seniority, whenever necessary. The object of each special communication must be stated, and no other business can be transacted.
- Section 3:** The Lodge may be opened for the transaction of business or conferring of Degrees in the absence of the Worshipful Master and Wardens, by any Past Master of the Lodge; provided, that in the absence of the Worshipful Master, the Wardens, and all Past Masters, the Lodge may be opened for funeral purposes by any suitable Brother.
- Section 4:** The Lodge shall not be opened for any purpose, except for funerals, unless there be present at least three Master Masons who are members of the Lodge and qualified to vote therein and four other Master Masons who may or may not be qualified to vote. No business may be transacted while such a quorum is lacking.

ARTICLE II

Officers and Elections

- Section 1:** The Worshipful Master, Wardens, Treasurer and Secretary shall be chosen by ballot and by majority of all members present at the stated communication in August of each year.

Section 2: The Worshipful Master Elect shall appoint the Chaplain, Marshall, Deacons, Stewards and Tiler, and the following committees:

An **Auditing Committee** consisting of three past masters; a **Widows and Orphans Committee** consisting of three members; a **Funeral Committee** consisting of three members; a **Finance Committee** consisting of one Past Master, the Senior Warden, and the Treasurer of the Lodge; a **By-Laws Committee** consisting of three members; a **Grievance Committee** consisting of not less than three, nor more than five Master Masons; and a **Committee of Investigation** consisting of not less than five, nor more than seven Master Masons.

Section 3: All officers elected or appointed shall be installed at any date before the next regular communication that may be agreed upon by the Worshipful Master and the Wardens; provided, however, that no one shall be installed an officer who is in arrears for dues.

ARTICLE III

Duties of Officers

Section 1: The Worshipful Master shall preside over the Lodge at all times when present, but may call upon any suitable brother present to fill his station temporarily. He shall see that the Laws of the Grand Lodge and these By-Laws are properly enforced and that the ancient usages and customs of the Order are duly understood, respected and obeyed by the members. He shall exercise a general supervision over the affairs of the Lodge; and shall see that the subordinate officers discharge their duties properly and efficiently. He shall appoint all committees not otherwise provided for, and shall perform all other duties required of him by the Lodge, or by the laws of the Grand Lodge, and the ancient usages and customs of the Order.

Section 2: The Wardens shall in order of their rank succeed to all powers and duties of the Worshipful Master in his absence, and represent this Lodge in conjunction with the Worshipful Master at all communications of the Grand Lodge.

Section 3: The Treasurer shall be the custodian of all funds of the Lodge, giving his receipt therefore and depositing the same without delay in such bank or trust company as the Lodge may direct. He shall keep a true and accurate account of said funds. He shall annually, and at such other time or times as may be required by the Lodge or the Worshipful Master, make an itemized report to the Lodge of all monies received and paid out. At the termination of his time of

office he shall deliver to his successor all funds of the Lodge, and all books, vouchers and other property of the Lodge.

Section 4: The Secretary shall observe the proceedings of the Lodge and record all things proper to be written. He shall keep a true and complete record of all the proceedings of the Lodge and shall collect all monies due the Lodge, receipting for the same. He shall keep a true and accurate record of every deposit, upon resolution of the Lodge. He shall keep an accurate account with all the members of the Lodge and with the Treasurer, and shall render a correct statement at the regular communication in January of each year, and at such other time or times as may be required by the Lodge or Worshipful Master, showing the state of the finances of the Lodge. He shall have the care and custody of the Lodge seal all the books, records, blanks and other items belonging to the Lodge. He shall issue and attest all dimits, summons, notices and other matters ordered by the Worshipful Master or by the Lodge, and shall perform all other duties required of him by the Lodge, the Worshipful Master, these By-Laws, and the constitution and By-Laws of the Grand Lodge. He shall secure and keep a separate book in loose leaf form in which shall be contained the By-Laws of this Lodge, together with all amendments, thereto, in such form as may be prescribed by the committee on By-Laws from time to time. At the termination of his term of office he shall deliver to his successor in office the Lodge seal and all books, records, blanks and other articles in his possession, belonging to the Lodge.

Section 5: The Chaplain, Deacons and Stewards in their duties shall conform to the ancient usages of the Order and the charges given them at their installations.

Section 6: It shall be the duty of the Tiler to keep the implements, jewels, clothing and other property of the Lodge, and he shall, for the time being, be held responsible for their safe keeping. The keys of the several apartments and wardrobes shall be considered in his custody. At the expiration of his term of office he shall deliver over to his successor all the property of the Lodge coming into his possession, and he shall account satisfactorily to the Lodge for any deficiency that may have occurred, otherwise he shall be held accountable for the same. He shall, in a book provided for that purpose, keep a correct visitor's record with their places of residence, name, number and location of the Lodge.

ARTICLE IV

Duties of Committees

- Section 1:** The **Auditing Committee** shall annually, personally examine the property of the Lodge, the books and accounts of the officers, and shall report thereon in writing at the first communication in January in each year the results of such examination, accompanied with an inventory of all the property and assets of the Lodge and the financial condition thereof.
- Section 2:** The **Widows and Orphans Committee** shall prepare and keep a complete list of the names and addresses of the widows and dependent children of deceased members of this Lodge, who were in good standing at the time of death, and report to the Lodge quarterly the personal welfare of such widows and dependent children. The committee shall make such recommendations as in its discretion may seem proper.
- Section 3:** The **Funeral Committee** shall be responsible for contacting the family of a deceased member and, when requested by the family, arrange for all necessary Masonic services.
- Section 4:** The **Finance Committee** shall have general supervision of the finances of the Lodge.
- Section 5:** The **By-Laws Committee** shall be charged with the responsibility of keeping the By-Laws up-to-date and in proper form. It shall, from time to time, make such recommendations as it may deem proper for amendments and changes therein. Before any amendment to the By-Laws shall be considered by the Lodge, it shall be necessary to secure the approval of said committee as to the form thereof, and in case of the passage of any amendment thereto, it shall be the duty of the committee to see that said amendment is inserted in proper form in the book of By-Laws and amendments thereto kept for that purpose.
- Section 6:** The **Grievance Committee** shall act on all charges referred to it for Un-Masonic conduct of the members of the Lodge as required and specified by the Constitution and By-Laws of the Grand Lodge; and shall make such investigation of said charges as may be necessary under the circumstances.
- Section 7:** The **Committee of Investigation** shall be charged with the responsibility of investigating all Petition for the Degrees, Petition for Affiliations, Petition for Reinstatements and shall contact all members that have been suspended for non-payment of dues.

Section 8: The **Relief Committee**, consisting of the Worshipful Master, and Senior and Junior Wardens, shall constitute a standing committee for the purpose of considering and giving immediate relief to worthy, distressed members of this Lodge, their widows and children. In each instance where relief is given by this committee, a report of the action thereof shall be made to the Lodge at the next regular communication thereafter.

ARTICLE V

Petitions and Fees

Section 1: The fees for conferring the Degrees in this Lodge shall be \$100.00 which shall include \$20.00 to be paid to the Masonic Home of Missouri and \$5.00 to be paid to the George Washington Masonic Memorial. No Degree shall be conferred upon a candidate until said fee shall have been paid.

Section 2: Every petition for the degrees of membership shall be signed by the applicant and recommended by two members of this Lodge, and shall be received and referred to a committee of three members and lie over four weeks before any action shall be taken thereon. The form of the petition for the degrees shall conform to the form given by the Grand Lodge. A petition for the degree or membership must be presented at a stated communication of the Lodge, and cannot be withdrawn after the petition has been referred to the investigation committee.

Section 3: No petition shall be entertained signed by any person having been rejected by any Lodge within the past twelve months. Each petitioner shall possess those bodily, mental and moral qualifications required by "Ancient Charges".

Section 4: No petition for the degrees shall be entertained unless the petitioner shall have resided six months in this State. By residence is meant a permanent domicile or fixed place of abode.

Section 5: A petitioner for the mysteries of Freemasonry who fails to present himself for initiation within six months after he shall have been notified of his election shall forfeit his initiation fee, provided he does not give a satisfactory reason for his failure to appear, and provided further if the time exceeds one year, his election shall be void; but if such candidate makes satisfactory excuse to the Lodge he may regularly petition again without repayment of the fee. An Entered Apprentice or Fellow Craft who fails to present himself for advancement within one year after having received the prior degree

shall regularly petition for advancement. In this case then, a paper ballot shall be spread and a two-thirds majority of those voting shall be necessary for election. Should the petitioner be rejected his petition cannot again be entertained by the Lodge for the period of one year.

Section 6: Every candidate for advancement shall not be required to be examined in open Lodge as to his proficiency before being advanced. Proficiency for the degrees shall not be required as specified in the Constitution and By-laws of the Grand Lodge after receiving the degrees.

Section 7: A petition for affiliation shall be signed by applicant giving his full name and his residence, and must be recommended by two members of this Lodge and accompanied with a dimit from a regular Lodge of Freemasons or other proper documentary evidence of the good standing of the applicant. If the petition is received by the Lodge, it shall be referred to a committee of investigation and take the same course as a petition for the degrees.

Section 8: The committee of investigation on the petition for affiliation shall report, among other things, whether or not the committee finds, by examination or lawful information the applicant to be a Master Mason, and the ballot shall not be spread on said petition without satisfactory evidence of such facts.

Section 9: An Entered Apprentice or Fellow Craft from another Lodge may petition for membership as such, upon a proper certificate of demission from his Lodge; and if elected to membership shall be entitled to the remaining degree or degrees subject to the provisions of Section 5 of this article.

Section 10: Should the application for membership be rejected, the petitioner may renew the same at any subsequent stated communication.

Section 11: A ballot for the degrees of membership shall only be taken at stated communications, and after the report of committees of investigation.

Section 12: When a ballot is taken all eligible members present must vote, and no brother shall disclose the manner in which he voted.

Section 13: A ballot must be spread upon all petitions for degrees or membership, regardless of the report of the committee on investigation.

Section 14: The balloting on any petition when once commenced cannot be postponed but must be completed.

ARTICLE VI

Dimits

Section 1: When a member, who is eligible for dimit, whose dues are paid and not under charges not indebted in any official capacity to this Lodge, shall apply either in person or in writing at a stated communication for a dimit or certificate of good standing, his application shall be granted, provided no objections are made; and no objection shall be entertained unless the brother objecting shall file charges, or give notice that he will file charges at the next stated meeting against the brother applying for a dimit; and if no charges be filed at the next stated communication the dimit shall be granted.

ARTICLE VII

Annual Dues and Trials

Section 1: The annual dues of this Lodge are due on January 1st of each year. Each member shall pay to the Secretary the sum of \$65.00 prior to April 1st, of which \$30.00 of said dues shall be placed in the Henderson Lodge Building Association Fund account. Said \$30.00 shall not be used for any other purpose, except for the repairs, maintenance, construction and/or the general operations, (ie: utilities, insurance, etc.) of the Lodge Building, and \$5.00 of said dues shall be placed in the Lodge Charity account. Should the Grand Lodge Per Capita Fee be increased, the annual dues shall be adjusted accordingly and rounded-up to the next whole dollar amount without a vote of the membership. The dues increase shall take effect January 1st of the following year. If said dues are not so paid, the Lodge may proceed to enforce the payment thereof as prescribed and provided by the By-Laws of the Grand Lodge in such offenses.

Section 2: All members that have been suspended for non-payment of dues shall be referred to the Committee of Investigation for follow-up as to the reason for their non-payment of dues.

Section 3: No brother who shall remain in arrears more than one year after his suspension for non-payment of dues shall be reinstated to membership except upon payment of the amount due when suspended. If said dues are paid within one year from date of

suspension, the brother shall automatically be reinstated as a result of such payment

Section 4: Within two weeks after his installation the Worshipful Master, together with the Senior Warden and Senior Deacon, shall place in a locked box provided for that purpose, the names of not more than twenty nor less than twelve Master Masons in good standing in the Lodge, from which trial juries may be drawn as provided by the Constitution and By-Laws of the Grand Lodge.

Section 5: The procedure of all trials for any and all offenses committed against Free Masonry shall be strictly in conformity to, and as provided by the Constitution and By-Laws of the Grand Lodge of Missouri.

ARTICLE VIII BUILDING USAGE

Section 1: Smoking or chewing tobacco in the Lodge building is hereby strictly prohibited.

Section 2: The use of the Lodge Building shall be for members only, special Masonic events and civic groups with the approval and discretion of the Worshipful Master, and two other elected officers, and with the signing of a building usage agreement.

Section 3: It shall be the duty of the Worshipful Master to enforce this article.

ARTICLE IX Amendments

Section 1: Any amendment, alteration, repeal or addition to these By-Laws shall be proposed in writing and forthwith referred to the By-Laws Committee, whose duty it shall be to place said amendment, alteration, repeal or addition in proper form for submission to the Lodge. Upon perfection of said proposed change, it must be submitted at a regular meeting. The proposal shall lie over at least four weeks. At the end of said period, if two-thirds of the members present vote affirmatively on the proposed amendment, alteration, repeal or addition, it shall become a part of these By-Laws immediately, and shall be entered in the book of By-Laws and Amendments thereto.