

BY-LAWS

MACALESTER LODGE NO. 290

A. F. & A. M.

SAINT PAUL, MINNESOTA



REVISED AND APPROVED

JUNE 1941

SEPTEMBER 1950

JANUARY 1953

MARCH 1962

JULY 1990

DECEMBER 1994

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ARTICLE I LODGE NAME, AUTHORITY, AND COMMUNICATIONS

Section 1. The name of this lodge is MACALESTER LODGE NO. 290, ANCIENT FREE AND ACCEPTED MASONS OF MINNESOTA.

Section 2. Authority for existence is based on a charter granted January 18 A.D. 1971 by the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of Minnesota to which this Lodge shall pay implicit respect and obedience to its Constitution, Regulations, Laws, Rules and Edicts.

Section 3. Stated Communications shall begin at 7:30 P.M. the second Tuesday of each month September thru June. The fourth Tuesday is reserved for Special Communications or other Lodge functions as the Master may direct. He may call for Special Communications at any time.

ARTICLE II MEMBERSHIP

Section 1. Members, defined in Masonic code Article XIII Section G13.01 (or as amended), include those who have received the degree of Master Mason in this Lodge and petitioners accepted by ballot for affiliation, reinstatement, or restoration. Exceptions include those whose degree was conferred by a Sister Lodge and those whose membership has been or may be ended in a legal manner.

Section 2. On written request a member, except the Master and Wardens as defined in Masonic Code Article XVI section G16.01 (or as amended), shall be granted a demit provided he is in good standing, with fully paid dues, clear on the books, and clear of charges.

Section 3. Similar action, except as defined in Masonic Code Article XVI Section G16.06 (or as amended), applies for a member withdrawing from membership.

ARTICLE III ELECTION AND DUTIES OF OFFICERS

Section 1. Elected officers are the Master (whose title is Worshipful), Senior Warden, Junior Warden, Treasurer, and Secretary. They shall be elected by ballot and a majority vote at the first Stated Communication in December.

Section 2. Installation of Officers shall take place, if practicable, on or before the next Stated Communication following their election. Installation may be open or

closed Lodge as the Master Elect may decide, however only the Mater or a designated Past Master may install officers.

Section 3. On being installed the Master shall immediately appoint the Lodge Education Officer, Senior Deacon, Junior Deacon, Chaplain, Senior Steward, Junior Steward, Marshal, and Tyler. Either the Master or designated installing Master, shall install them.

Section 4. Any absent officer, elected or appointed, shall be installed during the next Stated Communication that he can attend.

Section 5. a. The Master's duties are defined in the Masonic Code of Minnesota.

b. In the event of Officer absence, secession to his station shall be defined in Masonic Code Article XIII Section G13.06 (or as amended).

c. The Master and Wardens shall be a standing Committee on Charity attendant to such necessities of Member's their Widows, and Orphans as the determine emergent. Between Stated Communications the committee is authorized to expend funds for this purpose as defined in By- Laws Article IX, Section 6.

Section 6 The Treasurer shall receive and give receipt for all monies from the Secretary, pay them out on order of the Master and Lodge consent attested by the Secretary, and shall prepare a correct and detailed annual accounting for report at the first Stated Communication in December. He shall deliver all Lodge monies, financial records, books, papers, and information in his possession

to his successor immediately. Following the installation of the latter.

Section 7. The Secretary shall make and keep a written record of all lodge proceedings, receive all monies of the Lodge, and pay them over to the Treasurer taking receipt for the same. He shall attest the Master's orders upon the Treasurer, make out applicable reports to the Grand Lodge of Minnesota, and at the first Stated Communication in December submit a written annual report of said financial transactions as well as Lodge membership changes occurring that year. The Secretary shall be compensated for his services as a self employed agent.

Section 8. The Tyler is responsible for Lodge Jewels, furniture, regalia, and serving notices as the Master may direct as well as Lodge Room opening, closing, airing, and lighting. He shall tyle outside the door during Stated Communications and, if the Master directs, from within between opening and closing.

He shall receive an honorarium for his services as the Lodge directs.

ARTICLE IV PETITIONS

Section 1. Petitions for Degrees, Affiliation, Dual Membership, Reinstatement, and Restoration shall be defined in Masonic Code Article XIV Sections G14.01 and G14.02 (or as amended), and on forms as prescribed by the Grand Lodge. No Petitioner shall be in the Lodge during balloting on his petition.

Section 2. Disposition of a candidate for degrees to

present himself for initiation within a year after being notified to appear for that purpose, shall be defined in Masonic Code Article XIV Section G14.08 (or as amended).

ARTICLE V FINANCIAL

Section 1. Fees for the degrees shall be as follows:

With petition	\$25.00
Entered Apprentice	\$12.50
Fellowcraft	\$12.50
Master Mason	\$12.50

Section 2. Lodge member dues shall be Twenty – six dollars (\$26.00) per year, plus the Grand Lodge per-capita dues, payable in advance and in proportional amount for the unexpired part of the January 1 through December 31 Lodge year.

Section 3 The Lodge may relieve a distressed brother of paying dues but is not absolved of payment of the Grand Lodge per-capita dues for that member.

Section 4. A member in arrears for more than one year's dues may be stricken from the rolls as defined in Masonic Code Article VIII Section G8.05 (or as amended).

ARTICLE VI RULES OF ORDER FOR BUSINESS

Section 1 Rules of Order shall be these By-Laws; the Constitution Laws, Rules, and Edicts of the Most Worshipful Grand Lodge; and all other Masonic Usages as well as Roberts Rules of Order not in conflict with the

foregoing.

Section 2. Procedure and the order of business at Stated Communications shall be as follows, subject to the will and pleasure of the Master.

- a. Pledge of Allegiance**
- b. Recognize Dignitaries**
- c. Reading of Minutes**
- d. Scrolls**
- e. Petitions**
- f. Investigations Reports**
- g. Committee Reports**
- h. Communications**
- i. Ailing Brothers**
- j. Treasurer's Report**
- k. Petition Balloting**
- l. Old Business**
- m. New Business**
- n. Work, LEO**
- o. Good of Order**

Section 3. Majority vote shall decide all questions not otherwise provided for.

ARTICLE VII FINANCE COMMITTEE

Section 1. The Finance Committee; to include the Worshipful Master, Senior Warden, Junior Warden; shall approve or disapprove all bills and claims presented, supervise collection of dues and other monies owed the Lodge, and make a written financial report at the first Communication in December.

They Shall advise the Treasurer to transfer funds, for good of the Lodge, between checking and general Lodge accounts.

ARTICLE V111 BOARD OF TRUSTEES

Section 1. a. The Board of Trustees shall be Three Lodge Members, each to hold office for three years, one to be elected at each Annual Meeting. They shall invest funds, voted by the Lodge for that purpose, in top-grade securities and provide for the safe-keeping thereof. They may buy, sell, exchange, reinvest as deemed best for the Lodge.

b. They shall buy or sell supplies and paraphernalia as well as see to issuance of lodge properties and incurred liabilities, without responsibilities for control of the Lodge room and property thereof as relates to the work of the Lodge.

Section 2. The Board of Trustees is responsible to the Lodge for execution and safe-keeping of all surety bonds directed by the Lodge on it's Officers.

Section 3. The worshipful Master shall appoint a member to fill any vacancy until the first Stated Communication in December when the Lodge shall elect a member to serve the unexpired term.

ARTICLE IX MASONIC ASSISTANCE, CHARITY, AND RELIEF FUND

Section 1. Expenditures from this fund shall be based on consideration of approved budget and fund constraints

and are limited to one third (1/3) the annual interest derived from the investments. Requests for charitable work requiring financial support will be referred to the Charity Committee for review. The committee will make recommendation and present them to the Lodge for vote.

Section 2. It's purpose is to provide assistance to Masons, their widows, orphans, or dependents in accordance with the committee's interpretation of Masonic Charity applying to the given situation. It may be used for, but not limited to, community assistance programs such as food shelves, student scholarships through accredited institutions, approved day care centers, and medical equipment.

Section 3. It is to Provide applicably prompt Masonic Assistance over sufficient time, in amount to be of actual value, and be administered in a business-like manner with a balance between sufficient secrecy to prevent embarrassment and maintenance of appropriate public awareness of Masonic assistance and concern. It is not intended to replace traditional Lodge awards, certificates, emblems, and flowers presentations.

Section 4. It is to be administered by a three member committee, including at least two Past Masters: initially appointed by the Master on being installed: for one, two, and three year terms to assure rotation—a regular term being three years. The Master shall be an ex-officio member. He shall appoint a new member to fill any vacancy for the remainder of that term. A member elected Master shall, when installed appoint a new member to complete his term. Funds may be expended only upon unanimous and duly recorded Committee decision.

Section 5. The Committee may act on its own unanimous decisions, suggestions of the Lodge, or may consult the Lodge for expressed consent or opinion. A Committee member shall be appointed Secretary to record and keep it's decisions, transactions and financial accountings. He will serve as the liaison to the Lodge Secretary who shall list the Masonic Assistance, Charity, and Relief Fund separately in the Lodge account. Vouchers for payment shall be submitted to the Lodge Finance Committee when required for audit.

Section 6. The Master and Wardens as a committee on charity, referenced in By-Laws Article III Section 5c, may expend not to exceed Three Hundred Dollars (\$300.00) between any two successive Stated Communications. No more than Five Hundred Dollars (\$500.00) may be expended annually unless otherwise approved by Lodge Vote. After any expenditure this committee shall present a complete report at the next stated communication.

ARTICLE X DEMOLAY FOUNDATION

Section 1. If the Lodge makes a nomination, and permits election of the nominee for membership in the Demolay Foundation, it shall be guided by the following conditions.

a. The nominee making application for membership to the DeMolay Foundation shall do so on his own.

b. If the membership is granted him it shall be in his own name as an individual and not in the name of the Lodge

c. In the event of death, resignation, removal

from Minnesota, or inability to serve, the Lodge may nominate a proposed successor.

d. The Lodge assumes no financial obligation or responsibility of any kind or character, either to the foundation or any person.

ARTICLE XI AMENDMENTS

Section 1. These By-Laws, in part or whole may be amended at any Stated Communication under the following conditions, as governed by Masonic Code Article XIII Section G13.32 (or as amended)

a. Any proposed amendment shall be in writing, read to the Lodge a first time, and require a majority vote to favor it.

b. If favored, the Lodge Secretary will send it to the Grand Lodge Secretary for Grand Lodge study. If approved it will be returned to the Lodge for reading a second time at the next Stated Communication. No vote is to be taken until a subsequent Stated Communication.

c. The Secretary shall mail a notice to each Lodge member, containing sufficient summary to enable members to understand the proposed change, at least five (5) days before the Stated Communication when action is to be taken.

d. At the Stated Communication when action is to be taken, the proposed change shall be read a third time. On receiving a two-thirds (2/3) vote in favor by the members present the change shall be declared adopted, subject to approval by the Grand Master.

e. The Lodge Secretary will send four (4) copies of each original and amended versions, and the notice of the proposed action sent to the Lodge, to the Grand Lodge Secretary for Grand Lodge certification.

f. If found correct and proper it will be submitted to the Grand Master for final approval. If approved, notice thereof will be sent to the Lodge.

The foregoing By-Laws of Macalester Lodge No. 290, Located in Saint Paul, Minnesota are hereby approved by the Grand Lodge of Minnesota.

Grand Master

Rodney H. Lsrson

Worshipful Master

Barry W. Hofecker, Jr.

Secretary

Norman T. Nelson

