

AUTHORIZED FORM OF SUBORDINATE LODGE BY-LAWS

Intended for use as a guide by the Lodges of this jurisdiction in the drafting of By-Laws for their local government, and subject to such alterations, not conflicting with the Constitution, as each Lodge may determine for itself. These By-Laws must be approved by the Grand Lodge.

BY-LAWS

OF

_____ LODGE, NO. _____, F. & A. M.

HELD IN THE

CITY OF _____, COUNTY OF _____.

STATE OF ALABAMA

ARTICLE I.

Section 1. The stated meetings of this Lodge shall be on the _____ and _____ of every month. The hour of meeting shall be _____ o'clock .

Section 2. Special Meetings may be called by the Master upon any emergency, within his discretion; but no other business but that for which such call was issued, shall be transacted at such meetings, for which such call was issued.

ARTICLE II.

Section 3. The members of this Lodge are those who have been or may be initiated or affiliated therein and subscribed their names to these By-Laws, and have not withdrawn or been excluded for unmasonic conduct, or nonpayment of dues.

ARTICLE III.

OFFICERS—ELECTION OF; INSTALLATION AND DUTIES

Section 4. The officers of this Lodge shall be styled and take rank as follows:

- Worshipful Master;
- Senior Warden;
- Junior Warden;
- Treasurer;
- Secretary;
- Senior Deacon;
- Junior Deacon;
- Two Stewards;
- Chaplain;
- Tyler.

- Section 5. The first five (5) officers shall be elected annually, by ballot, at the Stated meeting in June, a majority of all the votes cast being necessary for a choice. There shall be appointed by the Master-elect the other officers of the Lodge on the same evening of the election, or any time prior to the installation, which must take place on or before the Festival of St. John the Evangelist— June 24th.
- Section 6. Any member twelve (12) months in arrears for dues, shall be suspended; and not entitled to vote at said election; and if within one year thereafter, he does not remove such suspension by the payment of his dues, charges shall be preferred against him as in other cases of unmasonic conduct.
- Section 7. The duties of the officers of this Lodge, in addition to those herein given and those not proper to be written, are such as are prescribed in the Grand Lodge By-Laws Article XII, and such other duties as are assigned in their installation charges; also such other duties as shall from time to time, be directed by the Master of the Lodge.

THE MASTER

It shall be the Master's duty to safely keep the Charter of the Lodge, and deliver it to his successor in office; to see that the Constitution of the Grand Lodge of Alabama, the Ancient Constitutions of Masonry and these By-Laws be understood, respected and observed by the members; to represent the Lodge with the Senior and Junior Wardens at all Grand Communications of the Grand Lodge; to see that all cases of offenses against the laws of the order be fairly dealt with according to these By-Laws and the Constitutions and Rules of Masonry; to report to the Lodge his actions in the Grand Lodge, and to have the Printed Proceedings of the Grand Lodge read for the information of the Brethren. The Worshipful Master has the right to cast his vote with the Lodge and in case of a tie to vote again.

THE SENIOR WARDEN

In addition to his individual duties as a Mason the Senior Warden's duty is to aid the Master in governing the Craft during the hours of labor, to succeed to and exercise all the powers of the Master in the event of his absence. He has the right to take the gavel and preside, for he becomes the Master in the absence of the W. M. and no Past Master can take the right from him. He is to represent the Lodge together with the Master and Junior Warden.

THE JUNIOR WARDEN

The Junior Warden shall exercise all the powers of the Master, in the absence of the two officers above him; shall represent the Lodge with the Master, and Senior Warden in the Grand Lodge, and take charge of the Craft during the hours of refreshment.

THE TREASURER

Shall receive all moneys from the hands of the Secretary; pay out the same by order of the Master countersigned by the Secretary with the consent of the Lodge; Submit for examination his accounts when required by the Master of the Lodge or the provisions of the law; deliver to his successor in office all the moneys, books, vouchers, and other properties of the Lodge he may have in his possession.

THE SECRETARY

The duty of the Secretary shall be to record the proceedings of the Lodge; to receive all moneys due the Lodge, pay the same to the Treasurer and take his receipt therefor; to prepare the Annual Returns to the Grand Lodge; in proper time and in accordance with the lawful requirements of the Grand Lodge, and to forward the same to the Grand Secretary; to conduct the correspondence of the Lodge; and to deliver to his successor in office, all the books, seal, and other property of the Lodge. He shall receive _____ for the faithful performance of such duties.

THE CHAPLAIN

Shall conduct the devotional exercises of the Lodge.

THE SENIOR DEACON

Is to take part in the active duties of the Lodge; to receive in a hospitable and friendly manner and provide accommodations for visiting Brethren, and act as the proxy of the Master.

THE JUNIOR DEACON

Has especial charge of the door, acts as the proxy of the Senior Warden and attends to such other duties as are assigned to him by the Master or Senior Warden, in accordance with the Ancient usages and the By-Laws.

THE STEWARDS

Are to assist in the preparation of candidates, and to assist the Senior Deacon in the discharge of his duties.

THE TYLER

The duties are to guard against the approach of cowans and eavesdroppers, and to suffer none to pass, or repass, except such as are duly qualified. The Tyler shall attend to all the communications of the Lodge; keep the Lodge regalia clean and decent; keep the Lodge room warm and comfortable; see that the Lodge's property is properly secured at the closing of the Lodge; be responsible it be removed from the Lodge; report the loss or any damage of the same; serve all notices, etc., from the Worshipful Master and Secretary, not sent through the mail.

OTHER OFFICERS

Other officers, such as Marshal, etc., may be appointed by the Lodge at its discretion.

ARTICLE IV. MEMBERSHIP—HOW OBTAINED

Section 8. Membership shall be obtained in the following manner:

1. All applications for initiation or membership shall be made in writing, signed by the petitioner, specifying his age, residence and occupation, and must be recommended by two members of the Lodge; such petition or application shall be presented at a Stated meeting, and if received, be referred to an Investigation Committee of three members for inquiry and report; and lie over at least from one Stated meeting to

another before a ballot thereon is taken, and the fee for initiation or membership shall in all cases accompany the petition. No one that recommends shall be appointed on the Investigation Committee.

2. On balloting for a candidate, should but one black ball appear the Master may order a second ballot to determine whether or not any mistake was made in depositing said black ball. If upon the second ballot the black ball still appears, the candidate shall be declared rejected. If no black ball appears he shall be declared elected. But if two black balls appear the W. M. shall not order a second ballot.
3. After a petition has been received and noted upon the minutes, it shall not be withdrawn without the consent of three-fourths of the members present.

Section 9. To become a member of this Lodge, or to receive any degree:

1. The person applying therefore must be of mature age, sound in mind, possess a good character, and have a trade or a profession or some visible way of making an honest living, and publicly acknowledge a belief in the existence of a Supreme Being; besides conforming to the other requirements of the provisions of the Grand Lodge relative thereto.
2. Any Mason applying for membership by affiliation, must produce evidence of having paid his dues in his former Lodge and of his having left the same in good standing, and must deposit a sum equal to six months' dues with the Secretary.

ARTICLE V. FEES AND DUES

Section 10. The fee for conferring the degrees in this Lodge shall be \$_____.

Section 11. The monthly dues shall be \$_____, payable monthly in advance for a total of \$_____ yearly.

Section 12. Any member neglecting or failing to pay his dues for one year shall be suspended, and if within one year thereafter he does not remove the suspension by the payment of the same, charges shall be preferred against him and proceedings had as in other cases of unmasonic conduct.

Section 13. No Brother of this Lodge shall be suspended or expelled for unmasonic conduct of any description whatever, except for the non-payment of dues or death assessments, unless it be upon written charges and specifications made out and filed with the Secretary as provided in the Code of Procedure of the Grand Lodge and the proceedings thereon, and the trial thereof shall in all respects be conducted in strict conformity to the above mentioned "Code of Procedure".

Section 14. Any member wishing to withdraw (Demit) his membership must pay his indebtedness and obtain the consent of the Lodge. After withdrawal (Demit) such Brother cannot again become a member without being balloted for and accepted under the provisions of the law applicable to admissions.

**ARTICLE VI.
COMMITTEES**

- Section 15. The Master, and the Senior and Junior Wardens shall be a standing "Committee on Charity," and shall have power" at any time, during the recess of the Lodge, to draw upon the Treasurer for any sum not exceeding five dollars at one time, for the relief of a distressed worthy Master Mason, his wife, widow or orphan children.
- Section 16. Special committees may be appointed upon any special matters of business, to consist of as many members as the Lodge or the Master may think proper.
- Section 17. The Master, on or before the night of his installation, shall name a Committee of three competent members, to be called "The Finance Committee," whose duty it shall be to examine the books, vouchers and accounts of the Treasurer" and Secretary from time to time, and to make a detailed report in writing, whenever required by the Lodge; also, to examine and audit all bills and accounts and claims presented to the Lodge for payment, and endorse thereon "Approved" or "Disapproved," as they may determine, and report upon the same in writing.

By-Laws Shall Require Bonds

- (1) Each and every Subordinate Lodge will place the Master, Treasurer and Secretary under bond, the amount to be decided by the Subordinate Lodge.

**ARTICLE VII.
OFFENSES AND TRIALS**

- Section 18. In case of an offense being committed by a member of this Lodge against the laws of Masonry, or morals, or the statutory laws, involving a Masonic offense, he shall be proceeded against as speedily as the demands of justice require, under the provisions of the "Masonic Code of Procedure," as printed in the Grand Lodge Book of Constitutions.

**ARTICLE VIII.
ORDER OF BUSINESS**

- Section 19. After the Lodge is opened in due form, unless the Master shall otherwise direct, the following order of business shall be observed:
1. The reading of the minutes, not heretofore approved.
 2. Reports of Committees and action thereon.
 3. Unfinished business.
 4. Presentation, reference or other disposition of petitions, communications and memorials.
 5. Balloting on petitions.
 6. Motions and resolutions.
 7. Miscellaneous business not included in foregoing; such as the lectures or conferring Degrees or examination of candidates for advancement.

