

## **Pewee Valley Lodge No. 829 F. & A. M. Bylaws**

### Section 1 – Name and Warrant

The title of this Lodge is: Pewee Valley Lodge No. 829 F. & A. M. and derives its authority to work by Charter from the most Worshipful Grand Lodge of the State of Kentucky, dated October 19<sup>th</sup>, 1910.

### Section 2 – Meetings

- A. The started meetings of this Lodge shall be on the first and third Tuesdays in each month.
- B. The Election of officers will be on the first meeting in the month of December.
- C. The hour of the meeting shall be 7:30 p.m.

### Section 3 – Officers

- A. The elective officers of this Lodge shall be: Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon and Junior Deacon; who shall be elected annually.
- B. The appointive officers shall be a Tyler, Senior Steward, Junior Steward and in addition to the appointed officers, the Master shall appoint a Chaplain.
- C. All Lodge officers shall be Master Masons and members of the Lodge of which they are officers. No brother shall be elected Master of the Lodge unless he has proven his proficiency in all three Degrees of Masonry and obtained a Grand Lodge Certificate of Proficiency and at has previously been installed as Master or as Wardens of a Lodge in Kentucky, except when no such brother who is qualified and consents to act as Master shall be found among the members, and except at the formation of a new Lodge.

### Section 4 – Nominations

The nominations for officers of this Lodge shall be nominated by the Brethren. If two or more Brothers are nominated for the same office, the election shall be by a secret ballot and the Brother receiving the highest number of ballots shall be declared elected.

### Section 5 – Duties of the Master

- A. It is the duty of the Master to preside at all meetings of the Lodge, to see that the bylaws and rules, and those of the Grand Lodge, are strictly enforced, requiring at all times the observance of decorum and propriety. He is invested with the power of convening the Lodge at any time in cases of emergency.
- B. It shall be the duty of the Master to confer the Master Mason Degree at least one time during his year as Master. If the Master cannot confer the degree, then he may appoint a duly qualified person to do so.
- C. He shall give from time to time such advice, instructions and examples as shall be necessary, and shall use all proper means to perfect the officers in the ritual of the several degrees. It is also his duty to see that fair and accurate records of the Lodge are kept; that regular returns are made annually to the Grand Lodge; that annual dues are promptly paid to the Grand Secretary; that

the Treasurer and Secretary keep and render at the second meeting in December, just and accurate account, and at all other times when required by the Lodge.

- D. He shall visit and care for the sick and distressed members and may draw on the Treasury for such sums as may be necessary for their immediate want, not to exceed \$25.00 in any one case without consent of the Lodge.
- E. In as much as the Treasurer or Secretary would be unable to issue monies for the Lodge, the Master will be responsible for countersigning checks with an officer of the Lodge present.

#### Section 6 – Duties of the Wardens

- A. It is the duty of the Wardens to assist the Master in conducting the business of the Lodge and managing the Craft in due form and order, and according to ancient usage.
- B. It shall be the duty of the Senior Warden to confer the Fellowcraft Degree, and the Junior Warden to confer the Entered Apprentice Degree, at least one time the year of their office. If the Senior and/or Junior Warden(s) are unable to confer the degree, then the Master may appoint a duly qualified person to do so.
- C. They shall study the ritual of the several degrees, that they may be prepared for higher duties should the absence of the Master render it necessary for either to take his place.

#### Section 7 – Duties of the Treasurer

- A. The Treasurer shall receipt for Lodge money paid him by the Secretary, keep the same separate from other funds, so that it shall be in immediate command of the Lodge at all times, even in case of his death; pay Lodge money on order of the Lodge, countersigned by the Secretary or Master and shall submit his cash and bank books to the auditing committee for examination at the last meeting in January.
- B. He shall promptly deliver to his successor all books, money and other Lodge property entrusted to him.
- C. He shall receive for his services, one year dues in the form of a dues card.

#### Section 8 – Duties of the Secretary

- A. It shall be the duty of the Secretary to keep an accurate record of the Proceedings of the Lodge.
- B. He shall receive all money due to the Lodge and pay the same promptly to the Treasurer, taking receipt therefor.
- C. He shall keep an account with the Treasurer and with each of the members, and report annually the financial condition of the Lodge.
- D. He shall notify each member in the months of November and April of his indebtedness to the Lodge, and thereafter proceed diligently with the collection of all dues outstanding, and so far as possible, permit none to become delinquent. At the first meeting in April, or at such times as the Lodge may direct, he shall report to the Lodge the names of all delinquents and amount owing by each.
- E. An annual report shall be closed and a copy thereof handed the auditing committee at the last meeting in January.
- F. He shall keep a register of members, showing the full name and address, date of admission, taking degrees, death, suspension, expulsion, rejection and reinstatement of each member and petitioner; a record of trials and a list of Lodge property.

- G. He shall receive for his services \$1.00 per member per annum, this payment to be based on the latest Grand Lodge report; also one year's dues compensation for his services.

#### Section 9 – Duties of the Deacons

It is the duty of the Deacons to assist within the body of the Lodge and perform such duties as by usage pertains to their offices.

#### Section 10 – Duties of the Stewards plus a Past Master

The Stewards shall assist in the examination of visitors, prepare and introduce candidates, and prepare refreshments.

#### Section 11 – Duties of the Tyler

The Tyler shall faithfully tyle the Lodge and perform all other duties appertaining to this office.

#### Section 12 – Committees

- A. The Master shall appoint an auditing committee composed of three members, who shall at or immediately after the last meeting in January, carefully examine the books, accounts and records of the Secretary and Treasurer; and make written reports to the Lodge not later than the first meeting in February.
- B. The Master may at his pleasure and for his assistance in visiting or otherwise caring for the sick and distressed, appoint from time to time, a committee or committees composed of one or more members, which shall report to the Master.
- C. The Master shall appoint a committee of three or more members to be known as the Membership Committee; whose duty it shall be, to assist the Master with sick and distressed members and their families, and also to assist the Secretary in his endeavors of collecting Lodge monies.
- D. The Master shall appoint three members to be known as the House and Grounds Committee, responsible for the care and maintenance of the same.
- E. The Master shall not appoint himself to head any one committee, as it is his duty to be on all committees. The Master may also create any committee(s) as necessary for proper governance of the Lodge.

#### Section 13 – Petitions

All petitions for initiation or membership must be signed by the applicant, recommended by at least two members of the Lodge and be presented at a regular meeting. A committee of three shall be appointed to investigate the qualifications of the applicant and report to the Lodge at a regular meeting within a reasonable length of time.

#### Section 14 – Balloting

- A. All balloting for membership shall be done in a Lodge of Master Masons and then only at a stated meeting.
- B. Unfavorable balloting shall be handled as prescribed in the Constitution of the Grand Lodge of Kentucky.

#### Section 15 – Fees and Dues

- A. The dues of the Lodge shall be \$52.50 per year, plus Grand Lodge dues and assessments, due and payable January 1<sup>st</sup> of each year.
- B. The fees for the Degree in this Lodge shall be \$120.00; \$30.00 to accompany the petition, \$30.00 previous to initiation, \$30.00 before receiving the Fellowcraft Degree, and \$30.00 before receiving the Master Mason Degree. Dues shall be paid by the candidate in advance of receiving the Entered Apprentice Degree.
- C. Hereafter any assessments by the Grand Lodge are to be passed on to each member as an increase in dues.

#### Section 16 – Suspensions

Should a member be in arrears three months by May 1<sup>st</sup> in the payment of his dues, he shall be notified by registered mail, or personal service of the amount of his indebtedness; this amount also to include all of the cost of collection including postage, long distance calls and/or other expenses, and of the time when the Lodge will consider the question as to whether or not he should be suspended for non-payment of dues. The time fixed in said notice of consideration of the question by June 1<sup>st</sup> shall not be less than 30 days after service of notice before suspension June 30<sup>th</sup> of each year.

#### Section 17 – Reinstatement

No petition for reinstatement shall be received unless accompanied by the amount owing the Lodge, not to exceed 2 years of dues, plus all the cost that led to the Suspension.

#### Section 18 – Free and Honorary Members

- A. A Master Mason who has been a member of some Kentucky Lodge or some other Lodge with whom Kentucky sustains fraternal relations for 50 years, and paying dues all that time, may be exempted from payment of any further dues at that time, except such as the Grand Lodge may impose.
- B. The Lodge may elect to Honorary Membership any Master Mason who is in good standing of some other Lodge, by unanimous ballot after one month's notice.
- C. Such Honorary Membership is a compliment only and imposes no duty or dues, nor does it entitle the one so complimented to vote or hold office. An honorary member shall, however, have the privilege of the floor to speak on any question before the Lodge.

#### Section 19 – Rules of Order

All question of parliamentary procedure not covered or provided for in the Constitution, regulations or these bylaws shall be determined by the Roberts Rules of Order.

#### Section 20 – Amendments

All former bylaws are hereby repealed.

These bylaws may be amended, suspended, or repealed at a stated meeting by consent of two-thirds of the members present, provided the proposed change has been submitted in writing at a previous stated meeting and total membership notified by mail or Masonic Home Journal.

## Section 21 – Order of Business

May be temporarily changed by consent of majority present.

1. Visitors / Guests
2. Reading of the Minutes
3. Treasurer's Report
4. Petitions
5. Degree Work
6. Reports of Standing Committees
7. Reports of Special Committees
8. Correspondence
9. Unfinished Business
10. New Business
11. Sick and Distressed
12. Bills Allowed and Paid
13. Good of the Order

BYLAWS COMMITTEE: October 1, 2019

John Adkins, Chairman

Kevin Reardon, PM

Gary Waggoner