

# Arab Lodge No.663. F.:& A.:M.: By-Laws

Arab Lodge No. 663, Free and Accepted Masons of Alabama  
Having been instituted under dispensation on the 17<sup>th</sup> day of November, 1906, and Constituted  
on the on the 4<sup>th</sup> day of December, 1907, by Charter from the most Worshipful Grand Lodge of  
Free and Accepted Masons of the state of Alabama;  
Hereby and herein makes and adopts these

## **By-Laws** For its Government

### **Article I: Name**

This Lodge shall be known as, “Arab Lodge No. 663. Free and Accepted Masons”

### **Article II: Communications**

Section 1: The regular communications of this Lodge shall be held on each Thursday at 7:00 p.m. in the Masonic Hall in Arab, Alabama.

Section 2: Special communications may be called at any time by the Worshipful Master, or, in his absence by the Senior Warden, or in the absence of both, by the Junior Warden. Such call must state the purpose of the meeting and no business shall be transacted except that for which it is called. No communication shall be called to meet on a Sunday, except for a funeral or Lodge of sorrow.

Section 3: Quorum: To open a Lodge and transact any business, there must be present no less than seven (7) Master Masons, who are members of this Lodge, and the Worshipful Master or one of the Wardens must be included in that number. (See Edict 13.1) If the Worshipful Master and both Wardens are absent, a past Master of this Lodge (in good-standing) may open the Lodge to conduct a Masonic funeral service.

The Master and Wardens should be fully aware of Chapter XIII of the edicts of the Grand Lodge!

### **Article III: Election and Installation**

Section 1: The officers of this Lodge shall be a Worshipful Master, Senior and Junior Warden, Treasurer, Secretary, Senior and Junior Deacon, and a Tiler. The appointed officers shall be a Chaplain, Marshal, two or more Stewards, a Historian and such other officers as the Lodge may think proper. These shall be appointed by the Worshipful Master elect to serve during his term of office. (See Article XII, Section 1 of these By-Laws)

Section 2: The elective officers shall be elected by a written ballot at the annual communication and no officer shall be deemed legally elected unless he shall receive a majority of the votes.

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Section 3: The officers shall be installed at a regular or a special communication on the 24<sup>th</sup> day of June, or as soon there-after as practicable not to exceed forty-five (45) days after the annual communication and shall remain in office until their successors are installed.

## **Article IV: Duties of Officers**

Section 1: The Worshipful Master, Senior Warden and Junior Warden, respectively, are the executive officers of the Lodge. Their eligibility, powers, and duties are specified in the ritual and Constitution and Edicts of the Grand Lodge; and these By-Laws. (See Article VI of the Constitution and Edicts chapters XIV and XV)

Section 2: The Worshipful Master shall cause to be maintained a record of the names and addresses of the widows of deceased members of the Lodge, who were in good-standing at the time of their death; together with their dependent mothers, sisters and minor children as the Lodge may deem appropriate.

Section 3: The duties of the Treasurer shall be as specified in the ritual and the Constitution and Edicts of the Grand Lodge; and in these By-Laws. He shall be responsible for all money belonging to the Lodge and committed to his care. He shall make a true record of the receipt and disbursement of Lodge funds and the uses made thereof, <sup>1</sup>and pay all demands properly and promptly. He shall make reports to the Lodge when directed to do so by the Worshipful Master. He shall prepare a summary of his accounts each year, as of the 24<sup>th</sup> day of June, and submit it with his records for audit. At the expiration of his term in office, he shall transfer all books, records and other property of the Lodge in his custody, to his successor in office. The treasurer shall receive remuneration in the amount of One-Hundred-Fifty Dollars (\$150.00) per quarter, payable quarterly.

Section 4: The duties of the Secretary shall be as specified in the ritual and in the Constitution and Edicts of the Grand Lodge, and in these By-Laws. He shall conduct the correspondence of the Lodge, record its proceedings and make such reports as are required. He shall open and maintain an account with each member of the Lodge showing debits and credits of fees, dues and other monetary transactions; and containing the necessary information for a complete Masonic record of the member. He shall notify members of dues in arrears, and at the annual communication, report the name of each member who would be in arrears for two years dues as of the next 24<sup>th</sup> day of June. He shall keep a record of all moneys received by him for the Lodge and receipted to the treasurer, and submit it with all his books for examination and audit as required. At the expiration of his term in office, he shall transfer all books, records and other property of the Lodge to his successor in office. The secretary shall receive remuneration in the amount of Two-Hundred Dollars (\$200.00) per quarter, payable quarterly.

Section 5: The duties of the Deacons and appointed officers of the Lodge shall be as specified in the ritual and as assigned by the Worshipful Master.

<sup>1</sup> As approved by the Lodge in the minutes of February 25<sup>th</sup>, 2010.

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Section 6: The duties of the Tiler shall be as specified in the ritual and Constitution and Edicts of the Grand Lodge, and in these By-Laws. He shall faithfully tile the Lodge, serve notices and summonses when so directed, and perform such other duties as the Worshipful Master may direct; provide for the comfort and refreshment of the brethren attending meetings and clean the kitchen equipment and utensils after meetings. Remuneration for the performance of this duty shall be One-Hundred Dollars (\$100.00) per quarter, payable quarterly.

## **Article V: Committees**

Section 1: Relief Committee: The relief committee shall consist of the Worshipful Master, Senior and Junior Wardens, and not less than three other members who shall be appointed by the Worshipful Master at the first regular communication after the installation of officers. The duties of this committee shall be as follows:

A. Take action for the prompt relief of indigent persons, for this purpose, when their need will not permit delay, the committee (or one member of the committee) may draw on the Treasurer any amount not to exceed One-Hundred-Fifty dollars (\$150.00) without prior consent of the Lodge.

B. Upon the death of a member of this Lodge (in good standing), the committee shall contact the family of the deceased Brother to determine if he left a widow or dependent children, mother or sister, and if they have any need for which the Lodge may give assistance.

C. Once each year, or more often as the Worshipful Master may direct, the committee shall investigate the general welfare of aged or indigent members, widows and dependents of deceased members.

D. The committee shall promptly report their findings and actions to the Lodge, and make recommendations for relief as required.

Section 2: Auditing Committee: At the annual communication, the Worshipful Master shall appoint an auditing committee of three members, whose duty it shall be to audit the books and records of the Treasurer and the Secretary and report thereon on or before the first regular communication in July.

Section 3: Masonic Hall Committee: At the first regular communication after the installation of officers, the Worshipful Master shall appoint a Masonic Hall committee of three members whose duty it will be to monitor the condition and appearance of the Masonic Hall and grounds, and the equipment and the furniture belonging to the Lodge and make recommendations for their repair or replacement as the need arises.

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Section 4: Committee on Finance: At the first regular communication after the installation of officers, the Worshipful Master shall appoint a committee on finance, consisting of three members, who shall act in an advisory capacity on disbursement, investment and banking of Lodge funds.

Section 5: The Worshipful Master shall appoint any special committees as he shall deem necessary. (See also, Article XII, Section 1 of the By-Laws)

## **Article VI: Petitions and Balloting**

Section 1: A petition for the Mysteries of Masonry or petition for affiliation (including transfer petitions and petitions for dual membership) must be signed by the petitioner and recommended by two Master Masons who are members of this Lodge. It must be received at a regular communication of the Lodge and referred to a committee of three members of the Lodge for investigation and report. The report of the committee will be made in writing, at a subsequent regular communication within thirty days.

Section 2: Each petition for initiation or affiliation must be balloted on separately at a regular communication and every member present must vote. (Edict 16.19). A unanimous ballot in favor of a petitioner for initiation or affiliation is necessary for election.

NOTE: See Article VI, Sections 7 through 13 of the Constitution and chapters VI, XI and XVI of the Edicts of the Grand Lodge.

## **Article VII: Fees and Dues**

Section 1: A fee of sixty dollars (\$60.00) must accompany the petition for the Mysteries of Masonry, and shall apply as follows: \$25.00 for the first degree, \$10.00 for the second degree and \$25 00 for the third degree (no dues accrue from the date of his third degree to the end of that Masonic year on June 24<sup>th</sup>). If the petitioner is rejected (or stopped by objection for more than thirty days) the part of the fees for the degrees not taken will be returned to him.

Section 2: Except as noted below; the annual dues for each member of this Lodge will be thirty dollars (**\$30.00, as voted on by the Lodge October 21, 2010**), to be paid in advance on or before the 24<sup>th</sup> day of June.

A. Members holding perpetual dues membership in this Lodge shall pay no dues (the interest from the perpetual dues trust endowment fund account for the member shall be applied to pay his Lodge dues and the Grand Lodge dues. (See Edict 18.4)

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B. Effective on June 24<sup>th</sup>, 1981 this Lodge ceased to grant Life membership based on age. (Life membership granted prior to that date remains in effect and the Lodge pays the Grand Lodge dues on such member. Also, members of this Lodge who receives the Alabama Grand Lodge award of gold for fifty years service are granted Life memberships.) Otherwise, any member of this Lodge who has attained the age of 65 years and has been a member in good standing in this Lodge for ten years, or more, shall pay to this Lodge a reduced amount of annual dues which shall be equal to the current Grand Lodge dues on each member.

C. The Worshipful Master, at the end of his term of office, shall be awarded a perpetual dues membership by the Lodge.

D. Affiliates by transfer or demit or by dual membership shall pay dues from the date of affiliation to the next June 24<sup>th</sup> as follows:

|  |                |
|--|----------------|
| From June 25 <sup>th</sup> (full years dues) | <b>\$30.00</b> |
| From September 25 <sup>th</sup> (3 quarters) | <b>\$22.50</b> |
| From December 25 <sup>th</sup> (2 quarters)  | <b>\$15.00</b> |
| From March 25 <sup>th</sup> (1 quarter)      | <b>\$ 7.50</b> |

Section 3: SNPD: At the annual communication, the secretary shall read the names of those members whose dues remain unpaid for two years as of the ensuing 24<sup>th</sup> day of June. The Worshipful Master shall then announce each name and declare them suspended for non-payment of dues as of midnight on the 23<sup>rd</sup> day of June. (See Edict 18.7)

Section 4: Any member who has been suspended for non-payment of dues may petition the Lodge for reinstatement. The petition shall be in writing, signed by the petitioner, and must be received at a regular communication. The fee for reinstatement shall be equal to one year's current annual dues and must accompany the petition. (This will pay his dues to the next 24<sup>th</sup> of June.)(See edict 18.18)

### For information only - History of Annual Dues

|       |                              |                      |         |
|-------|------------------------------|----------------------|---------|
| On    | June 24 <sup>th</sup> , 1951 | the annual dues were | \$5.00  |
| As of | June 24 <sup>th</sup> , 1954 | the annual dues were | \$10.00 |
| As of | June 24 <sup>th</sup> , 1957 | the annual dues were | \$11.00 |
| As of | June 24 <sup>th</sup> , 1965 | the annual dues were | \$10.00 |
| As of | June 24 <sup>th</sup> , 1967 | the annual dues were | \$7.00  |
| As of | June 24 <sup>th</sup> , 1971 | the annual dues were | \$10.00 |
| As of | June 24 <sup>th</sup> , 1979 | the annual dues were | \$15.00 |
| As of | June 24 <sup>th</sup> , 1982 | the annual dues were | \$20.00 |
| As of | June 24 <sup>th</sup> , 2012 | the annual dues were | \$30.00 |

And remain that until the present date.

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Section 5: On or before the first day of June each year the Secretary will send a dues notice to each member of the Lodge who is in arrears for the current years dues (See Edict 15.9)

## **Article VIII: Rules of Order**

Section 1: The Worshipful Master shall decide and rule on all points of order.

Section 2: Any member desiring to speak shall rise, address the Worshipful Master while saluting in the due-guard of the current Lodge, and shall await his recognition. A member shall not speak on the same subject more than twice without express permission from the Worshipful Master

Section 3: Any member desiring to retire from the current Lodge communication prior the closing of the same will address the Worshipful Master in the manner described in Section 2 and after recognition, he shall then request permission to retire. He must then go to the altar and give the due-guard and sign of the Lodge that is open, and then retire. Any member desiring to enter the Lodge after the Lodge has already been opened should, after being granted permission to enter by the Worshipful Master, report directly to the altar, salute in the due-guard and sign of the current Lodge and then take his seat.

Section 4: It is desirable for the brethren to come to regular and special communications clean and wearing clean attire. No shorts or sleeveless shirts are to be worn at regular communications, by Lodge members, unless by prior direction of the Worshipful Master.

## **Article IX: Order of Business**

The regular order of business of this Lodge shall be:

1. Reading the minutes of the last regular communication, and all other unapproved minutes.
2. Reception of petitions
3. Reports on petitions and balloting.
4. Reports of committees.
5. Applications for relief
6. Reading communications (correspondence)
7. Unfinished business
8. Bills and accounts
9. New business
10. Sickness or Distress
11. Work
12. Good of Order

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## Article X. Masonic Funerals

Section 1: On the death of a Mason who is entitled to Masonic burial, when requested by his family, he shall be interred with Masonic ceremony. If he is a member of this Lodge and has no near relatives to take charge of the funeral arrangements, the Worshipful Master shall appoint a committee to attend that duty.

Section 2: If the deceased is not a member of this Lodge, a Masonic funeral may be conducted as a courtesy to the Lodge of his membership, on request for such action by that Lodge. Requests should be in writing under the seal of the requesting Lodge, but when time does not permit normal correspondence, the request may be made by telephone. (Requests from other Grand Jurisdictions will be made through the Grand Secretaries).

Section 3: Masonic funeral services shall be conducted at special communications called for that purpose.

## Article XI: Finance

Section 1: The secretary shall receive all moneys due the Lodge and receipt them to the treasurer. With the following exceptions:

A. Rents received by direct deposit to the Lodge account in the bank or by check direct to the treasurer for deposit in the bank.

B. Interest on deposits and investments (CD's) which is automatically added to the principal by the bank.

Section 2: Disbursement of Lodge funds shall be made by the Treasurer, by order of the Worshipful Master and the consent of the Lodge by vote at a regular communication. <sup>1</sup>The Worshipful Master shall initial all checks prepared for disbursement by the Treasurer. (The following exceptions apply. The vote which adopts these by-laws constitutes consent for payment of these.)

A. Regularly recurring bills for utilities (electricity, electronic communications, water) and for insurance on the Lodge.

B. Payments to the Grand Lodge specified by the constitution and edicts of the Grand Lodge.

C. Emergency drafts by the relief committee and other payments specified by these By-Laws.

Section 3: The Worshipful *shall* refer any motion or resolution involving the expenditure or commitment of Lodge funds to the committee on finance for review and recommendations (which may be at the same or the succeeding regular communication). The Lodge may reconsider its actions on any business except as excluded by Edict 13.16 (petitions).

<sup>1</sup> As approved by the Lodge in the minutes of February 25<sup>th</sup>, 2010.

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## Article XII: Government and Usages

Section 1: Should the Worshipful Master deem it for the best interest of the Lodge, he may, at a regular communication, remove any officer or member of a committee which he has the authority to appoint and when such removal is made, he may fill the vacancy.

Section 2: Nothing in these by-laws shall be construed to conflict with the Constitution and Edicts of the Grand Lodge, or the Ancient Landmarks of the order. All provisions of those documents, pertaining to the government and usages of a subordinate Lodge, shall be and become a part of these By-Laws just as if written herein.

## Article XIII: Amendments and Revisions

Section 1: Each proposal to amend or revise these By-Laws shall be submitted in writing, signed by three or more Master Masons who are members of this Lodge in good standing; and received at a regular communication of the Lodge; it must be read and any changes to it approved. Then it shall be laid on the table until the next regular communication, when it shall require a favorable vote of two-thirds of the members present for adoption.

Section 2: These By-Laws shall be effective upon adoption and tentative approval of the committee on By-Laws of the Grand Lodge. Upon the effective date of these By-Laws, all former By-Laws which conflict with them are repealed.

Section 3: These By-Laws shall be read at least twice per year in open Lodge, preferably during the first communication after the election of officers and then again in 6 months.

Submitted 10/21/2010 by the By-Laws committee, and approved by the Lodge,

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Charles C. McClendon, P.M. By-Laws Committee Chairman 10/21/2010

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Max L. McWhorter, P.M. By-Laws Committee 10/21/2010

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Donald E. Graham, By-Laws Committee 10/21/2010

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Randall E. Grice, WM 1/20/2011

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Bruce E. Niemeyer, SEC 1/20/2011