

Mount Holyoke Lodge

A. F. & A. M.

South Hadley, Massachusetts 01075



BY-LAWS



Amended: April 3, 2008

MOUNT HOLYOKE LODGE

ARTICLE I

Communications

Section 1. The Regular Communications of Mount Holyoke Lodge shall be held on the first Thursday of every month; at such hour as the Worshipful Master shall direct. Should the first Thursday be a legal holiday, the stated/Regular Communication shall be held on the second Thursday of the month at the discretion of the Worshipful Master, provided, however, this change does not shorten the time between the conferring of degrees. (Amended: 4-3-2008)

a. The Regular Communication of July and/or August may be omitted at the option of the Worshipful Master.

Section 2. The Annual Communication shall be the Regular Communication in September. (Amended: 6-2-1988, 5-24-1993)

Section 3. The fiscal year shall begin September 1st and end August 31st next following.

Section 4. The yearly reports of the Treasurer, Secretary, the Trustees of the Special Funds, the House Committee, the Auditing Committee, and the Relief Committee shall be made at the Annual Communication in September; if available, but must be given not later than the Regular Communication in November. (Amended: 6-2-1988, 6-14-1995)

Section 5. The annual budget of the Finance Committee shall be presented and acted upon at the regular September Communication. Changes in the budget may be made at any regular meeting provided that the notice of such intended action shall have been printed on the notices for that meeting and mailed to each member. (Amended: 2-28-1989)

ARTICLE II

Section 1. At the June communication, there shall be elected by a majority of the members present, by written or printed ballots, a Master, Senior Warden, Junior Warden, Treasurer, and Secretary. There shall also be elected a Proxy to the Grand Lodge, a Lodge Representative to the Masonic Home and a member to the Mount Holyoke Relief Committee, all for one year; a member to the Trustees of Special Funds for three years, and a member to the Auditing Committee. (Amended: 6-2-1988)

Section 2. The Master shall appoint one or more Chaplains, a Marshall, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Tyler, and may appoint an Inside Sentinel and an Organist and such other officers as may be deemed expedient. He shall also appoint a representative of the Masonic Service Committee and any other representative (not previously mentioned) required by the Grand Lodge.

Section 3. The officers of the Lodge shall be installed on or before the Regular Communication in December, after their election or appointment, unless an unforeseen cause prevents and shall retain their office until their successors are installed. (Amended 6-2-1988)

Section 4. In the event of a vacancy in any office or position normally filled by election or appointment, the Master shall have (with proper dispensation from the Grand Master) the option of appointing a member to fill such vacancy until the next June communication for the election of officers, or of leaving such office or position unfilled. (Amended 6-2-1988)

Section 5. At the Regular June Communication there will be held in special session a meeting of all seated officers and all newly elected officers. The purpose of this meeting will be to establish the budget for the coming year. (Amended: 6-14-1995)

ARTICLE III
Duties of Officers

Treasurer

Section 1. The Treasurer shall receive from the Secretary, all money belonging to the Lodge, and shall deposit all such money in one or more banks or Trust Companies approved by the Finance Committee, to the account of Mount Holyoke Lodge General Fund in the name of the Treasurer, and pay by check countersigned by the Master or one of the Wardens, and drawn on such bank or trust company, all bills and orders that have been duly audited, and approved by a majority of the Finance Committee or by vote of the Lodge. He shall keep a clear and accurate account of all his transactions, said account to be subject at all times to the inspection of the Finance Committee. He shall submit to the Lodge by the Regular Communication in the month of November, a correct and detailed written statement of the financial transactions of the Lodge for the past fiscal year, and he shall state the amount of all unpaid bills against the Lodge at the time of closing his books, as ascertained by him after inquire of the Master whether such bills have, or have not been approved for payment by the Finance Committee. (Amended: 6-14-1995)

He shall keep an inventory of all regalia, paraphernalia, and other property of the Lodge, together with a record of the cost price of each item, and a record of gifts to the Lodge and the names of the donors.

Before entering upon the duties of his office, he shall give Bond to the Lodge for the faithful discharge of his duties in Such sum and with such surety as the Finance Committee may direct. The expense of such Bond shall be borne by the Lodge.

He shall deliver to his successor in office, immediately after installation, all property of the Lodge in his possession, taking duplicate receipts for the same, one of which he shall deposit with the Secretary.

He shall be exempt from lodge dues, and may receive such compensation as the Lodge may determine. (Amended: 2-28-1989)

Secretary

Section 2. The Secretary, under the direction of the Master, shall issue all notices for the communications of the Lodge, stating therein, as far as may be known, the business to be transacted or the purpose of the meeting. He shall conduct the correspondence of the Lodge; keep a full and accurate record of the proceedings of the Lodge; collect the fees from candidates for degrees and applications for membership; issue bills for, and promptly collect all Lodge and Grand Lodge dues and assessments from the members, issuing receipts therefore. He shall issue bills for the House Committee and collect the amounts due the Lodge under their direction.

He shall receive the net proceeds of any special committee, which may be established by the Lodge to raise funds for any purpose.

He shall receive all cash donations to the Lodge and all monies of any kind or source except income from investments.

He shall pay such monies to the Treasurer taking his receipt therefore; or he may deposit, at least twice a month, all such money to the account of Mount Holyoke Lodge General Fund in the name of the Treasurer, making duplicate deposit slips, one to be delivered to the Treasurer promptly after deposit is made, and one to be retained by himself.

He shall issue orders to the Treasurer for the payment of Grand Lodge fees, dues and assessments; orders for the transfer of money to the funds which are under the direction of the Board of Trustees as automatically required by these By-Laws or by vote of the Lodge; and such orders as may be required for the fulfillment of an accepted budget or other vote of the Lodge. (Such orders are for approval of the Finance Committee.)

He shall submit to the Finance Committee at such times as the Master may direct, a full list of the members owing the Lodge any dues or assessments and the amount owed by each.

He shall notify in writing, each member of all committees of their election or appointment. He shall notify in writing at once, each applicant of his election or rejection by the Lodge, and shall furnish a Grand Lodge Diploma to each Master Mason receiving such

degree in this Lodge, obtaining his signature thereto before delivery.

By the Regular Communication in November, he shall render a full and correct account of the doing of his office for the past fiscal year, including in such account, a statement of all money received by the Secretary during such year and a record of its source. His records and accounts shall be subject at all times to the inspection of the Finance Committee. (Amended: 6-14-1995)

Before entering on the duties of his office, he shall give Bond to the Lodge for the faithful discharges of his duties in such sum and with such surety as the Finance Committee may direct. The expense of such Bond shall be borne by the Lodge.

He shall receive such compensation as the Lodge may determine, and be exempt from lodge dues. (Amended: 2-28-1989)

ARTICLE IV

Membership

Section 1. Any Brother elected by Mount Holyoke Lodge to receive the degrees and having received the Master Mason degree, may become a member by qualifying in the work and lecture of the Degree and by signing the By-laws within one year after receiving the degree.

Section 2. Any Master Mason who is a member in good standing of another Lodge, or who holds a demit from a regular Lodge, may apply for membership by affiliation, and if accepted may become a member of the Lodge by signing the By-Laws within 6 months. (Amended: 4-3-2008)

Section 3. A request to receive an application for the Degrees or for affiliation shall be made to the Master or Wardens. A Candidate for the degrees must appear before a Pre-application Committee before receiving an application form. Petitions for the degrees or for affiliation shall be in the form prescribed by the Grand Lodge and when received by the Lodge shall be investigated and acted upon in accordance with Grand Lodge regulations.

Section 4. Honorary membership may be conferred upon any Master Mason whom this Lodge may desire to honor. The name of the candidate for honorary membership shall be borne upon the notice and a ballot taken thereon in the same manner as is required for other candidates, except that active members may be elected to Honorary Membership by a majority vote. This does not confer the privileges of active membership, nor deny such privileges to Brothers elected to honorary membership from this Lodge. All honorary members be exempt from annual Lodge dues, and from assessments. All honorary members should sign the By-Laws as such, so that the Lodge records may be complete.

Section 5. Any Brother whose membership has been suspended by vote of Mount Holyoke Lodge for non-payment of dues, may be restored to membership by a majority vote after due notice, provided his dues have been paid or remitted.

ARTICLE V

Fees

Section 1. The fees for the degrees in this Lodge (including all fees and/or assessments of the Grand Lodge) shall be Two Hundred twenty-five dollars (\$225.00) payable as the follows: Fifty dollars (\$50.00) with the application, Fifty-five dollars (\$55.00) previous to receiving the First Degree, Sixty dollars (\$60.00) previous to receiving the Second Degree, Sixty dollars (\$60.00) previous to receiving the Third Degree. (Amended: 6-2-1988, 5-24-1993, 6-14-1995, 4-3-2008)

Section 2. An applicant for the Second and Third Degree, who has received the First Degree elsewhere, shall pay Fifty dollars (\$50.00) with his application and Sixty dollars (\$60.00) previous to receiving the Second Degree and Sixty dollars (\$60.00) previous to receiving the Third Degree. (Amended: 6-2-1988, 5-24-1993, 6-14-1995, 4-3-2008)

Section 3. An applicant for the Third Degree who has received the First and Second Degree elsewhere, shall pay Fifty dollars (\$50.00) with his application and Sixty dollars (\$60.00) previous to receiving the Third Degree. (Amended: 6-2-1988, . 5-24-1993, 6-14-1995, 4-3-2008)

Section 4. The fee for membership by affiliation shall be Twenty five dollars (\$25.00) plus such sums as may be called for by

Section 5. Every candidate who receives the Third Degree is entitled to a Grand Lodge Diploma. He shall sign his name in the margin while in the presence of the Secretary.

Section 6. The Secretary shall issue orders (for approval of the Finance Committee) for such return of fees as may be required by the Grand Regulations.

Present (2008) Grand Lodge Fees for each initiate:

\$ 5.00 to Grand Lodge for George Washington Memorial Fund

\$ 5.00 to Grand Lodge for the Masonic Home - (Sec.605)

\$15.00 to Grand Lodge Fees - (Sec. 329)

ARTICLE VI

Dues and Assessments

Section 1. The annual dues for the support of the Lodge shall be Two and one half Times the Grand Lodge Dues (Current, January 2008, Grand Lodge dues = \$27.00 x 2.5 = \$67.50) from each active member except the Treasurer, and Secretary, payable in advance, at or before the Regular Communication in September. The annual Grand Lodge dues shall be due at the same time, and their amount shall be that which is fixed by the Grand Lodge. (Amended: 2-28-1989, 4-3-2008, 6-10-2009)

Section 2. Any Master Mason (including any affiliating or reinstating member) who has signed the By-laws between September 1 and November 30 inclusive, shall be subject to three-quarters of the annual dues; and between December 1 and February 28 (or February 29, if leap year) inclusive, shall be subject to one-half of the annual dues; and between March 1 and May 31 inclusive shall be subject to one-quarter of the annual dues; and between June 1 and August 31 inclusive, shall be subject to the annual dues commencing September 1. (Amended: 4-3-2008)

Section 3. Any member who signed the By-Laws of Mount Holyoke Lodge prior to September 1, 1988, and has paid Mount Holyoke Lodge dues for forty (40) years, shall be exempt from further Lodge dues, but not from assessments should any occur. Remitted dues shall not be considered as paid for the purpose of this section. (Amended: 2-28-1989)

Section 4. Assessments may be made at any Regular Communication by a two-thirds vote of the members present provided that:

a. The proposed assessment shall have been presented to the Lodge in writing at a previous regular communication of the current fiscal year and signed by at least ten members of the Lodge.

b. Notice that action will be taken on such proposed assessment shall be borne upon the notification of the communication at which action is taken.

c. They shall be made only for the specified purpose set forth in the notice.

d. The total of any assessments made in any fiscal year shall not exceed the amount of the annual Lodge dues. (Amended: 2-28-1989)

Section 5. Non-payment of assessments, should any occur, shall have the same force and effect as to Lodge action as non-payment of annual dues.

Section 6. If any member is in arrears for one year, the Master shall order notice to be served upon him of his liability to suspension from Lodge membership. Such notice may be served upon the delinquent member by giving the same to him, by leaving the same at his last or usual place of abode or business, or by registered mail directed to his last known address. Before action by the Lodge upon the matter of suspension for non-payment of dues is taken, the delinquent member shall have been notified in writing at least one month prior to such action. At the communication, when action upon the matter of his suspension is taken, the Secretary shall report to the Lodge the history of the case, and if no sufficient cause has been given, the member may be suspended by a majority vote of the members present.

Section 7. The finance Committee shall have full authority to remit, from time to time, the dues of any member whose age, infirmity, misfortune, or deserts, may, in their judgment, entitle him to remission, They shall submit to the Secretary a detailed report of the remitted dues for entry upon the records of the Lodge.

ARTICLE VII

Life Membership

Section 1. Any member who is in good standing and whose dues are paid in full may become a life member by paying to the Lodge an amount equal to thirty (30) times the current annual dues. Such member may alternatively become a life member by prepaying Lodge dues at the current annual rate to such an amount that he meets the requirements of Article VI, Section 3, of having paid dues to Mount Holyoke Lodge for forty (40) years.

Section 2. Life members shall retain all the privileges and obligations of membership. They shall be exempt for life from the payment of annual Lodge dues, but not from assessments should any occur, nor from Grand Lodge dues.

ARTICLE VIII

Finance Committee

Section 1. The Master, Wardens, Treasurer and Secretary, shall constitute a committee on Finance, to hold in trust all property of the Lodge, excepting such Funds as shall be delegated to the custody of the Trustees of Special Funds as hereinafter provided. They shall make such purchase and provisions as the wants of the Lodge may demand and which are not otherwise delegated hereinafter to the House Committee. They shall annually submit a budget of anticipated expenses (which shall include the budget of the House Committee) at the Annual Communication in September. They may order, without further vote of the Lodge, the payment of bills, for such purposes and in such total amounts as are contained in an expense budget or amended expense budget which has been approved by the Lodge. The Master shall at each Regular Communication report all bills paid under this provision. They shall also examine and act upon all other bills and demands against the Lodge. (Amended: 2-28-1989, 5-24-1993)

Section 2. They shall have the power to remit the dues in whole or in part of delinquent members and shall recommend the suspension of delinquent members to the Lodge.

Section 3. They shall recommend the compensation to be paid any officer of the Lodge, which recommendation shall be subject to approval by a vote of the Lodge.

ARTICLE LX

Auditing Committee

Section 1. The Auditing Committee shall consist of two members chosen, one at each annual communication to serve for two years. They shall not hold any other office.

Section 2. They shall select a Certified Public Accountant to audit, annually, the accounts of the Treasurer, Secretary, Trustees of Special Funds, and of the House Committee, and report annually thereon in writing to the Lodge, by the Regular Communication in November. (Amended: 2-28-1989, 6-14-1995)

Section 3. They shall make or cause to be made such audits at such other times as the Finance Committee may direct and report thereon to said committee.

Section 4. Expense occasioned by the auditing committee, shall be paid by the Lodge from its General Fund on approval of bills or of a budget item for the purpose.

ARTICLE X

Trustees of Special Fund

Section 1. A Board of Trustees is hereby constituted to consist of three members not holding any other office in the Lodge, together with the Master, Wardens, Treasurer and Secretary ex-officio members. This Board shall be known as the Trustees of Special

Funds.

At the Regular Communication following the approval of these By-Laws by the Grand Lodge, three members shall be elected to serve until the Regular Communication in June. At that communication, one member shall be elected to serve for one year, one to serve for two years; and one to serve for three years. Thereafter, one shall be elected at Regular Communication in June to serve for three years.

After their election at the June Communication, they shall forthwith elect a chairman to serve for one year. The Treasurer shall serve as Treasurer and the Secretary shall serve as the Secretary of the Board and shall keep full, separate, and accurate accounts of all investments, income, expenditures, etc, relating to the different Funds of the Lodge under their care.

Every act of the board should be unanimous, but three shall constitute a quorum and a majority vote fully recorded, shall constitute the validity of any proper act of the Board.

The Board of Trustees shall have full power and control over the Charity Fund, the Life membership Fund, the memorial Fund, the Scholarship Fund, the Emergency Fund and such Trust Funds as may now or hereafter be held by the Lodge. They shall have full authority to decide upon and direct the investment, sale and reinvestment of such Funds, and all property, real and personal, tangible and intangible, belonging to said Funds. (Amended: 2-28-1989, 4-3-2008)

Section 2. They shall report to the Lodge in full, in writing, by the Regular Communication in November, and at any time by order of the Lodge or the Master. (Amended: 5-24-1993, 6-14-1995)

All evidence of ownership of stocks, bonds, securities, notes, property, etc, constituting such Funds shall at all times, be kept in a box to be opened only in the presence of the Treasurer or Secretary or Master or all three; or in the presence of one of them and at least one other member of the Board of Trustees. (Amended: 2-28-1989)

Section 3. Expense occasioned by the Board, shall be paid by the Lodge from its General Fund on approval of bills or of a budget item for the purpose.

ARTICLE XI

Mount Holyoke Relief Committee

Section 1. The Master, Wardens, Treasurer, Secretary and one member-at-large to be elected annually shall be a committee of Relief and shall have the power at any time to draw on the Charity Fund (held by the Board of Trustees) for such sums as may be necessary to relieve the distress of a worthy Master Mason, his wife, widow or family. Such order for withdrawal shall be signed by at least three of the Relief Committee. (Amended: 2-28-1989)

Section 2. They may, if they wish, draw on the Charity Fund to pay to the Secretary the dues of any worthy member whose dues would otherwise be remitted by the Finance Committee.

Section 3. They shall, not later than the Regular Communication in November, report to the Lodge the total amount expended in the past fiscal year, together with such details of its expenditures as they shall deem desirable. (Amended: 2-28-1989, 5-24-1993, 6-14-1995)

ARTICLE XII

House Committee

Section 1. The following officers shall, ex-officio constitute a House Committee; viz., Master, Senior Warden, Junior Warden, Senior Deacon, Treasurer, Secretary. After each installation of officers they shall forthwith elect a chairman to serve until the next installation. The Secretary shall serve as Secretary for the Committee and shall keep full and accurate records of all the transactions of the Committee.

Every act of the Committee should be unanimous, but four shall constitute a quorum and a majority vote duly recorded shall constitute the validity of any proper act of the Committee.

Each member of the committee shall have all power and authority of any other member. (Amended: 2-28-1989)

Section 2. Subject to direction by vote of the Lodge, the House Committee shall have full power to represent the Lodge in all matters pertaining to the leasing of the Masonic Temple from the Mount Holyoke Building Association, and in all matters pertaining to the sub-leasing or renting out, or of the use, *of any part or parts of the Temple over which the Lodge shall have control.*

They may appoint a member to act as their rental agent in cases of irregular use. They shall arrange for such custodian or custodians as may be needed, and recommend the compensation for the same, which recommendation shall be subject to approval by a vote of the Lodge. They shall make such provision for the heat of the building as the terms of the lease with the Association may make needful, and also in accordance with such terms make or have made any needful minor building repairs.

They shall make such provisions for insurance of Lodge property, and of persons as the Lodge shall direct.

ARTICLE XIII FUNDS

General Funds of Mount Holyoke Lodge

Section 1. The General Funds shall consist of all the current income of the Lodge, except income from Special Funds of the Lodge unless otherwise provided in the By-Laws, and any unexpended or unappropriated balances of such income. The General Fund shall ordinarily be kept in a checking account in a bank approved by the Finance Committee and shall be withdrawn on checks signed by the Treasurer and countersigned by the Master or one of the Wardens, to pay bills or orders approved for payment by the Finance Committee.

Any part of the General Fund may be deposited in any Savings Bank organized under the laws of the Commonwealth of Massachusetts, and may be withdrawn there from on order signed by the majority of the Finance Committee.

The General Fund, whether on deposit in the checking account, or on deposit in a Financial Institution, shall stand in the name of Mount Holyoke Lodge.

SPECIAL FUNDS

Charity Fund of Mount Holyoke Lodge

Section 2. This fund shall consist of all monies donated thereto, and of such sums as may from time to time be so voted by the Lodge. The interest shall be applied to the principal of this fund annually.

Withdrawals may be made only after written request of the Relief Committee, such request having been signed by at least three members of the Relief Committee; said withdrawal to be made upon the signature of the majority of the trustees of the Special Funds. Such withdrawals shall be expended only by, or under, the direction of the Relief Committee, and for charitable purposes only.

Life Membership Fund of Mount Holyoke Lodge

Section 3. A Life membership Fund is hereby established in the lodge. It shall consist of all fees received by the Lodge for Life Membership. The principal of this fund shall be held inviolate. The income only, from this Fund, shall be paid as received by the Trustees of Special Funds to the Treasurer for deposit in the General Fund for use in defraying the expenses of the Lodge.

Emergency Fund of Mount Holyoke Lodge

Section 4. An Emergency Fund is hereby established in this Lodge. It shall consist of such sums as may from time to time be so voted by the Lodge, any sums donated thereto, and fifty per cent (50%) of the fee of each candidate for the degrees.

The Emergency Fund, both principal and income, shall be invested and reinvested by the Trustees of Special Funds. Both principal and income may be expended or transferred by a two-thirds (2/3) vote of the members present at any regular meeting after the amount of the withdrawal and the reason for the same have appeared on the regular notice of that meeting. The order for such withdrawal shall be signed by a majority of the Trustees of Special Funds.

Section 5. All other Special Funds shall be held and used for the purpose for which they are established.

Section 6. All Special Funds shall be held in the name and shall be under the control of the Board of Trustees known as Trustees of Special Funds of Mount Holyoke Lodge, A.F. 8t A. M., South Hadley Falls, Massachusetts. They shall hold the same for the benefit of the Lodge and for the purposes set forth in these By-Laws or in the gift creating the Fund, as the case may be.

Memorial Fund of Mount Holyoke Lodge

Section 7. A Memorial Fund is hereby established in this Lodge. It shall consist of all monies received by the Lodge for a Memorial to a brother. The principal of this Fund shall be held inviolate. The income only, from this fund, shall be paid annually, the first day of May, to the Treasurer for deposit in the General Fund for use in defraying the current expenses of the Lodge. The format of the Memorial Fund shall be set forth by the Trustees of Special Funds. (Amended: 5-27-1983)

Mount Holyoke Lodge Scholarship Fund

Section 8. A Scholarship Fund is hereby established in this Lodge; for the purpose of granting one or more Scholarships each year. It shall consist of all monies received by the Lodge to benefit this Fund. The principal of the Fund shall be held inviolate. The income earned from this fund, and/or annual donations to this fund, may be used for the granting of Scholarships. Annual disbursements from this Fund cannot exceed the annual earned income or donations. (Amended 2-28-89, 4-3-2008)

Use of Interest and/or Earned Income

Section 9: The income or interest of any "Special Fund" may be paid as received by the Trustees of Special Funds to the Treasurer for deposit into the General Fund for use in defraying the expenses of the Lodge unless specifically prohibited by these By-laws. (Added: 4-3-2008)

ARTICLE XIV MISCELLANEOUS

REJECTIONS

Section 1. Any member giving information to a person not a Mason of the rejection of a candidate or of the Brother or Brothers who opposed the application, shall be subject after due notice and action, of being dealt with as the Lodge or Grand Lodge shall determine; and any visiting Brother giving such information may be forever debarred from again visiting this Lodge.

That no Brother may plead ignorance of this law, it shall be read in open Lodge after the rejection of a candidate.

SEAL

Section 2. The Seal of Mount Holyoke Lodge shall consist of two concentric circles, the outer one irradiated, and one and one-half inches in diameter. between the circles are the words "Mount Holyoke Lodge, South Hadley Falls, Massachusetts." Within the inner circle, the square and compasses enclosing the trowel; over the left arm of the square, the level; over the right arm, the plumb; over the compasses, the word "Instituted," and beneath the square, "A.L. 5869."

Section 3. No Brother shall be eligible to hold office unless he is in good and regular standing.

Section 4. Proficiency in the lectures of each degree shall be required before advancement or signing of the By-Laws. Brothers may be examined in the Lodge or vouched for by a committee appointed by the Master.

Section 5. The Secretary shall keep a special record of those accepted motions whose content or sense is such that the Lodge or any of its officers or committees and their successors, are directed to continue an act or course of action for an indefinite time. The record of such motions, then in force, shall be read to the Lodge at the annual communication in November. (Amended 2-28-1989)

ARTICLE XV

Amendments

Section 1. These By-Laws may be altered, amended, or repealed at any regular communication, by a two-thirds vote of the members present provided that;

a. The proposed change or changes shall have been presented to the Lodge in writing at a previous regular communication and signed by at least ten members of the Lodge.

b. Notice that action will be taken on such proposed change or changes shall be borne upon the notification of the communication at which action is taken.

c. The change or changes shall take effect when approved by the Grand Lodge.

Last amended: April 3, 2008