

SWIGERT MIDDLETOWN NO. 218 F. & A.M. BY-LAWS

Order of Business at Stated Meetings:

May be temporarily changed by consent of majority present:

1. Opening
2. Reading Minutes/Bills/Communications
3. Unfinished Business
4. Petitions
5. Reports of Standing Committees
6. Reports of Special Committees
7. New Business and Degrees
8. Sick & Distressed
9. Closing

MEETINGS:

Section 1. At called meetings, the Master brings up the business as he desires, but only that for which the meeting was called.

Section 2. Stated meetings are held on the first and third Monday of each month at 7:00 PM.

Section 3. Officers will be elected on the First Monday of December and installed annually at the stated communication held on the third Monday in December. The retiring Secretary will report their names to the Grand Secretary immediately.

Section 4. Called Meetings. The Master, or one lawfully acting in his place, may call a meeting of the Lodge at his pleasure; or upon the written request of eight or more members of his lodge, shall call a meeting for the consideration of such matters as may be named in said request. Due notice of all called meetings shall be given to members of the lodge, and no business shall be transacted at a called meeting except that specified in the notice. A lodge of instruction may be open at any time.

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OFFICERS ELECTIONS-BALLOTS-INSTALLATIONS

Section 5. Officers elected and appointed:

1. Master, addressed "Worshipful Master"
2. Senior Warden, addressed "Brother"
3. Junior Warden, addressed "Brother"
4. Secretary, addressed "Brother"
5. Treasurer, addressed "Brother"
6. Chaplain, addressed "Brother"
7. Senior Deacon, addressed "Brother"
8. Junior Deacon, addressed "Brother"
9. Tiler, addressed "Brother"
10. Senior Steward, addressed "Brother"
11. Junior Steward, addressed "Brother"

ELECTIVE OFFICERS:

Section 6. Elective officers of this lodge shall consist of the:

Master	Senior Warden
Treasurer	Junior Warden
Secretary	Senior Deacon
Tiler	Junior Deacon

APPOINTIVE OFFICERS:

Chaplain	
Senior Steward	Trustees
Junior Steward	

DUTIES OF OFFICERS:

Section 7. All Officers shall comply with the Book Constitution of the Grand Lodge of Kentucky.

Section 8. The Master may call any Master Mason to preside so long as the Master is present in the lodge room.

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Section 9. The Senior Warden assists the Master, and in his absence, performs his duty, except, if he is not an actual Past Master, he cannot install the Master elect.

Section 10. The Junior Warden assists the Master, and in his and the Senior Warden's absence, acts as Master. He must take official notice of Masonic offenses, prefer charges, and represent the lodge in Masonic Trials if no other provisions be made (but any brother may prefer charges.)

Section 11. The Junior Past Master of this lodge present at a stated or lawful called meeting when Master and Wardens are absent may open the lodge and preside. The Junior Past Master, or one that he selects, shall meet with all Lodge Officers and read the duties of each as set forth in the Book of Constitutions, the Grand Lodge of Kentucky, F. & A.M., and these By-Laws in January of each year.

Section 12. The Secretary shall receive all money due the lodge, and pay over same immediately to the Treasurer, taking his receipt for all sums so transferred. He shall notify all members that are one year in arrears and report all delinquents one month after such notice. He shall keep a register of all the members showing the name, address, date of petition, initiation, passing, raising, admission, withdrawal, death, suspension or expulsion of each, as the case may be. He shall issue all notices and summonses, and perform such other duties pertaining to his office or as the Master of the lodge may require. His books shall always be in readiness for and subject to the inspection of the finance committee. In January, he shall notify each member of the amount he owes, and report at the annual meeting and at the stated May meeting all in arrears, certifying who received due notices of indebtedness when and how. To the Grand Secretary, he shall send returns on regular blanks as follows; Before January 1st of officers elected, June 20th send annual returns, report when lodge fails to meet for two months, copy proceedings in appeal cases, also names of those suspended or expelled, with dates and causes. He shall notify all neighboring lodges of suspensions, expulsions, and restorations, preserve lodge book, book of Constitution, Grand Lodge proceedings, keep the seal and use it on all official papers, promptly deliver all lodge property to his successor or as the lodge directs, notify the Masonic Home Journal of every change in the membership of his lodge as soon as they occur, and shall keep the minutes in detail. The compensation of the Secretary shall be determined at the Annual Meeting prior to the election of that officer. In the event no action is taken, the

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Secretary's salary shall remain the same as for the preceding year. In any event, the Secretary's salary shall be \$500.00 annually, pro-rated for each month of service, and paid in December.

Section 13. The Treasurer must issue receipt for lodge money paid him the by Secretary, keep the same separate from other funds so that it shall be at the immediate command of the lodge at all times even in the case of his insolvency or death, and pay lodge money on order of the Master. He shall submit his cash and bank books with vouchers for examination at the annual meeting or when required, carefully keep insurance policies, stocks or bonds or other financial securities He shall deliver all books, money and other lodge property entrusted to him, or to his successor, or as the lodge directs. For his services, he shall be exempt from all dues on a year to year basis.

Section 14. The Senior Deacon welcomes, accommodates, and introduces visiting Dignitaries to the assembled craft, receives and conducts candidates and with the Junior Deacon, delivers resolutions, etc... to the Secretary.

Section 15. The Stewards assist in the examination of visitors; shall prepare, introduce, conduct candidates, and shall insure that the Candidates robes, paraphernalia are properly stored and that they are in good condition. They shall see that refreshments are properly prepared and served, assist the Audit Committee in an Annual inventory, and perform any other duties that are required of them by the Master.

Section 16. It shall be the duty of the Tiler to guard the door, to serve all notices and summonses, require all members and visitors to register their names before entering the lodge, and perform all other duties pertaining to this office or that the Master of the lodge may require. He shall be custodian of the lodge hall and the dining hall and the property therein.

Section 17. No brother shall be entitled to exercise any of the rights, powers, or privileges or any office in the lodge until he has been duly elected and installed. However, this section shall not apply to Pro Tempore Officers. Officers shall be installed in person by the next regularly communication after election, unless officer elect be unavoidably detained elsewhere, in which case the absentee may be installed at the following meeting.

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STANDING COMMITTEES:

Section 18. The visiting committee shall be composed of the Master and Wardens, and such members as Master may designate. This Committee shall visit sick Brothers and their family members, express condolences to a Brother's loss of a family member and to report the same to the Lodge at the next stated communication.

Section 19. The Finance/Budget Committee will consist of three (3) members not officers. These members shall be Past Masters, each to serve a three year term, with the retiring Master being the junior member. All members shall serve a three year term before retiring unless a member is appointed to fill a permanent vacancy. The names of the entire committee must be entered on the minutes of each December meeting. This committee, before the December meeting, shall carefully examine the books, accounts, vouchers, securities, etc...of the Secretary and Treasurer. It must audit all checks drawn by the Treasurer and report it to the Lodge. For neglect of duty the Master may declare a committeeman's place vacant and fill the vacancy. In case of emergency, this committee shall act as Treasurer until such time as a new Treasurer is elected and installed.

Section 20. The Trustees will consist of three (3) Past Masters that are not officers. The newly installed Master will appoint one trustee for a three year term. If a permanent vacancy occurs caused by death, inactivity, or just cause, the Master will appoint a person which will only serve for the remainder of that vacant term.

Section 21. The Trustees will be vested with the power-of-attorney to act in behalf of the lodge in all legal and property matters including, but not limited to, deeds, mortgages, notes, contracts, and property management. The Trustees will take no action, nor make any commitment without having first been so authorized by a vote of the membership at a stated or called meeting. Any emergency action, as indicated above, will be taken only by the unanimous consent of the Trustees.

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APPOINTED COMMITTEES:

Section 22. The Investigating Committee shall consist of three members in good standing, who shall be appointed by the Master. Within 28 days of Petition acceptance, they shall investigate the candidate either in group or individually, using the form "Personal Record Of" which is approved and sanctioned by the Grand Lodge of Kentucky, F. & A.M. Within the 28 days, the Investigating Committee shall return the completed form, "Personal Record Of," to the Master or Secretary, who shall report in open lodge the Committee's findings, and make the form a part of the Candidate's permanent record. Should the Committee fail to report within 28 days, the Master shall have the option to dismiss the Committee and appoint another.

Section 23. Additional committees may be appointed by the Master as he may deem necessary for Lodge functions.

LODGE INCOME AND FEES:

Section 24. Annual dues will be \$63.50 plus Grand Lodge Assessment. Dues are payable in advance prior to January 1st.

Section 25. Assessments of dues for new members received into the Lodge January 1 thru June 30 will be the full amount. Those received July 1 thru December 31 will be 50% of the full amount.

Section 26. Fees for the Degrees shall be as follows: \$50.00 shall accompany the Petition. Fees for the Entered Apprentice Degree shall be \$50.00 plus the annual dues depending upon the date. Fees for the Fellow Craft and Master Mason Degree shall be \$50.00 each. All fees to be collected before the conferring of degrees.

Section 27. Assessments of dues on new members received into the lodge, Entered Apprentices, and Fellowcrafts shall be equally liable for dues with Master Masons.

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Section 28. A fee of \$10.00 will be required for a Petition of Affiliation by transfer with continuous membership. A deposit of the current years' dues shall accompany the demit.

Section 29. Income from Lodge investments may be used for the general expenses of the Lodge. The principal of such investments may not be withdrawn without three-fourths approval by the Lodge Membership present at a stated communication.

Section 30. Any funds from the Endowment Fund shall not be used for any purpose until the Endowment Fund reaches \$100,000.00 and the interest only.

HONORARY AND FREE MEMBERS:

Section 31. A Master Mason, who has been a member of a Masonic Lodge fifty (50) years or more, paying dues all that time, is exempt from Grand Lodge assessments. No dues shall be charged against a lodge member who has been awarded a fifty year service pin.

Section 32. An Honorary member is a Master Mason who is a member of some other lodge, who is distinguished as a man or Mason, or for some special service to this lodge and who may be elected to honorary membership by unanimous ballot after one month's notice in open lodge. It is a compliment that imposes no duties or dues, and only gives the right to speak but not vote or hold office. Such are not reported in annual returns.

FORFEITURERS:

Section 33. A member failing to pay dues for one year shall be summoned in May to report at a June meeting, or to communicate with the lodge to show cause why he should not be suspended.

Section 34. If a member cannot be reached by personal service, notice may be sent by registered mail (one month before lodge meets) in a prepaid envelope to the last known address of the delinquent, the envelope having plainly written thereon the name and address of the Secretary, with request that the Postmaster will return if not delivered.

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Section 35. Fifty plus year members finally lose free membership if suspended or expelled.

Section 36. Failure to obey lodge summons (which should only be issued in urgent cases) without good cause shown is gross un-Masonic conduct.

Section 37. A brother intentionally disclosing his own or another's ballot shall be charged with un-Masonic conduct and brought to trial.

RESTORATIONS:

Section 38. Restorations to membership shall be governed by the law as prescribed by the Grand Lodge Regulations.

WITHDRAWALS AND DEMITS:

Section 39. Withdrawals and demits shall be governed by the law as prescribed the Grand Lodge.

Section 40. Any officer who so desires may resign his office with consent of his lodge (refer to the Constitution of the Grand Lodge.)

BALLOTING ON PETITIONS:

Section 41. The law prescribed by the Grand Lodge shall govern the ballot for Initiation, Passings, and Raisings. The ballot may be taken in the degree which is being voted on.

RULES OF ORDER:

Section 42. General Parliamentary Laws of Order shall be regarded as authority in this lodge so far as is consistent with the laws and usages of the Fraternity.

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AMENDMENTS:

Section 43. No part of these by-laws shall be amended or repealed unless a resolution to that effect shall have been presented and read in open lodge at a regularly meeting, held over one month, and the members notified through the mail previous to voting on the same. If two-thirds of the members present vote in favor of said resolution, it shall be adopted and become law. All previously adopted by-laws and regulations are hereby declared null and void, provided the changes have been approved by the Grand Lodge Committee on By-Laws.

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The GRAND LODGE



of KENTUCKY

FREE AND ACCEPTED MASONS

WE RECEIVED THE FOLLOWING LODGE'S AMENDMENT OR REVISED BY-LAWS:

<u>NAME OF LODGE</u>	<u>NUMBER</u>	<u>DATE</u>
Swigert Middletown	# 218	06-21-09

APPROVED AS PRESENTED

Approved

APPROVED AS RE-SUBMITTED

DISAPPROVED AS PRESENTED

DISAPPROVED AS RE-SUBMITTED

APPROVED UNDER THE FOLLOWING CONDITIONS

COMMITTEE ON BY-LAWS
GRAND LODGE OF KENTUCKY, F. & A. M.

R. Douglas Lyons Sr.

[Signature]

[Signature]

RECEIVED
JUL 06 2009
BY: _____