**BY-LAWS OF**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LODGE NO. \_\_\_\_\_\_\_\_\_\_A.F.&A.M.**

**ARTICLE 1**

**SECTION 1.** The name of this lodge shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodge No. \_\_\_\_\_\_\_\_\_\_, Ancient, Free and Accepted Masons.

**SECTION 2.** It shall be located at (or near) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, North Carolina.
 *Note: Use the word “at” or “near,” whichever is the more definite.*

**SECTION 3.** It hereby acknowledges obedience and yields allegiance to The Grand Lodge of Ancient, Free and Accepted Masons of North Carolina.

**ARTICLE 2**

**SECTION 1.** Where the term “The Code” appears in these by-laws, it shall have direct reference to The Code of law of The Grand Lodge of Ancient, Free and Accepted Masons of North Carolina.

**ARTICLE 3**

**SECTION 1.** This lodge hereby adopts the following design, an impression of which is made hereon, as its official seal:

*(Impress seal of lodge here)*

**ARTICLE 4**

**SECTION 1.** The officers of this lodge, their respective qualifications, and their powers and duties shall be those prescribed in The Code, together with such other duties as shall properly pertain to their respective offices by the usage and customs of the Craft, and as may be required of them, from time to time or which may be prescribed in these by-laws.

**ARTICLE 5**

**SECTION 1.** In addition to the duties prescribed in The Code for the Treasurer he shall prepare and file with the lodge at the first stated communication in January each year a report showing the receipts, disbursements, and financial condition of the lodge for the preceding year ending December thirty-first. He shall make and file a similar report at any other time the lodge or the Master directs. His reports shall be referred to the Committee on Finance and Budget.

**ARTICLE 6**

**SECTION 1.** In addition to the duties prescribed in The Code for the Secretary, he shall make and file with the lodge at the first stated communication in January each year a report of the work done, condition of the accounts of the lodge with its officers and members, and other matters relating to the finances and business of the lodge which may be under his care. He shall make and file a similar report at any other time the lodge or the Master directs. His reports on financial matters shall be referred to the Committee on Finance and Budget.

**ARTICLE 7**

**SECTION 1.** In addition to the duties prescribed in The Code for the Tyler, he shall perform such other duties as the lodge or the Master may direct, from time to time.

**ARTICLE 8**

**SECTION 1.** A stated communication of this lodge shall be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of each month at \_\_\_\_\_\_\_M.

A. Except that for the months of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the hour shall be \_\_\_\_\_\_\_\_\_\_\_ M.

**SECTION 2.** By a majority vote at a stated communication the lodge may dispense with stated communications during either or all of the months of June, July, and August, and those falling on legal holidays, except the annual communication which shall be governed by The Code.

**First Alternative Form for Article 8, Section 3**

**SECTION 3.** All communications shall be held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street, in theCounty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ North Carolina.

**Second Alternative Form for Article 8, Section 3**

**SECTION 3.** All communications shall be held at the lodge hall in (or near) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, North Carolina.

*NOTE 1: In Section 1 the day and time of the stated communications shall be shown only in the following manner: “Every Monday of each month at seven P.M. “ or “the first and fourth Mondays of each month at seven-thirty P.M.” or “the first Monday and the third Saturday of each month at eight P.M.” or “the first Monday at eight P.M. and the third Saturday at three P.M. “ as the case may be; but shall not be shown as the day depending upon some other event, such as “the first Monday after (or before) the full moon.” The weekday shown must be certain and definite as illustrated in the foregoing examples.*

*NOTE 2: Section 1 A of this article may be omitted; but if it is included in the by-laws, it must not vary from the printed text.*

*NOTE 3: Section 2 of this article may be omitted; but if it is included in the by-laws, it must not vary from the printed text.*

*NOTE 4: Section 3 shows two alternative forms, the first being for use where streets are named and numbered, and the second for rural territory only. Use only the form that applies to the particular lodge. Section 3 shall not be omitted in its entirety.*

**SECTION 4.** The annual communication of this lodge shall be on the first stated communication in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(The lodge shall select November or December for its annual meeting to elect officers)

**ARTICLE 9**

**SECTION 1.** The fees for the degrees in this lodge shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_), all of which must accompany the petition and be paid in full before the petition shall be received by the lodge plus the cost of the criminal background check assessed by the Grand Lodge.

**ARTICLE 10**

**SECTION 1.** The annual membership dues in this lodge shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_) plus Grand Lodge per capita tax as specified in Regulation 20-1.1 of The Code which each member shall pay in advance on or before the first day of January.

*NOTE: An amendment to Section 1 of this article shall not become effective until January first next following the date it is approved by the chairman of the Committee on By-laws of Subordinate Lodges.*

**Alternative Form for Article 10, Section 1**

**SECTION 1.** The annual membership dues in this lodge shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_) which each member shall pay in advance on or before the first day of January.

*NOTE: An amendment to Section 1 of this article shall not become effective until January first next following the date it is approved by the chairman of the Committee on By-laws of Subordinate Lodges.*

**ARTICLE 11**

**SECTION 1.** The fee for affiliation with this lodge shall be \_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_) which must accompany the application for affiliation and be paid in full before the application shall be received by the lodge. *NOTE: If no affiliation fee is desired, then leave this article blank and mark it obsolete.*

**ARTICLE 12**

**SECTION 1.** The standing committees of this lodge together with their respective duties shall be as prescribed in Chapter 61 of The Code.

**ARTICLE 13**

**SECTION 1.** The Master and Wardens shall constitute the Committee on Charity as provided in Regulation 61-2 of The Code, and during the recess of the lodge they shall have power to draw orders on the Treasurer for any sum, not to exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars for any one case, to relieve the distress of a worthy brother or those dependent upon him.

**ARTICLE 14**

**First Alternative Form for Article 14, Section 1**

**SECTION 1.** The Committee on Finance and Budget shall consist of three members to be appointed annually.

**Second Alternative Form for Article 14, Section 1**

**SECTION 1.** At the first annual communication after the adoption of this article, the lodge shall elect three members as the Committee on Finance and Budget; one to serve for three years, one to serve for two years, and one to serve for one year. At each succeeding annual communication one member shall be elected to serve for three years. Until this article becomes effective, the Master shall appoint three members to constitute this committee.

**SECTION 2.** The duties of this committee shall be those prescribed in Chapter 61 of The Code.

*NOTE: Article 14, Section 1 shows two alternative forms; use either but not both, and do not vary from the printed text of the one selected. Section 2 shall be used as printed herein.*

**ARTICLE 15**

**SECTION 1.** The Treasurer, Secretary, Tyler, and any other officer or member shall receive such compensation for their respective services as shall from time to time be prescribed and fixed by resolution of the lodge.

**ARTICLE 16**

*NOTE: Under this article there are two different forms for Trustees. A lodge must adopt only one of them, and adopt it completely and exactly as it is shown.*

**Article 16, First Alternative Form**

**SECTION 1.** Not later than the first stated communication after the adoption of this by-law, the lodge shall elect by a majority vote three members, qualified as provided by The Code of the Grand Lodge, as trustees, one to serve one year, one to serve two years, and one to serve three years. At each succeeding election of officers one trustee shall be elected by a majority vote to serve three years; he shall be qualified as provided by The Code. (Chapter 60).

**Article 16, Second Alternative Form**

**SECTION 1.** Not later than the first stated communication after the adoption of this by-law, the lodge shall elect by a majority vote five members, qualified as provided by The Code of the Grand Lodge, as trustees, one to serve one year, one to serve two years, one to serve three years, one to serve four years, and one to serve five years. At each succeeding election of officers one trustee shall be elected by a majority vote to serve five years; he shall be qualified as provided by The Code.

**ARTICLE 17**

**SECTION 1.** The powers and duties of the Trustees shall be those prescribed in The Code, and those prescribed in Article 18 of these by-laws.

*NOTE: If Article 18 is not used or is omitted, then this Section I shall read as follows: Section 1. The powers and duties of the trustees shall be those prescribed in The Code.*

**ARTICLE 18**

*NOTE: Under this article, the lodge may specify additional duties or rules for trustees, but not in conflict with The Code. As many sections or subsections may be used as are needed. If this article is not used, then see Regulation 44-8.5, leave this article blank and mark it obsolete.*

**ARTICLE 19**

*NOTE: Under this article the lodge may provide law for definitely exclusive local matters not in conflict with The Code, but no part of The Code shall be repeated here. The lodge may make as many sections under this article as may be required to meet the need of such exclusively local law. If this article is not used, then see Regulation 44-8.5, leave this article blank and mark it obsolete.*

**Article 19, First Alternative Form**

**SECTION—.** All of the officers of this lodge, except the Tyler, shall be elected as provided in Regulation 54-2.1 of The Code.

*NOTE. If the lodge desires to elect both Deacons and both Stewards or both Deacons as provided in Regulation 54-2.1, use the following form as the by-law giving it the proper section number under this article. Do not change the text of the form.*

**Article 19, Second Alternative Form**

**SECTION—.** All of the officers of this lodge, except both Stewards and the Tyler, shall be elected as provided in Regulation 54-2.1 of The Code.

**SECTION—.** The Master in his discretion may appoint a Chaplain, under the provisions of Regulation 53-1.1.

*NOTE: If the lodge desires to authorize its Master, in his discretion, to appoint a Chaplain for a full Masonic term as provided in Regulation 53-1.1 use the following form as the required by-law giving it the proper section number under this ARTICLE.*

**Article 19, Third Alternative Form**

**SECTION—.** When voting upon issues requiring the use of the ballot box (Petitions for the Degrees, Applications for Affiliation, Honorary or Life Memberships), if one black cube is found on the examination of the ballot, the Master shall destroy the ballot and require the members to ballot again, cautioning them that white balls elect, and black cubes reject and reminding them to vote for the good of Masonry. If a single black cube is found after the second ballot, the Master shall not immediately announce the result, but shall require the person casting the black cube to communicate his reason for the negative vote to the Master, who shall keep the identity of the person making the objection in strictest confidence. At the next stated meeting, the Master shall reveal the reason given for the negative vote, but not the identity of the member casting the black cube. The Master will then ask the lodge to vote, by a show of hands, on the validity of the reason for the black cube. The majority vote shall govern whether the candidate is elected. If the brother casting the black cube does not present his reasons to the Master within one week, the Master shall, at the next stated communication, declare the candidate elected and the lodge shall proceed as if there had been no black cube cast.

*NOTE: This is an optional way a lodge can deal with malicious or injudicious use of the black cube during voting. It is mandatory to follow this procedure when a lodge puts this provision in its by-laws until such time as the provision is removed from that lodge’s by-laws.*

**Article 19, Fourth Alternative Form**

**SECTION—**. The lodge may permit the use of its facilities, for compensation or otherwise, for non-Masonic related events by third parties at which alcohol is served as a part of the event, except in any area used as a regular meeting room for a Masonic Lodge, provided all of the following conditions are met:

A) There must be a signed lease between the lodge and the lessee, which lease shall contain indemnity and hold harmless language and other provisions prescribed by a form lease as provided by the Grand Secretary.

B) There must be a Certificate of General Liability Insurance for the lessee, naming the lodge and the Grand Lodge of North Carolina as additional insureds with such limits to coverage as shall be from time to time be prescribed by the Grand Secretary.

C) There must be a Certificate of Alcohol Liability Insurance Coverage for the lessee naming the individual Lodge and the Grand Lodge of North Carolina as additional insureds, with such limits of coverage as shall be from time to time prescribed by the Grand Secretary.

D) Allowing the premises of the lodge to be used for events to include the serving of alcohol without first meeting the preceding conditions is in violation of the The Code; and if the lodge is in violation of The Code, the lodge risks the arrest of its charter and its members thereto risk suspension or expulsion.

**ARTICLE 20**

**SECTION 1.** The Secretary shall furnish a surety bond in the sum of \_\_\_\_\_\_\_\_\_\_\_\_ dollars, and the Treasurer shall furnish a surety bond in the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars for the faithful performance of their respective duties.

**SECTION 2.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall furnish a surety bond in the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars for the faithful performance of \_\_\_\_\_\_\_\_\_\_ duties.

**SECTION 3.** The lodge shall approve all such bonds and pay the premium thereon. *NOTE: Use Article 20, Section 2 to provide for bonding any other brother than the Secretary or the Treasurer. Article 20, Section 3 must be used as printed above, in case Article 20, Section “1 “ or “2” is used. Provided no bonds are required, the sections of this article may be omitted and the article marked obsolete. (44-8.5; 60-1.3.H).*

**ARTICLE 21**

**SECTION 1.** Subject to change or modification by the lodge or by the Master, the order of business at each stated communication shall be as follows:

1. The Master recognizes Past Masters, Certified Lecturers, and Coaches as a courtesy.
2. The Senior Deacon, in the discharge of his duties and at the direction of the Master, introduces visiting brothers.
3. Reading of the Minutes and intervening communications by the Secretary, as information to the brethren.
4. The Secretary clears his desk, which includes if applicable:

A. Official communication from the Grand Master, Grand Secretary, or any officer or agency of the Grand Lodge which shall be read in the lodge at the next stated communication after it is received.

B. Reception of petitions and applications read by the Secretary and record thereof made stating that the fees are paid.

C. Informal communication affecting the craft including correspondence of a general nature such as notes of appreciation for courtesies shown.

D. Issues of delinquency not requiring a vote.

1. Reports of Committees, if any there be, which includes:

	1. Standing Committees,
	2. Special Committees including Committees of Investigation.
2. The Business of the Lodge which is conducted by balloting:

A. Unfinished business is any Motion or Resolution that was carried over from the prior meeting, plus any matter that was under discussion at a prior meeting not yet formalized by a motion or resolution.

B. New business is any new motion or resolution which the master may elect to take up for consideration, including by way of illustration and not limitation, the exclusion of delinquents and action of the lodge in response to correspondence.

C. Ballot a separate secret ballot on each petition for degrees and each membership or restoration, and have the results entered on the minutes.

1. Examination for proficiency and work in any degree.
2. Masonic Education is required at every meeting by Reg. 59-2.26. *(Note: If Masonic Education is being provided by someone other than a member of your lodge, then consider moving Masonic Education to immediately follow the introduction of visiting brothers as a courtesy and accommodation to your speaker who may desire to be excused after presenting.)*
3. Announcements and matters of general information affecting the craft.
4. Closing.

**ARTICLE 22**

**SECTION 1.** Miscellaneous laws are as follows:

1. The Master shall put all questions distinctly; if any division is called for, he shall request those who voted in the affirmative to rise and he shall count them; and then the negative, then he shall declare the result.
2. In case of a vote on any question the majority of those present voting for or against shall be necessary to a decision except when more than a majority is required by law for a decision, in case of a tie the presiding officer shall decide; provided, he has not already voted.
3. When a brother is about to speak, he shall rise from his seat and respectfully address the Worshipful Master.
4. If any brother in speaking or otherwise shall transgress the rules of the lodge, the Master or any member may call him to order; he shall immediately take his seat, and the member calling him to order shall state the point of order. The Master shall decide the question of order without debate except that the brother called to order may be allowed to explain. If the decision be in favor of the brother, he shall be at liberty to proceed if he continues to be in order.
5. When two or more members rise at once, the Master shall name the one entitled to the floor.
6. No visitor shall address the lodge without leave being first obtained or unless he be called on by the Master.
7. When the Master is stating a question or addressing the lodge or when a brother is speaking, no person shall enter, go out of, or cross the room, nor shall one be permitted to enter into private discourse.
8. No motion for reconsideration shall be made, except by a member voting in the majority and at the same communication when the question shall have been decided.
9. When a motion is made and seconded, it shall be stated by the Master; and if it be in writing, it shall be read by the Secretary before debate.
10. Every motion shall be reduced to writing if a member requests it. In filling in blanks the largest sum or number and the longest time shall be first stated.
11. Any motion may be withdrawn by the mover before decision or amendment, but not thereafter.
12. No new motion or proposition shall be admitted while a question is pending before the lodge.
13. No brother shall speak more than twice on the same subject or question unless he obtains the permission of the Master.
14. Every member appointed on a committee must serve unless, for reasons given, he shall be excused by the Master.
15. No brother shall interrupt another when speaking except by permission of the Master and the brother then speaking.
16. No brother shall engage in conversation during the conferring of the degrees except when it is necessary to facilitate the work.
17. Tobacco use is prohibited in the lodge room while a degree is being conferred.
18. *(Optional)* No alcoholic beverages to include beer, wine, spirited, or fermented drinks shall be permitted within lodge property for any occasion.

**ARTICLE 23**

**SECTION 1.** The Code, laws, edicts, and resolutions of The Grand Lodge of Ancient, Free and Accepted Masons of North Carolina, and all future revisions, amendments, additions or changes made thereto by said Grand Lodge are hereby made a part of these by-laws as fully as if set forth herein; and no part of these by-laws which conflict therewith shall be valid or effective.

**ARTICLE 24**

**SECTION 1.** These by-laws shall be amended only in the following manner: (44-2.1). The proposed amendment shall specify the affected section or subsection and shall contain the entire section or subsection rewritten in such form as to express the law as intended, and shall be submitted in writing and read at a stated communication as a substitute for the existing section or subsection, or as an addition thereto, or as a change in the seal of the lodge, as the case may be; after which it shall lay over for one lunar month when it shall again be read and submitted to a vote, and adopted by not less than two-thirds affirmative vote of the members present. While such amendment is under consideration, it may be amended if the amendment thereto is germane to the subject. After the adoption of such amendment or revision, two complete copies thereof with two copies of a Certificate on Official Form 60 under the seal of the lodge shall be forwarded to the Grand Lodge Committee on By-laws of Subordinate Lodges and no amendment, revision, or change in the by-laws shall be effective until the date it is approved by the Grand Lodge Committee on By-laws of Subordinate Lodges; an amendment providing for an additional subsection shall be lettered as a section or a subsection but not as an additional article.

**ARTICLE 25**

**SECTION 1.** When these by-laws become effective, all previous by-laws are hereby repealed. All previous resolutions and enactments which are inconsistent, or in conflict with The Code or these by-laws are hereby repealed and are void.