

# **By-Laws Of Yellowhouse Lodge No. 841**

## **Article I** *Name of the Lodge*

**Section 1.** This lodge was chartered by the Grand Lodge of Texas on the 6<sup>th</sup> day of December, 1900, and shall be known as Yellowhouse Lodge No. 841, Ancient Free and Accepted Masons. It subscribes to and shall be governed by the Constitution, Laws, Resolutions, and Edicts of the Grand Lodge of Texas.

## **Article II** *Meetings of the Lodge*

**Section 1.** The stated meeting shall be held on the first Friday of each month at 7:30 P.M.; except the December stated meeting be held the second Friday at 7:30 PM.

**Section 2.** Special meetings may be called by the Worshipful Master (or in his absence or inability to serve, by Senior Warden, or in the absence of both Master and Senior Warden, then by the Junior Warden), at such times as they or either of them having the right to act, may think important, or to the interest of the Craft.

**Section 3.** As many members as possible shall be notified of such called meeting, and no business shall be transacted at same, except such as was specified in the call.

## **Article III** *The Officers: Their Election, Installation and Duties*

**Section 1.** The officers of this Lodge shall be a Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary, Chaplain, Senior and Junior Deacons, Senior and Junior Stewards, Tiler and five member of the Board of Trustees, two of whom shall always be the Worshipful Master and Senior Warden. The secretary of the Lodge shall be ex officio member of the Board of Trustees (without voting privilege) and shall keep an accurate and permanent record of the proceedings of the Board.

**Section 2.** The Worshipful Master, Wardens, Treasurer, Secretary, Tiler, and the three trustees other than the Master and Senior Warden, shall be elected. The Junior Deacon shall be appointed by the Senior Warden, and the Senior and Junior Stewards by the Junior Warden; and all other appointive officers shall be appointed by the Worshipful Master, except the Assistant Secretary. If any there be, shall be appointed as hereinafter provided.

**Section 3.** At the annual election of officers one trustee, and only one, shall be elected to serve a term of three years. During each year the Chairman of the Board of Trustees shall be the member who is serving the last year of his term of office. Any vacancy on the Board of Trustees shall be immediately filled by appointment by the Worshipful Master of one of the members of this Lodge to serve until the next annual election, at which time the balance of the unexpired term shall be filled by election. Any member of the Board of Trustees may be eligible to succeed himself by election. The Board of Trustees shall consist of the Worshipful Master, the Senior Warden, and the three elected or appointed trustees.

**Section 4.** If, in the opinion of the Board, the best interest of the Lodge requires the services of an Assistant Secretary at the Lodge, such Board may appoint an Assistant Secretary. No member of the Board shall be eligible to the office of Assistant Secretary. Four members of the Board shall constitute a quorum, and it shall take three full votes to constitute legal action of the Board. The Assistant Secretary shall perform his duties under the direction and supervision of the Secretary. His term of office shall be during the pleasure of the board.

**Section 5.** The election of officers shall be held at the last stated meeting preceding the Festival of St. John the Baptist, and at no other time. The non-elective officers, however, can be appointed at the said meeting or as soon thereafter as practicable.

**Section 6.** In the election of officers, should only one name be placed in nomination, the vote may be taken without ballot; but should more than one Brother be placed in nomination, the members shall prepare their ballots, which shall be taken up and counted at the Secretary's desk and number of votes received by each Brother reported to the presiding officer, and he shall declare the Brother receiving the majority of all votes cast, duly elected.

**Section 7.** In the event no Brother has such majority, the ballot will be repeated, by dropping the Brother receiving the lowest number of votes until such result is attained. In the event the Brother receiving the lowest number of votes should receive the same number of votes, the ballot will be repeated.

**Section 8. Installation of Officers.** The officers, both elective and appointive, shall be installed on the day of the Festival of St. John the Baptist, or as soon thereafter as practicable; but if not installed before the first day of August following, the officers for the previous year shall hold over.

**Section 9. Duties of Officers. The Worshipful Master:** It shall be the duty of the Worshipful Mater to preside over the Lodge and see that the by-laws, rules and regulation of the Lodge, as well as the constitution, resolutions, and edicts of the Grand Lodge are fully observed; to appoint all officers and committees not otherwise provided for; and to see that the officers and committees attend strictly to their duties.

He may, with the advice and consent of the Board of Trustees, appoint an instructor to instruct candidates in various degrees for the term of his elective year, and allow such instructor reasonable compensation in such sum as the Lodge may direct. He shall, before being installed in office, furnish a satisfactory corporate surety bond in the sum of \$10,000.00 conditioned that he will faithfully perform his duties as Worshipful Master.

**Section 10. The Senior Warden:** The Senior Warden shall succeed to all duties of the Master, when the latter is absent or unable to act, and in case of the absence or inability of the Senior Warden, the Junior Warden shall preside; and in the absence of both the Senior and Junior Wardens, the last Past Mater of the Lodge, who may be present, shall represent the Master.

**Section 11. The Junior Warden:** It shall be the duty of the Junior Warden to take cognizance of the behavior of the Brethren within his jurisdiction and report from time to time all violations of the precepts and rules of the Order, that may come under his observation.

**Section 12.** It shall also be his duty to prefer charges for all or any un-Masonic conduct of his Brothers, if charges are not preferred by some other Brother within a reasonable time after the offense has been committed; but he is invested with discretion in the exercise of this duty.

**Section 13.** It is also his duty, when charges are brought by other Brethren, to see that the offending Brother is properly and correctly dealt with by the Lodge. This he can do in person or by proxy.

**Section 14. The Treasurer:** It shall be the duty of the Treasurer to receive all monies from the Secretary and to keep a correct account of the same. He shall report in writing the financial condition of the Lodge at the first stated communication of each Masonic year, and shall also report the same whenever directed by the Lodge or by the Worshipful Master. He shall, before being installed in office, furnish a

satisfactory corporate surety bond in the sum of \$10,000.00 conditioned that he will faithfully perform his duties as Treasurer and properly account for all monies of the Lodge coming into his hands as such Treasurer. The premium on such bond shall be paid by the Lodge. Except for salaries, taxes, Grand Lodge dues, and other current operating expenses, which may be paid when due, the Secretary and Treasurer, or either of them, shall not withdraw or expend fund of the Lodge in excess of ten (\$10.00) dollars without previous authorization by the Lodge.

**Section 15.** It shall be the duty of the Secretary, assisted by the Assistant Secretary, if any, to carefully observe the proceedings of the Lodge; make a correct record of all things proper to be written pertaining to the business of the Lodge; and to receive all monies due the Lodge; turning them over to the Treasurer, taking his receipt for the same, or, with the Treasurer's permission, depositing the same to the credit of the Lodge, in a bank to be selected by them. Funds of the Lodge may be expended only on order or checks signed by the Treasurer of the Lodge and countersigned by the Secretary and the Worshipful Master. The Secretary shall keep all books, papers, the seal and other property belonging to the Lodge not required to be kept by the Treasurer or by the Board of Trustees, and shall be responsible for the same; to notify all applicants of their election or rejection; to give immediate notice to the Grand Secretary of the Grand Lodge of the suspension or expulsion of member and of the rejection of applicants for the degrees and to perform all other duties appertaining to the Office of Secretary; also to perform such other duties as assigned by the Board of Trustees. The salary of the Secretary and Assistant Secretary, if any there be, shall be fixed by the Board of Trustees and approved by the Lodge. The Secretary and Assistant Secretary if any, shall each, before being installed in office, furnish a satisfactory corporate surety bond in the sum of \$10,000.00 conditioned that he will faithfully perform all the duties of his office and properly account for all monies of the Lodge coming into his hands as such officer. The premium on all bonds shall be paid by the Lodge. It shall be the duty of the Secretary to see that the Lodge room is kept clean and in order. To this end he is authorized to contract for janitor service in such reasonable sum as the Lodge may direct.

**Section 16. The Tiler:** It shall be the duty of the Tiler to see that the various articles of furniture are in their appropriate places in the Lodge room; to strictly guard the door during the sitting of the Lodge; and to be punctual in his attendance. The Tiler shall also perform such other duties as may be assigned him by the Lodge.

**Section 17. The Board of Trustees:** The Board of Trustees shall have care and custody of all physical property of the Lodge except deed, notes, insurance papers and securities, which shall be kept by the Secretary. It shall be their duty to see that the building and equipment of the Lodge are kept in proper repair. Said Board shall make a semi-annual report at the regular meetings of the Lodge in July and January of each year and more often if they deem it advisable, or if requested by the Lodge. Such reports shall include a brief summary of all business transactions by the Board since the last report and shall include recommendations concerning the investment of surplus funds of the Lodge with a view of having said funds invested by the Lodge to the best advantage consistent with safety, and the Board of Trustees shall follow the direction of the Lodge. The Board of Trustees is authorized to investigate any business affairs of the Lodge whenever in the opinion of the Board such investigation is deemed advisable, or at the request of the Worshipful Master or any member, making prompt report thereof to the Lodge.

The said Board of Trustees shall be vested with the general power and authority of a building committee, and shall perform their duties under direction of the Lodge.

Real property shall be sold on in accordance with the Constitution and By-laws of the Grand Lodge of Texas. Real property may be leased or rented by the Trustees subject to direction of the Lodge. Personal property, including securities, savings accounts, certificates of deposit, and other investments of the Lodge shall be in the name of the Lodge and shall be sold, transferred or changed from one type of investment to another only on signature of a majority of the Board of Trustees subject to the direction of the Lodge. Funds in checking account shall be transferred to the investment account and funds in the investment account shall be transferred to the checking account under direction of the Lodge. The Board of Trustees shall see all real property owned by the Lodge not used as a Lodge hall, is properly used and rented and see that all funds of the Lodge are invested to the best advantage of the Lodge consistent with safety subject to direction of the Lodge.

## **Article IV** *Fees for Degrees*

**Section 1.** The fee for the Entered Apprentice Degree shall be fifty (\$50.00) dollars plus five (5) dollars for the George Washington Masonic Memorial and in all cases must accompany the petition. The fee for the Fellowcraft Degree shall be fifty (\$50.00) dollars and the fee for the Master's degree shall be fifty (\$50.00) dollars. The fee shall be paid in cash to the Secretary, who must in all cases declare himself satisfied before any degree is conferred. An additional twenty five (25.00) dollars will be collected with the fee of the Master Mason's degree as a contribution to the Texas Masonic Charities Foundation

## **Article V** *Memberships: Dues, Gratuities*

**Section 1.** In all matters concerning jurisdiction, as to degrees, demits, affiliation, visiting Brethren and suspension for non-payment of dues, the Constitution and Laws of the Grand Lodge of Texas and decision made thereon by the Grand Lodge or any officer there of, acting within the scope of his authority, shall be deemed the rule of decision to be followed by this Lodge.

**Section 2.** Every member of this Lodge shall pay dues from the time of his raising or affiliation at the rate of seventy five (\$75.00) dollars per annum until such time as a different rate approved by the vote of the Lodge. Dues are payable in advance to the Secretary on or before the stated meeting in June of each Masonic year. No member shall be exempt from dues by reason of age, except those members who are already exempt by reason of age.

Dues may be remitted for other reasons by majority vote of the Lodge at any stated meeting.

**Section 3.** Nothing but money shall be received in the payment of dues; but should this Lodge be indebted to a Brother, such indebtedness may be liquidated by allowing the Brother's dues to the Lodge to be credited with such indebtedness.

**Section 4.** The Lodge can, at any stated meeting, remit the dues of a member, either for meritorious service; or whenever it is satisfied that a Brother is unable financially, to pay the same. It cannot, however, remit the amount due the Grande Lodge, except at its own expense.

**Section 5.** Dues cease to accumulate during the time a Brother is suspended for non-payment of dues; he must, however, pay all dues in arrears before he can be reinstated, unless the Lodge should see proper, in meritorious cases, to remit the same or an part thereof.

**Section 6.** The Lodge may by unanimous action of the Lodge at any stated meeting grant life membership on account of long and distinguished Masonic service provided that only one such life membership may be granted in any one Masonic year. All life members shall be exempt from the payment of all dues unless by vote of the Lodge at the time such life membership is granted, he is required to pay the annual per capita tax levied by the Grand Lodge of Texas.

## **Article VI** *Standing Committees*

**Section 1.** The Worshipful Master, Senior and Junior Wardens shall constitute a standing committee on charity, sickness, and arbitration, a majority of whom may, at any time, act; and are responsible to the Lodge. Their duties are as follows:

- (1) **Charity.** It is their duty to examine all applicants for assistance, and if necessary they may draw upon the Treasurer in each instance, for an amount not exceeding one hundred (\$100.00) dollars; reporting the facts in each case to the Lodge at the next stated meeting.

(2) **Sickness.** It shall be their duty to visit all sick Brethren (unless it would be dangerous or imprudent to do so) and to ascertain their condition and necessities and to take such action as they may deem proper and necessary.

(3) **Arbitration.** It shall be the duty of this committee to endeavor to settle all difference between the Brethren. Any party at interest may appeal from their decision to the Lodge.

**Section 2. Committee on Finance:** It shall be the duty of the Worshipful Master at the first stated meeting after the 24<sup>th</sup> of June each year to appoint a finance committee to be composed of three members of the Lodge practically acquainted with bookkeeping. This committee at the close of each Masonic year and oftener if required by the Worshipful Master shall carefully examine and check the reports, books, and vouchers of the Secretary and Treasurer and any other financial matter referred to them, and to make a full and accurate report at the next stated meeting of the Lodge, showing the condition of the books and accounts. Should any shortage, discrepancies, or inaccuracies be found, the committee shall recommend the necessary steps for their correction.

**Section 3.** The reports of said committee on finance thus made shall be read in open Lodge and spread upon the Minutes. Accounts and claims against the Lodge, when demanded by another Brother at a stated meeting of the Lodge, shall first be referred to the finance committee before being allowed.

**Section 4.** The Worshipful Master may appoint any additional standing committees of whatever number he may designate to perform any other and further duties as he may direct provide that the term of office of such standing committee shall not extend beyond the term of office of the master appointing them.

## **Article VII**

### *General Rules and Regulations*

**Section 1.** When the Lodge is at labor, members and visiting Brethren shall strive to conduct themselves as Christian gentlemen and do unto other Brethren as he would have them do unto him. Every Brother shall avoid moving about in the Lodge room during initiation and at other times, except the officers whose duties may call them to different parts of the Lodge room. Weapons, either offensive or defensive, shall not be carried into the Lodge room.

## **Article VIII**

### *Amendments to By-Laws*

**Section 1.** No amendment of these by-laws; either in form or in substance, shall be made except in the following manner:

**Section 2.** The proposed amendment must be in writing, signed by the proposer, and be presented and read at a stated meeting of the Lodge, at which time it may be discussed and amended if necessary.

**Section 3.** At the next stated meeting of the Lodge it shall again be considered and voted upon without further amendment; and if approved by a two-thirds majority of the vote of the members present, shall become a part of these by-laws upon compliance with the further provision of this article.

**Section 4.** All amendments to these by-laws must be submitted to the Grand Lodge for its approval before they take effect, except the following:

1. Amendment relation to the time of holding stated communications.
1. Amendment relating to dues and also to fees, provided they are not made less than the minimum prescribed by the Grand Lodge.

**Article IX**  
*Order of Business*

**Section 1.** All business matters shall have precedence in the following order, unless otherwise ordered by a majority vote of the members present.

1. Opening
2. Pledge of Allegiance
3. Reading and approval of minutes
4. Reading and referring petitions
5. Reports of committees
6. Balloting on petitions
7. Bills and communications
8. New business
9. Announcements
10. Closing

**Article X**  
*Enacting Clause*

All by-laws, rules and resolutions, and amendments thereof, heretofore adopted by this Lodge, are hereby repealed as of the effective date of these by-laws which by-laws shall, from the effective date thereof, constitute the complete by-laws, rules and regulations of this Lodge until such time as they shall hereafter be modified, amended or repealed in the manner provided by Article VIII hereof.