

**HISTORICAL
Date of Organization**

Original Membership

Date of Petition for Dispensation

Date of First Work

Date of First Work on Master Mason Degree

Date Charter was Granted

Date of Constitution and Officers Installed

ARTICLE I - Name and Style

This Lodge shall be known by the name of _____ Lodge No. _____, Free and Accepted Masons of _____ Florida, and it shall be subject and subordinate to all laws, usages, customs, edicts, and regulations of the Most Worshipful Union Grand Lodge Free and Accepted Mason, P.H.A. - Florida, Belize, Central America Jurisdiction, Inc.

ARTICLE II - Membership

The members of this Lodge are all who have been or may hereafter be raised to the Third Degree of a Master Mason, and shall subscribe their names to these By-laws.

ARTICLE III - Meetings

Section 1. The Stated meetings of this Lodge shall be held on the _____ night of each and every month, and shall be open at _____ P.M.

Section 2. Special meetings may be held at any time when the Worshipful Master deems it necessary by giving due notice to the members, but no other business shall be transacted except that for which the Special meeting is called.

Section 3. All business of this Lodge must originate at a Stated meeting of the Lodge, except burials and charity.

Section 4. Degrees may be conferred at Special meetings, provided that the candidate has been duly elected at a Stated meeting.

Section 5. No meeting of this Lodge, neither Stated nor Special, may be held unless the Charter of the Lodge is present and displayed in view of the members, and the Lodge shall not be declared open until after devotion to God.

ARTICLE IV - Officers

Section 1. The officers of this Lodge shall consist of Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, three (3) Trustees, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Tyler, and Marshall. The first eight (8) officers shall be elected and the remaining officers shall be appointed by the Worshipful Master Elect. The annual election shall be by ballot at the Stated meeting preceding the festival of St. John, the Evangelist, and the installation shall take place on or before the 27th day of December.

Section 2. No brother shall be eligible for the office of Worshipful Master of this Lodge until he shall have served as a Warden.

Section 3. In all elections, a majority of the votes cast shall be necessary to a choice. Each member in good standing shall have one vote.

Section 4. This Lodge shall be represented at each Annual Communication of the Most Worshipful Union Grand Lodge Free and Accepted Masons, P.H.A. - Florida, Belize, Central America Jurisdiction, Inc.

Section 5. Each officer, duly elected and installed, shall hold office for one year or until his successor is duly elected and installed. On the day of election, the presiding officer shall open the Lodge upon the Third Degree of Masonry. No member present and entitled to vote shall be excused from voting except by permission of the Lodge, granted for good and sufficient reason presented. No officers duly elected and installed may resign his office during the term thereof, except upon permanent removal from the Jurisdiction.

Section 6. The Grand Master of the District Deputy Grand Master Shall install the officers of the Lodge.

Sections 7. Each officer of the Lodge shall be held personally responsible to the Worshipful Master, and through him to the Lodge and the Grand Lodge, that his office be filled with dignity, honor and correctness, and that its various duties be performed without haughtiness or tyranny, but according to love and a diligent desire to exemplify the virtue and sublime morality of Free Masonry to the world. Due respect and obedience shall be paid by the members of this Lodge to the officers according to their rank and station.

ARTICLE V - Duties of the Worshipful Master

The Worshipful Master will open and preside over the Lodge when present and make all necessary provisions for the faithful performance of those duties; to preserve the Charter of this Lodge with faithful care and deliver it to his successor in office; to see that the By-laws and Constitution of the Most Worshipful Union Grand Lodge Free and Accepted Masons, P.H.A. - Florida, Belize, Central America Jurisdiction, Inc. and the

Ancient Constitution of Freemasonry, be duly understood, respected and obeyed by the members; to give Masonic instruction at every meeting of the Lodge; to take command of the officers and call on them at any time for advice and assistance in any business relative to the craft; to represent the Craft in conjunction with the Senior and Junior Wardens at the Annual Communications of the Most Worshipful Union Grand Lodge Free and Accepted Masons, P.H.A. - Florida, Belize, Central America Jurisdiction, Inc.; to see that the Secretary collects and accounts for all monies received by him; to see that all books and papers entrusted to the Secretary be turned over to his successor, together with the seal of the Lodge; and to see that worthy brother visitors from other Lodges have courteous attention and a welcome in this Lodge; to give the casting vote at any time in the event of a tie; to read and expound the proceedings of the Grand Lodge; to decide all questions of order, subject to an appeal to the Grand Lodge; to act on the Standing Committees of Charity and Finance.

ARTICLE VI - Duties of the Senior Warden

To succeed and exercise all power of the Worshipful Master in the event of his absence; to act on the Standing Committee of Charity and Finance, and take charge of the Craft during the hours of Labor.

ARTICLE VII - Duties of the Junior Warden

To succeed to, and exercise all the powers of the two officers in the absence of the Worshipful Master and the Senior Warden; act on the Standing Committees of Charity and Finance; to take charge of the Craft during the hours of refreshment; and to discharge all other duties required by law or ancient usage.

ARTICLE VIII - Duties of Treasurer

Section 1. To receive all monies from the hands of the Secretary; to keep a just and true account of the same; to pay them out upon the order of the Worshipful Master and the consent of the Lodge; to prepare an official statement of his account with the Lodge and deliver to his successor on the day of his retirement from office all books, records, and vouchers having any reference to the financial business of the Lodge. The Treasurer shall receive an honorarium for services rendered, upon recommendation from the Finance and Budget Committee, and approval of the Lodge.

Section 2. The Treasurer shall deposit all receipts into the Lodge's account on the next banking day after receipt.

Section 3. It shall be the duty of the Treasurer to file a bond in the sum of One Thousand Dollars (\$1,000.00) with a bonding company, as surety, which shall be paid for by the Lodge.

Section 4. It shall be his duty to draft and sign all checks authorized.

ARTICLE IX - Duties of the Secretary

Section 1. It shall be the duty of the Secretary, under the direction of the Master, to perform all the duties and keep such books as are required to prepare a balance sheet for all accounts of the members, and all who are entitled to vote, likewise an official statement of his own accounts with the Lodge and deliver them to

the Master on the day of election; to preserve the seal of the Lodge with care and deliver it to the Master at the close of his term of office.

Section 2. The Secretary shall promptly deliver all books, papers and vouchers in his possession to his successor in office, having any reference to the business of the office. All petitions and documents of every character, shall be labeled and filed for preservation. The Secretary shall receive and honorarium for services rendered, upon recommendation from the Finance and Budget Committee, and approval of the Lodge.

Section 3. It shall be the duty of the Secretary to file a bond in the sum of One Thousand Dollars (\$1,000.00) with a bonding company, as surety which shall be paid for by the Lodge.

Section 4. At each Stated meeting the Secretary shall place in the hands of the Worshipful Master a list of delinquent brothers and the amounts due from each.

ARTICLE X - Duties of the Board of Trustees

It shall be the duty of the Trustees to exercise general supervision over the real and personal property of the Lodge. The legal title to real property shall be held by the Trustees of the Grand Lodge. The legal title to the real property shall be held by the Trustees of the Grand Lodge or their successors in trust for the Lodge. They shall negotiate all loans for the Lodge at its order and make purchases of personal property at the directions of the Lodge; to institute legal proceedings for the preservation and protection of the property and rights of the Lodge. They shall report all of their official transactions in detail along with an accounting of the personal and real property at the annual meeting or whenever so directed by the Lodge.

ARTICLE XI - Duties of the Chaplain

The Chaplain shall conduct the devotional services of the Lodge; he shall visit sick members and administer such spiritual consultation as he may deem proper.

ARTICLE XII - Duties of the Senior Deacon

To wait on the Worshipful Master in the active duties of the Lodge; to give fraternal attention to visiting brethren; to conduct candidates in the different Degrees of Masonry.

ARTICLE XIII - Duties of the Junior Deacon

To wait on the Senior Warden in the active duties of the Lodge; to have special care of the Lodge.

ARTICLE XIV - Duties of the Stewards

To have in charge, subject to the direct orders of the Worshipful Master the furniture, Jewels, and other property of the Lodge, and to provide the refreshments for the comfort of the brethren.

ARTICLE XV - Duties of the Tyler

To tyle the door of the Lodge; see that the Lodge is kept clean and to take care of all property of the Lodge and see that the Lodge is properly prepared for opening and storing the paraphernalia at the closing and to see that all officers, members and visitors sign the register.

ARTICLE XVI - Duties of the Marshal

The Marshal shall have charge of the Lodge on all public occasions when in the line of March and he shall be responsible for the appearance of the members; and the manner in which they perform the various evolution's as prescribed by the Masonic Ceremonies.

ARTICLE XVII - Petitions and Applications

Section 1. All petitions for the Degrees of Masonry or for members in this Lodge, shall be made upon the forms prescribed by the Grand Lodge, signed by the applicant's own hand and recommended by two or more members of the Lodge, in good standing; and accompanied by the required fee. When the application is for members, it must be accompanied by a properly certified demit, if the brother comes from a foreign jurisdiction, or another Lodge within this Jurisdiction.

Section 2. The qualifications of an applicant for higher Degrees are through proficiency in the proceeding Degrees and Satisfactory evidence that he has the genuine spirit of a Free Mason. No candidate shall be advanced until examination has been had in open Lodge, or by a competent examining committee, by which it shall be proved that he has made suitable proficiency in the preceding Degree, which shall be decided by a majority vote.

Section 3. An application for a demit or withdrawal from this Lodge by a member hereof of either Degree shall be made by a written petition, signed by the applicant's own hand giving his reasons thereof.

Section 4. Applications for relief from people in distress, whether Masons or otherwise, must be made through some member or members of the Standing Committee on charity, either verbally or in writing.

Section 5. Notice of appeal to the Grand Lodge by a member of this Lodge or by any non-affiliated Mason under the jurisdiction of this Lodge under sentence for un-masonic conduct must be made in writing, directed to the Master, Warden and Brethren and deposited with the Secretary.

Section 6. All applications and petitions of every sort, except for charity, must be presented at the stated meeting of the Lodge. Applications for initiation, membership, or life membership must be laid over one lunar month for consideration; all others may be acted upon at the same meeting at which they were received.

Section 7. The vote upon application for demit, charity or appeals to the Grand Lodge, may be taken either by voice or show of hands, or by secret ballot, and the majority of votes shall decide all such questions.

Section 8. The ballot is final, and the applicant is rejected if two or more black balls be cast; but if only one black ball appear, the W.M. (before declaring the results) shall order a second and final ballot to be taken at once, to rectify a possible mistake. Whatever the result of the final ballot, the W.M. shall declare it immediately.

Section 9. No one shall inspect the ballot save the Master and Wardens, and no brother shall be permitted to make known to another, or the Lodge, what manner of vote be cast. No restriction of any sort shall be placed upon a brother in the manner of voting, nor shall he be questioned to how he exercise that right.

Section 10. A rejected applicant for initiation or membership cannot again present his petition to the Lodge within the space of six (6) months from the date of his rejection.

ARTICLE XVIII - Financial Management

Section 1. The income of this Lodge shall consist of:

- A. Annual Lodge dues, which include Grand Lodge assessments;
- B. Income from building operations;
- C. Fund raising projects;
- D. _____
- E. _____; and
- F. _____.

Section 2. The fee for becoming a member in this Lodge by taking the Three Degrees shall be a minimum of One Hundred Dollars (\$100.00) to be paid as follows: Fifty Dollars (\$50.00) to accompany the petition for Degrees; and the balance of Fifty Dollars (\$50.00) before receiving the First Degree.

Section 3. Upon the completion of the Master Mason's Degree, the candidate shall receive a MWUGL Florida Ritual, which has been adopted by the Most Worshipful Union Grand Lodge Free and Accepted Masons, P.H.A. - Florida, Belize, Central America Jurisdiction, Inc., as its standard work, and a copy of the Lodge By-Laws, apron and gloves.

Section 4. An assessment may be levied for extraordinary purposes by a majority of the members present at any stated meeting in the discretion of the Lodge, due notice to all members having been previously given.

Section 5. The duty of practicing charity is recognized by the Lodge as one of the primary principles of masonic Institution.

Section 6. All funds of this Lodge shall be kept in a bank or banks approved by the Lodge, and all vouchers drafted on the treasury shall be paid by check only.

Section 7. The Lodge shall have a Checking Account not to exceed Three Thousand Dollars (\$3000.00) with the balance in other savings account(s).

Section 8. The fee for becoming a member of this Lodge by demit shall accompany the Petition.

ARTICLE XIX - Standing Committees

Section 1. There shall be _____ Standing Committees of this Lodge, namely, Charity, Sick, Finance, Auditing,

Section 2. The duties of the Charity Committee shall be to investigate all cases of distress among the Brethren, Widows, Orphans, and to report to the Lodge.

Section 3. The duties of the Sick Committee shall be to visit all Brethren reported sick and report names and addresses and their condition at the next stated communication.

Section 4. The duties of the Finance Committee shall be to examine bills, claims and requests involving finance of the Lodge and report upon the same with their recommendations in writing; no bills claims, or requests for funds shall be allowed by the Lodge until it or they shall have been examined and reported upon by the Finance Committee.

Section 5. It shall be the duty of the Auditing Committee to examine all books and vouchers, receipts, cancelled checks, bank books and statements of the Treasurer and Secretary; examine and audit all accounts of the various committees and a detailed report in writing presented to the Lodge (Quarterly) (Semi-Annually) and (Annually).

ARTICLE XX - Special Committees

Section 1. All Special Committees on applications for initiations or membership shall report at a stated meeting one (1) month subsequent to their appointment. All other Special Committee may report at the meeting to which they were appointed, or at the next stated meeting after their appointment. Unless the Lodge shall otherwise order, all reports of Committees shall be in writing.

Section 2. All Committees whether Standing or Special, shall be appointed by the Worshipful Master, except the Committee on Charity and Finance, which shall be appointed by the Worshipful Master, Senior and Junior Wardens. All Committees shall be composed of Master Masons. Members who are appointed to serve on Committees shall feel bound in Masonic honor to give patient and diligent attention to the business of their appointment, and report their conclusions to the Lodge without fear or favor.

ARTICLE XXI - Discipline

Section 1. The discipline of this Lodge is for all offenses of Masonry, and is hereby defined to be an act which contravenes any clause of the By-Laws or any constitutional rule or edict of the Grand Lodge, or any requirement of the unwritten law of Masonry, or any law of the land, or any law of God, including the Ten Commandments. It constitutes the divine law to which Freemasonry is particularly subjected to; the popular

vices of intemperance, profanity, Sabbath breaking, evil speaking, licentiousness and gambling, are in a special manner interdicted as being unmasonic.

Section 2. Non-payment of dues, divulging the transactions of the Lodge to any but a Brother or member thereof, violating the secrecy of the ballot box of the Lodge, rude behavior within the Lodge, neglect of family duties, contumacy in refusing obedience to a Lodge summons, etc., are especially declared unmasonic.

Section 3. Any member who becomes three (3) months in arrears in his dues, a summons will be sent to him by the Secretary, at his last known address, directing him to appear at the next stated communication to show cause why he should not be suspended for non-payment of dues. Should the Brother ignore such a summons and no acceptable excuse presented to the Lodge, he shall be suspended for non-payment of dues on a motion carried by the Lodge at that meeting.

Section 4. Restoration: The fee shall be his indebtedness to the Lodge at the time of suspension plus the cost of restoration in the Grand Lodge, the Charity fund and all other funds which are delinquent.

ARTICLE XXII - Reporting Officers

Section 1. The members are under charge of the Senior Warden, when the Lodge is at labor, who will report to the Lodge all offenses that occur during his administration.

Section 2. The members of this Lodge while at refreshment (the interval between one meeting and another) are in the charge of the Junior Warden who will report to the Lodge all offenses that occur during his administration. The Wardens, respectively, shall be allowed their discretion whether to report trivial offenses to the Lodge, or make them the subject of private counsel, caution and reprimand.

Section 3. The report shall be made in writing, and in the form of charges and specifications, which the Warden who presents them shall prosecute unless excused by the Lodge, when the Worshipful Master shall appoint a prosecutor. A non-affiliating, demitted Mason, living within the Jurisdiction of the lodge under cognizance and shall be reported for unmasonic behavior in the same manner as the members of this Lodge.

Section 4. Trials for offenses against the laws enacted by the Grand Lodge, or against Masonry, shall be governed by the Penal Code contained in the Constitution.

ARTICLE XXIII - Life Membership

Section 1. See Constitution of the Most Worshipful Union Grand Lodge Free and Accepted Masons, P.H.A. - Florida, Belize, Central America Jurisdictions, Inc.

Section 2. When any member of this Lodge is granted a Life Membership, the Lodge shall assume the responsibility of paying his Charity Fund Assessment.

ARTICLE XXIV - How Amended

Any amendment to the By-laws must be proposed in writing at a stated meeting of this Lodge, lie over one month for consideration and the membership notified of the intention to vote at the next stated meeting. If said proposed amendment is approved by two-thirds (2/3) of the members present, such amendments shall be transmitted to the Grand Lodge for its approval and, if approved shall be returned to the Lodge to be put into effect.

ARTICLE XXV - Rules of Order

Section 1. No Brother shall be permitted to speak twice, unless by consent of the Lodge, on any subject at issue, and he shall never omit the duegard while addressing the Worshipful Master. No motion can be accepted unless seconded.

Section 2. No Brother shall speak more than five (5) minutes without consent of the Lodge on an issue.

Section 3. Each Brother shall confine himself to the question at issue, or he at once will be deemed out of order, and must forfeit his rights to the floor.

Section 4. No member of this Lodge shall be permitted to leave while a Brother is addressing the Lodge, or during the reading of the minutes.

Section 5. Every Brother shall avoid moving about, except the Deacons and other officers whose duties may call them to various parts of the Lodge.

Section 6. Every Brother who speaks shall rise, and in a respectful manner, address the Worshipful Master, and when two or more rise at the same time, the Worshipful Master shall name the one who is entitled to speak.

Section 7. While a Brother is speaking, no Brother shall interrupt him; if he wanders from the subject under consideration, or is personal in his remarks, the Worshipful Master may call him to order; and he shall not proceed in his remarks without the consent of the Lodge.

Section 8. If a member shall be twice called to order in the same meeting for violation of the rules, and is again guilty of a like violation of the rules, he shall be ordered by the Worshipful Master to leave the Lodge for that meeting.

Section 9. After a resolution or motion has been put by the Worshipful Master, it shall not be withdrawn without leave of the Lodge.

Section 10. All questions of order shall be decided by the Worshipful Master without appeal or debate; but the Worshipful Master may ask the advice of any member before deciding.

Worshipful Master (Print Name)

Worshipful Master's Signature

Senior Warden (Print Name)

Senior Warden's Signature

Junior Warden (Print Name)

Junior Warden's Signature

Secretary

Secretary's Signature

Date

Seal of the Lodge