

**By-Laws
Of
MYRTLE LODGE
No. 89, F & A.M.
Belleville, Michigan**

**Chartered A.D. 1857
A.L. 5857**

**Regular Communication
First Thursday of Each Month
7 o'clock p.m.**

2024

By-Laws
Of
MYRTLE LODGE
No. 89, F & A.M.
Belleville, Michigan

ARTICLE I
NAME AND LOCATION
(Style and Title)

This Lodge, located and held in the City of Belleville, shall be known and hailed as Myrtle Lodge No. 89, Free & Accepted Masons, under the jurisdiction of the Grand Lodge of Free and Accepted Masons of the State of Michigan.

ARTICLE II
COMMUNICATIONS

Section 1. The Regular Communications of this Lodge shall be held on the first Thursday of each month at **7:00 P.M.**, provided, that should this fall within 48 hours of a holiday, then the regular Communication shall be held on the following Thursday.

Section 2. There shall be at least 10 Regular Communications per year as prescribed by Grand Lodge Regulations. The Worshipful Master may determine during which months the Lodge shall actually meet.

Section 3. The Worshipful Master may call Special Communications at any time not otherwise prohibited by Grand Lodge regulations, by giving due and timely notice.

Section 4. A service in memory of deceased brethren and shall be held during the month of November or December each year

Section 5. The annual communication of the Lodge shall be held at the December Regular Communication

Ref. Blue Book, Michigan Masonic law §4.15.2 & §4.15.3 (pg 57-58)

ARTICLE III
LODGE OFFICERS

Section 1. The officers of this Lodge shall consist of a Worshipful Master, a Senior Warden, a Junior Warden, a Treasurer, a Secretary, a Chaplain, a Senior Deacon, a Junior Deacon, Stewards as required, a Marshall, a Tiler, a Musician and 3 trustees (a 3 year trustee; a 2 year trustee and a 1 year trustee).

Section 2. At the Regular Communication held in November the following officers shall be elected as prescribed by Michigan Masonic law: A Worshipful Master, a Senior Warden, a Junior Warden, a Treasurer, a Secretary, a Senior Deacon, a Junior Deacon,

Section 3. The election shall be by secret ballot, with or without nominations as a majority of those present and are entitled to vote shall determine prior to proceeding with the election. Except as

provided in accordance with Michigan Masonic Law. Such majority at any time during the meeting may purge the Lodge Room of all Brothers present who is not entitled to vote at said election. **The Worshipful Master will read this section before the election**

Section 4. At the same meeting indicated in section 2 of this Article, the following officers shall be appointed by the Worshipful Master elect: A Chaplain, a Marshall, a Tyler, a Musician and necessary Stewards and a 3-year trustee(Preferably a Past Master).

Ref. Blue Book, Michigan Masonic law §4.16.1 & §4.16.1.1.3 (pg 59)

ARTICLE IV DUTIES

Section 1. The duties of the officers shall be such as prescribed in Michigan Masonic law

Ref. Blue Book, Michigan Masonic law §4.16.4- §4.16.8.1 (Pgs. 61-68), the Michigan Masonic Manual Chapter I

Section 2. The secretary shall at each regular Communication turnover to the treasurer all monies collected by him subsequent to the preceding Regular Communication taking his receipt thereof.

Section 3. The Treasurer and Secretary shall submit to the Lodge at the Regular Communication each Month , a written (up-to-date) report of the financial condition of the Lodge in detail. ALL records kept are deemed property of the Lodge and must surrender them to the Lodge when properly required to do so. It is NEVER authorized for any Brother to put Lodge funds into his own personal bank account or any account other than an account of the Lodge. All letters, statements, account info pertaining to the lodge, be mailed to the Lodge, NOT an individuals home.

Section 4. The Secretary and Treasurer, for Blue Lodge shall maintain an accurate running ledger book and/or spreadsheet of all monies received or paid out by them and shall make their books available to the Audit Committee upon request.

Section 5. Lodge records must be maintained within the building at 515 Main St, Belleville, Mi 48111. Records should never leave this premises without advanced approval from Worshipful Master at regular communication, reason being recorded in the minutes. Records must be returned within 1 week of approval.

Section 6. No Brother shall serve in the office of Treasurer while concurrently holding the office of Treasurer in the Masonic Building Association unless special consideration is given by both Worshipful Master and Masonic Building Association President, each year.

Section 7. No Brother shall serve in the office of Secretary while concurrently holding the office of Secretary in the Masonic Building Association unless special consideration is given by both Worshipful Master and Masonic Building Association President, each year.

Section 8. The Worshipful Master can NOT sit in the East and hold the Office of Masonic Building Association President at the same time under any circumstance.

Section 9. The Trustees in conjunction with the Secretary shall keep an inventory of all regalia, furniture, and supplies of every nature and see that adequate insurance is carried on all Lodge property at all times. Trustees will be Required to make 50% of all Meetings.

ARTICLE V VACANCIES IN OFFICE

Section 1. In case of vacancy in the office of Worshipful Master, the Lodge may, upon dispensation from the Grand Master, hold an election to fill the vacancy otherwise the ranking Warden shall preside as acting Worshipful Master.

Section 2. In case of vacancy in any office except that of Worshipful Master, such vacancy shall be filled by appointment by the Worshipful Master.

Ref: Blue Book, Michigan Masonic law §4.16.2-§4.16.2.6 (Pgs. 60-61)

ARTICLE VI FEES

Section 1. The fee for the Entered Apprentice degree **must** accompany the petition and the fees for the Fellow Craft and Master Mason degrees must, in each case, be paid prior to the candidate receiving the degree.

Section 2. The fees for confirming the degree shall be as follows: an amount to be proposed no later than the August Regular Communication and approved at the September Regular Communication by a two-thirds vote of the members present for the ensuing year. In the event that no proposal for the confirming of Degree amount for the ensuing year has been introduced by the August Regular Communication, the current amount will remain in effect for the ensuing year.

For the Entered Apprentice Degree

For the Fellow Craft Degree

For the Master Mason Degree

Ref: Blue Book, Michigan Masonic law §4.21.1-§4.21.3.5 (Pgs. 75-76)

ARTICLE VII DUES

Section 1. Every member of this Lodge, including dual members, except the Secretary, Honorary Members, Prepaid Members, Life Members, and those whose dues shall have been remitted, shall pay annually to the Secretary an amount to be proposed no later than the August Regular Communication and approved at the September Regular Communication by a two-thirds vote of the members present and eligible to vote plus any special assessment and per capita levied by Grand Lodge, as dues to the Lodge. In the event that no proposal for a dues amount for the ensuing year has been introduced by the August Regular Communication, the current amount of dues will remain in effect for the ensuing year.

Dues shall be due and payable on 1 January of each year, in advance. Members raised or affiliated within the first quarter of the year are amenable for dues for the entire year; within the second quarter, for three-fourths year; within the third quarter for one-half year; during the last quarter for one-quarter year. It is further provided that the dues of a brother admitted by Certificate of Transfer shall begin to run at the time the Grand Lodge Regulations provide.

Section 2. It shall be the duty of the Secretary to mail to each member by October 15th each year, together with the notice of the Election of Officers and the annual Communication, a statement of his dues account; and to all members owing dues, not later than the first of February and fifteenth of March, he shall send second and third statements of accounts which shall be plainly marked second and third notices respectively. At the Regular Communication held in May, he shall furnish the Worshipful Master with the names of all members owing dues. This list shall be referred to the Delinquent Dues Committee, hereinafter provided for in these by-laws, for investigation and report to the Lodge. Any member still owing dues as of the June Regular Communication shall be processed as prescribed in Grand Lodge Regulations under the section on Non-payment of Dues.

Section 3. The Secretary shall be exempt from payment of Annual dues including per capita and special assessments levied by Grand Lodge.

Ref: Blue Book, Michigan Masonic law §4.22.1-§4.22.3.4 (Pgs. 76-79)

ARTICLE VIII

STANDING COMMITTEES AND THEIR DUTIES

The Worshipful Master, at the time of his election or previous to his installation, shall appoint the following Standing and Special Committee, who shall hold office for one year, or until their successors are appointed. The Worshipful Master shall be an ex-officio member of all committees. *The first Four committees are required by Grand Lodge Regulations*

Section 1. Masonic Home— A committee on the Masonic Home consisting of the Junior Deacon and two or more other interested members. It shall be the duty of this committee to be sufficiently informed to answer, or obtain answers, to all Lodge questions pertaining to the Michigan Masonic Home; to serve as a connecting link between the Home, the Home Board, and the Lodge in matters, relative to the welfare of the Michigan Masonic Home; and to assist in such other Lodge and Home activities as the Grand Master may direct.

Section 2. Delinquent Dues – A Delinquent Dues Committee, consisting of three or more members, to whom, shall be referred all cases of delinquent dues for investigation and a written report to the Lodge. This report shall be in accordance with Michigan Masonic law.

Section 3. Charity – The Worshipful Master, Wardens and Secretary shall be a Standing Committee on Charity. They shall have the power to draw warrants on the Treasurer, authorized by any two of the above mentioned officers, for any sum not to exceed Five Hundred dollars (\$500) for the relief of any one distressed Brother. Any such action shall be duly reported and noted in the minutes of the Lodge at its next Regular Communication..

Section 4. Audit Committee- A committee for Auditing the books of the Treasurer, Secretary, and any other Brother in a position to oversee accounts presented against the Lodge. These financial records shall be audited twice per year, 1) prior to the June Business meeting and 2) prior to the Installation of Officers. The Worshipful Master shall work with this committee to ensure that the financial reporting and auditing processes are carried out in accordance with the bylaws and any relevant Grand Lodge rules. The members of this committee shall not concurrently serve on the Committees for Finance or Investments.

Section 5. Finance – The Finance Committee shall audit all bills filed with the Secretary, prior to their presentation to the Lodge, and shall audit the books of the Treasurer and Secretary, rendering its report to the Lodge at the Annual Communication in the month of December of each year. In addition, this Committee shall prepare each year, in advance for Lodge consideration and approval at the Regular Communication in October a budget covering anticipated expenses and estimated income for the ensuing Masonic year. The budget shall fix expenses of the Lodge and determine the amount of Lodge dues for the next masonic year (See *Article VII Dues*) It shall also be the duty of this committee to investigate and make a recommendation to the Lodge regarding all proposed expenditures greater than \$500 and to oversee any transfers between accounts greater than \$1.

Section 6. Investment Committee-A committee on Financial Investments, consisting of three members whose duty it shall be to oversee the investment accounts of the Lodge and see to the allocation of such funds in conjunction with the Finance committee. The committee shall maintain the security of all login and identification information for such accounts and shall use, at a minimum, two-step verification on all logins. Dispersing of funds from investment accounts shall require the approval of more than one member of this committee and presented at Regular Communication to be recorded in minutes. This committee shall make their books available to the Audit Committee upon request.

Ref: Michigan Masonic Manual Chapter VI

Section 7. Sick and Visitation – A Committee for the visitation of the sick whose duty it shall be to obtain all information relative to Brethren who are sick or in distress and report such information to the Lodge; to make visitations as necessary, to render such care and attention as the individual case may require detailing if necessary, such members to the Lodge as to them shall seem proper, to share with them they are Fraternal Duty.

Section 8. Property – A Property Committee, whose duty it shall be to exercise a general supervision over all properties of the Lodge, such as robes, paraphernalia, furniture, etc. To make recommendations to the Lodge, when in their judgment replacement is necessary. It shall maintain a current inventory of all Lodge properties and advised the Worshipful Master concerning adequate insurance coverage on the same. *See Article IV, Section 8*

Section 9. Orphans – An Orphans Committee, whose duty in shall be to review at frequent intervals the list of deceased Brethren, who have expired during the preceding five years. This Committee will also check on the financial status of the surviving widows and orphans of the above deceased Brethren and if worthy cases are discovered, called these cases to the attention of the Lodge and the Grand Lodge Orphans committee.

Section 10. Grievance Committee – This Committee shall, at the request of the Worshipful Master, investigate all complaints against any brother, which it shall be their duty to hear, and if possible, to settle all disputes, which may unhappily arise between them.

Ref: Michigan Masonic Manual Chapter IX

ARTICLE IX **BANK DEPOSITORY**

It shall be the duty of the Lodge to determine which (FDIC)financial institution or institutions shall be utilized for the deposit of all Lodge funds. The funds so deposited shall be entirely at the risk of the Lodge. Provided: That such deposit shall be made in the name of the Lodge, and funds so deposited shall not be withdrawn except by warrants or checks signed by any two of the following officers: Worshipful Master, Secretary, Treasurer Senior Warden. Any withdrawal Greater then \$500 MUST be presented at Regular Communication for approval and recorded in the minute. After Installation any new Officers named in Article IX must be added, and any Brother not holding said office MUST be Removed. All names of any Brother being added or removed MUST be recorded in the minutes at the December Communication and be Completed by January 15th. The Secretary will be Admin ONLY and will NOT be an Authorized Signer.

ARTICLE X **FUNDRAISING**

The Fundraising Committee's sole purpose shall be to raise funds to supplement the Lodge and to provide monies for special projects the Lodge determines as a worthy cause. The committee shall consist of members of the Myrtle Lodge in good standing. Funds raised will be deposited into the F&AM#89 fundraising account. All monies shall be given to Secretary by the Event Chairperson to be recorded, and verified by one other person of the event. The deposit slips and a complete report will be given to the Secretary of the Lodge for the records. Monies raised can only be dispersed by the consent of the Lodge in accordance with the Michigan Masonic Law and the rules of the State of Michigan.

ARTICLE XI

ORDER OF BUSINESS

The Order of Business for conducting Regular Communications or a close variation of shall be:

1. Opening of the Lodge
2. Welcome and Introduction of guests
3. Introduction of Past Masters
4. Reports of Sickness or Distress
5. Approval of minutes
6. Reading and referral of Treasurer's report
7. Presentation of bills
8. Reading and referral of petitions
9. Receiving reports of Investigating Committees
10. Balloting on petitions
11. Reports of Standing and/or Special Committees
12. Reading of Communication
13. Consideration of unfinished business
14. Consideration of new business
15. Masonic Education
16. Report from Temple Association
17. Charge to Brethren
18. Closing

ARTICLE XI
AMENDMENTS

These by-laws may be altered, amended or replaced in the following manner: Notice of such proposed change shall be presented in writing at a Regular Communication, read to the Lodge and spread upon the minutes. It shall lie over until the next Regular Communication before being acted upon. This subsequent vote shall require the concurrence of two-thirds (2/3) of the members present and voting in order to be adopted, as well as the approval of the Most Worshipful Grand Master before becoming effective.

Ref: Blue Book Michigan Masonic law § 4.3.4 (Pg 46)

These by-laws were revised by the Lodge Committee for 2024.

By-Laws Committee

Ricael Rodriguez Worshipful Master

Jim Smith, Senior Warden

Joe Creps, Junior Warden

Approved at a Regular Communication held on April 4, 2024 at Myrtle Lodge No. 89.

Lodge Seal

_____, W.M.

_____, Secretary

Approved this _____ day of _____, ____.

_____, M.W.G.M.

Grand Master's Seal

Myrtle Lodge No. 89, F & A.M.

HOUSE RULES

Established 2009, Revised 2024

NOTE: These "House Rules" cannot be changed without the consent of the Lodge, given due notice of change; layover of one month and a 2/3 vote in favor thereof.

1. Annual Dinner – Myrtle Lodge will pay for the Annual Dinner of all Past Masters, Life Members, and their spouses or the widows of former members of Myrtle Lodge.
2. Awards – Myrtle Lodge will provide Any Year pins for all those members who have reached that milestone in their Masonic career.
3. Building fund – A minimum 50% of all Fundraising profits will be deposited in the Building Fund at the Regular Communication each month. Once the Building Fund surpasses \$100,000, and stays above, 40% of Fundraising profits will be deposited into the building fund and 10% deposited into an account for Chairy work.
4. Compensation – The Secretary, shall receive such compensation as the Lodge may determine at the Annual Communication for the ensuing year.
5. Myrtle Lodge will buy the outgoing Worshipful Master's Apron and carrying case. If he servers multiple years a Past Master's Jewel with Bar. (Outgoing Master's preference)
6. Myrtle Lodge will buy the incoming Worshipful Master's Top Hat, if not furnished by someone else.
7. The incoming Master shall receive \$1000 for his Installation, to be spent on food and anything needed for installation event. Receipts and any monies not used shall be returned to Lodge.
8. The Worshipful Master is **Highly** encouraged to attend the Grand Lodge Annual Communication, he will be given \$500 to attend to cover cost.
9. The Incoming Master will be subject to interview by Past Masters (Preferably) Committee.
10. Funds an induvial spends for the Lodge out of his own money will not be Reimbursed with out a receipt, or the written permission of ALL three of the following. Worshipful Master, Junior or Senior Warden, and Secretary.
11. Review By-Laws and House Rules every January and submit a change request or no Change needed at the February Regular Communication.
12. All Officers (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon) will be required to coordinate a Lodge event. This includes Budget, planning, promoting, providing a full meal, and hosting the event.
13. The Lodge will not be a place to store personal items not needed for lodge use. Items donated to the lodge will be kept or discarded at the discretion of the Lodge.

