
BY-LAWS OF MASONIC BUILDING ASSOCIATION OF BELLEVILLE

ARTICLE I

Name and Location

This body shall be known and hailed as Masonic Building Association of Belleville, at 515 Main Street Belleville, MI 48111 in the county of Wayne.

ARTICLE II

Communications

Section 1. The **Regular Communications of this Association shall be held on the first Thursday** of each month at **6:00 P.M.**, provided that this should 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. The President may determine during which months the meetings shall actually meet.

Section 3. The President may call Special Communications at any time, by giving due and timely notice to all members and the head of each respective body.

Section 4. An Election of Officers shall be held during the November Communication.

Section 5. The annual communication of the Association shall be held at the December Regular Communication. A full status report for the year will be made by the President, Treasurer, Secretary and Building Manager.

ARTICLE III

Officers

Section 1. The Board shall elect a President, a Vice President, a Treasurer, Secretary, and Building Manager at the Regular Communication meeting in November. These officers shall serve one year or until a successor is elected. The Board may, as it deems advisable, appoint such other officers from the membership, or empower any member, to perform such duties as may be prescribed by the Board.

Section 2. Blue Lodge Myrtle 89 shall appoint 3 trustees (a 3-year trustee; a 2-year trustee and a 1-year trustee) to sit on the Board, to be Liaisons acting as the Board of Auditors between the

Masonic Building Association of Belleville and Myrtle Lodge 89 of F&A of Michigan. Members will be Required to make 66% of all Meetings.

Section 3. The election shall be by secret ballot, with or without nominations as a majority of those present and are entitled to vote, this shall be determined prior to proceeding with the election. ONLY sitting members of the Board are entitled to vote.

Section 4. The Officers of the Board shall be Brothers in good standing of Myrtle 89 and assume office after reporting at the Annual Communication in December and will take charge of said office January 1st.

ARTICLE IV

Members of Board

Section 1. The membership of Masonic Building Association of Belleville shall be limited to the members, in good standing, of the Myrtle Lodge # 89 F&A.M.

Section 2. Masonic Building Association of Belleville shall have 10 Voting Members (3 appointed by Blue Lodge), and each appendant body shall have 1 vote. Only the Head of an Appendant Body may Vote. Any Member missing 3 or more meetings may be removed.

Section 3. The Head of the appendant body MUST be present to vote, an appointed person may NOT vote. If the Head of the appendant body is unable to attend Communication their vote will be Void. Any Concerns, Comments, and Questions shall be forwarded to both the President and Secretary in writing, in a timely manner.

Section 4. 6 Members shall Constitute a quorum for the transaction of business

ARTICLE V

Duties of Officers

Section 1. The President shall preside at all meetings of the membership and meetings of the Board and shall have general management authority over all activities of the Association. He shall execute all resolutions of the Board, which are not contrary to law, or the Articles of Association, or by these By-laws.

Section 2. The Vice-President shall assist the President and act in his stead while the President is absent or incapacitated.

Section 3. The Treasurer shall be the custodian of all monies under the control of the Association. He shall administer such accounts in depositories as directed by the Board and make regular reports of such accounts to the Board. He shall pay out funds only by authority of the Board and shall execute the duties commonly vested in a Treasurer. No Brother shall serve in the office of Treasurer while concurrently holding the office of Treasurer in the Blue Lodge unless special consideration is given by both Worshipful Master and Masonic Building Association President, each year.

Section 4. The Secretary shall be the custodian of all records of the Association. He shall record the acts of the Association and the Board, assure that all papers, documents and instruments belonging to the Association are maintained and preserved, and to perform such other duties as the Board may direct. No Brother shall serve in the office of Secretary while concurrently

holding the office of Secretary in the Blue Lodge unless special consideration is given by both Worshipful Master and Masonic Building Association President, each year.

Section 5. Building Manager shall oversee hall rentals and minor maintenance. Minor Maintenance shall be any repairs under \$100 and then reported at the next Regular Communication to be recorded in the minutes. He shall keep detailed records of all hall rentals, calendar of dates the hall will be rented and made readily available, and inventory of the kitchen. A ledger shall be kept of said items and made available upon request at any point by any officer of the Blue Lodge or Masonic Building Association. Reports shall be made at each regular communication. Any person Masonic or Non can assist but will need approval.

Section 6. 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.

ARTICLE VI

Removal, Resignation and Vacancies

Section 1. Elected Officers may be removed from their position at the discretion of the Board by a 2/3 vote by ALL members and recorded in the minutes. This will Declare a Vacancy

Section 2. A Member of the Board may be removed at any time, with or without cause, by a majority vote of the members present at the regular communication or special communication of members. This will Declare a Vacancy

Section 3. A Board Member or Officer may Resign by written notice to the President of the Board of Trustees and Secretary. This will Declare a Vacancy

Section 4. Vacancies shall be filled by majority vote of the remaining sitting Board Members.

ARTICLE VII

Files and Correspondence

Section 1. ALL records must be maintained within the building at 515 Main St, Belleville, MI 48111. Records should never leave this premises without advanced approval from Association President, at regular communication, reason being recorded in the minutes. Records must be returned within 1 week of approval. All records are deemed property of the Masonic Building Association of Belleville and must surrender them to the Masonic Building Association of Belleville when properly required to do so. Copies may be made by permission of any Association Officer.

Section 2. All letters, statements, account info pertaining to the Masonic Building Association of Belleville, be mailed to the building at 515 Main St, Belleville, MI 48111, NOT an individual's home.

ARTICLE VIII

Rent

Each body shall pay rent monthly, except for youth organizations. The amount to be paid will be determined and agreed upon by the Masonic Building Association of Belleville and the Masonic

Body or Non-Masonic Body. These monies shall be used for building and grounds maintenance, and general upkeep. Payments are due within 3 days of first regular communication, no later than the 10 of the month. A \$40 late fee may be applied.

ARTICLE IX

Responsibilities

Section 1. It is the Responsible of EACH association body and its members, to help maintain the building and grounds. All trash is to be taken out nightly and the restrooms cleaned and stocked, with NO exceptions. In addition, tables chairs are to be cleaned and placed in designated area in the proper manner. A check list of these responsibilities will be provided and posted. A fee of \$100 shall be billed to any Body that does not follow said checklist.

Section 2. If something is broken speak up and report it ASAP. Every effort will be made to remedy the situation. Just because something is broken by a body, or its members doesn't mean they will be responsible for the repairs.

ARTICLE X

Committees

Section 1. Finance – The Finance Committee shall audit all bills filed with the Secretary and shall audit the books of the Treasurer and Secretary, rendering its report to the Masonic Building Association of Belleville at the Annual Communication in the month of December of each year. In addition, this Committee along with President and Treasurer, shall prepare each year, in advance for 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 Masonic Building Association of Belleville

Section 2. Maintenance – The Maintenance Committee Shall Consist of no less than 3 members who possess the necessary skill and knowledge to preform standard building and grounds maintenance task. The committee, in cooperation with Building Manager, shall determine whether repairs require hiring outside labor and make recommendations to the Masonic Building Association of Belleville. Emergency Maintenance and repairs will be made immediately and reported at the next regular meeting to be recorded in the minutes. All expenses greater than \$500 must be approved by the voting members of the Masonic Building Association of Belleville. The President can make executive decisions in cases of emergency.

Section 3. Committee Members do not need to hold a seat as a Member of the Board but must be a Brother in good standings at Myrtle Lodge 89 and have approval from the Board Officers.

ARTICLE XI

Banquet Room Rental

Section 1. Building Manager shall oversee hall rentals and 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 for audit upon request and also make reports of past month and upcoming rentals each month.

Section 2. Building manager shall ensure that the building and grounds are presentable for viewing.

Section 3. Building Rent shall be set by voting members of the Masonic Building Association of Belleville

Section 4. Building Manager shall be responsible for maintaining the stock of standard use materials, such as paper products, soap, cleaning supplies, etc. and will give reports of needs at next Regular communication to be purchased.

Section 5. A standard written contract shall be viewed and understood by renter prior to signing by both the renter and the Building Manager or Proxy, and signed contract turned over to secretary. A check list of responsibilities will be provided with contract to verify return of deposit.

Section 6. All users of the building, including Masonic events, must be presented to Building Manager to avoid conflict in scheduling. Blue Lodge events take priority.

Section 7. The standard written contract will be reviewed annually for updates.

ARTICLE XII

Store Front

Section 1. Masonic Building Association of Belleville shall oversee Store Front rental and shall maintain accurate records of

Section 2. A standard written contract shall be viewed and understood by renter prior to signing by both the renter and the Masonic Building Association of Belleville or Proxy, and signed contract turned over to secretary.

ARTICLE XIII

Security

It is the responsibility of each body and its members using the building at 515 Main St, Belleville, MI 48111, that All doors shall be secured nightly, all lights shall be turned off, and coffee machines turned off and cleaned. A check list of these responsibilities will be provided and posted. A fee of \$100 shall be billed to any Body that does not follow said checklist.

ARTICLE XIV

Property

At No Point shall any property belonging to the Masonic Building Association of Belleville be removed from the premises. This shall include furniture, equipment, etc. Unless special consideration is given by Board Member and recorded.

ARTICLE XV

Kitchen

The Kitchen is to be cleaned properly after each use. Countertops, stove, and sinks are to be wiped down. Floors are to be swept. Food stored in freezers shall be sealed, marked, and dated, and stored no longer than 6 months. Food placed in the refrigerators shall be sealed, marked, and dated, and stored no longer than 4 days. Expired food must be disposed of. A check list of these responsibilities will be provided and posted. A fee of \$100 shall be billed to any Body that does not follow said checklist.

ARTICLE XVI

Keys

The head of each body shall provide the Masonic Building Association of Belleville with a list of key holders at the annual communication. Each body will provide the association with one key to their storage to be used in the event of emergency; these keys will be secured and not used for any other purpose.

ARTICLE XVII

Bank Depository

It shall be the duty of the Masonic Building Association of Belleville to determine which (FDIC) financial institution or institutions shall be utilized for the deposit of all Association funds. The funds deposited shall be entirely at the risk of the Masonic Building Association of Belleville. Provided: That such deposit shall be made in the name of the Association, and funds so deposited shall not be withdrawn except by warrants or checks signed by any two of the following officers: President, Secretary, Treasurer. Any withdrawal Greater than \$500 MUST be presented at Regular Communication for approval and recorded in the minutes. After Installation any new Officers named in Article III 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. Under **NO** circumstance shall an account be Opened or closed unless consent of the Association is given and reason stated in the minutes prior to any action. **NO** Money should ever be deposited into a personal account not associated with Masonic Building Association or Myrtle Lodge 89. **NO** Leans may be made against building at 515 Main St, Belleville, MI 48111 with out a 2/3 vote after 1 month layover and trustees notified no less than 14 days in advance AND taken to Blue lodge for additional approval.

ARTICLE XVIII

Miscellaneous Provisions

Section 1. The fiscal year of the Association shall correspond to the calendar year.

Section 2. The common Seal of the Association shall be a Seal with the inscription "Masonic Building Association, Belleville, Michigan, Organized 1897"

Section 3. The Masonic Building Association of Belleville shall have Custody of all deeds and leases or other monuments of title to land or other property, and all other bonds, obligations or documents whatsoever belonging to the Association and shall provide a full accurate account and location of said records.

Section 4. The President at his discretion shall open the Voting to all members of Myrtle Lodge 89 in good standings. The Worshipful Master can oversee Election voting for fair and accurate results.

Section 5. The Conductor of a Meeting shall appoint Secretary or Treasurer in their absence.

ARTICLE XIX

Conflict of Interest

Section 1. Statement of Policy- It is the policy of the Association that all officers, trustees, committee members, members and employees of the Association avoid conflict between their individual interests and the interests of the Association in actions taken by them on behalf of the Association.

Section 2. Dealing with the Association- A contract or other transaction between the Association and one or more of its officers, trustees, committee members, members or employees or between the Association and an entity of any type in which one or more of the Association's officers, trustees, committee members, members or employees are otherwise interested, is not void or voidable solely because of such common officership, trusteeship, membership or employment, or solely because such trustees are present at the meeting of the Board, or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

- a.** The contract or other transaction is fair and reasonable to the Association when it is authorized, approved or ratified; or
- b.** The material facts as to such Member's relationship or interest and as to the contract or transaction are disclosed or known to the Board or committee thereof and the Board or committee thereof authorizes, approves, or ratifies the contract or transaction by vote sufficient for the purpose without counting the vote of any common or interested Member.
- c.** The material facts as to such Member's relationship or interest and as to the contract or transaction are disclosed or known to the Board, and the Board authorizes, approves, or ratifies the contract or transaction.

Section 3. Procedure in Event of Conflict of Interest- In the event that any officer, trustee, committee member, member or employee of the Association has any direct or indirect interest in or relationship with any individual or entity which proposes to enter into any transaction with the Association, such officer, trustee, committee member, member or employee shall give the Board notice of such interest or relationship and shall refrain from voting or otherwise attempting to exert any influence on the Association, its Board of trustees, or its committees, to affect its decision whether to participate in such transaction.

ARTICLE XX

Amendments

The authority to adopt By-laws for the association or amend is vested solely in the membership. Amendments shall be by two-thirds (2/3) majority vote of the membership present at the annual meeting, or a special meeting, of the membership. Provided a notice thereof shall be filed with the secretary thirty days prior to said meeting, stating fully the proposed amendment, a copy of which notice shall thereupon be given to each member of the Association.

These By-laws were adopted on

_____, 20____

President

Treasurer

Secretary

These By-laws were adopted 1897

Amended 1989, 2009, 2014, 2025

