

BY-LAWS
ONEONTA LODGE No 466
FREE AND ACCEPTED MASONS
Revised October 15, 2007

**Article I
Communications**

Section 1- The stated communications of Oneonta Lodge, #466, Free and Accepted Masons, shall be held on the first and third Mondays of each month at 7:30 P.M., except July, August, the third Monday in June, the first Monday in September and on New Year's Day, if it is the first Monday in January, when there will be no Communications.

Section 2- Special Communications may be called by the Master, in the exercise of his discretion, for the transaction of such special business as may be stated in the call. This call can be made by electronic mail, and/or through the Post Office.

Section 3- A quorum for transaction of any business of the lodge at any regular or Special communication of such body shall consist of five (5) members in good standing.

**ARTICLE II
Officers-Elections and Appointments**

Section 1- The officers of this lodge shall consist of-

- a. Elective Officers: Master, Senior Warden, Junior Warden, Treasurer, Secretary and three Trustees, who shall be elected, at the first communication following the Annual Communication of Grand Lodge by ballot and by a majority vote, unless there be but one candidate in nomination, when an election may be had by a show of hands. Said officers shall be installed on or before the next Stated Communication thereafter and, except the Trustees, shall hold office for one year or until their successors are elected and installed. The Trustees, one of whom shall be elected each year, shall hold office for three years or until their successors are elected and installed.
- b. Appointive officers: Chaplain, Senior Deacon, Junior Deacon, Senior Master of Ceremony, Junior Master of Ceremony, two Stewards, Marshal, Tiler, Musician, and Librarian. Who shall be appointed by the Master at the time of the installation of the elective officers and shall hold office during his pleasure or until their successors are appointed.

Section 2- Nominations and elections shall be by ballot. Whenever a vote shall be taken and ballots cast for more than two candidates for any one office, the name of the candidate receiving the lowest number of votes shall be dropped upon taking another vote.

Section 3- A vacancy in an elective office, except that of Master and Wardens, may be filled by ballot at any Stated Communication upon due notice to the members. This

notice may be by electronic mail, and/or through the Post Office. A vacancy in an appointive office may be filled at any time. In case the office of Master and Wardens become vacant, the Secretary shall immediately notify the Grand Master of that fact.

ARTICLE III

Duties of Officers

Section 1- The Master of the Lodge has power, and it shall be his duty:

- a. To congregate the members of his Lodge upon any emergency.
- b. To issue summons, which must be issued over his name, by his order, and attested by the written signature of the Secretary under the seal of the Lodge, and the original inserted in the Lodge minutes. A copy of such summons must be served upon the brother summoned, either personally or by electronic mail or by mail through the Post Office to his address last known to the secretary.
- c. To see that the duties of the Secretary are faithfully and punctually performed and that all reports and returns are promptly made.
- d. To discharge all the executive functions of the Lodge.
- e. To remove any appointed officer for cause deemed sufficient by the Master.
- f. At his first Communication, the Master will:
 1. Certify that the assets of the Lodge and its records, papers, curios, etc. are safely in possession of the of the Lodge. This certification to be recorded in the minutes of the Lodge Communication.
 2. Appoint an Assistant Treasurer and an Assistant Secretary.
 3. Entertain a motion to empower the Trustees to draw, transfer, exchange, or deposit any funds in their custody.

Section 2- In the case of the death, absence, or inability of the Master, or a vacancy in his office, the Senior and Junior Wardens shall, in succession, succeed to his prerogatives and duties for all purposes except as pertains to the installation of officers.

Section 3- It shall be the duty of the Treasurer of the Lodge;

- a. To receive from the Secretary, all money paid into the Lodge and give his receipt therefor.
- b. To keep a just and regular account thereof and:
- c. to pay money out by order of the Lodge when so certified by the Master and the Secretary.
- d. The receipt of vouchers from the Secretary and the reporting at each Annual Communication of his receipts and disbursements by item and the amount of money in his charge. Also provision is made for withdrawals of funds by signature of the Master, Secretary or Treasurer.

Section 4- It shall be the duties of the Secretary of the Lodge:

- a. To record the proceedings of the Lodge, under the directions of the presiding officer.
- b. To receive all monies paid into the Lodge and pay the same to the Treasurer.
- c. To keep a register of the members of the Lodge with a permanent number affixed to each name corresponding with the return for registry required by Grand Lodge.

- d. To register alphabetically, in a suitable book, all expulsions, suspensions, and rejections.
- e. To report immediately, to the Grand Secretary, the name, age (date of birth), occupation, nativity, and residence of every rejected candidate for initiation, with the date of each rejection.
- f. To make a full and correct return to the Grand Lodge annually of all Entered Apprentices, Fellow Crafts, and Master Masons made during the year for which the return is rendered, with the Lodge number, date of birth, occupation, nativity, residence, and dates of receiving such degrees: also of all affiliates during the year, with the Lodge number, age, occupation, nativity, date of affiliation, and name, number, and jurisdiction of the Lodge from which demitted, together with full information as to all changes that occurred in the membership of the Lodge during the year, which return shall be made upon blanks furnished by the Grand Lodge, be certified by the Secretary, approved by the Master, and transmitted to the Grand Secretary before the date specified by Grand Lodge.
- g. To transmit, immediately after each election, a certificate of the names and residences of the officers elected, to the Grand Secretary, and to the District Deputy Grand Master of the District in which the Lodge is located.
- h. To make a full and correct return annually to the District Deputy Grand Master of the condition of the Lodge (on the 31st day of December), in the form prescribed by the Grand Lodge, to be transmitted on or before the date specified by Grand Lodge.
- i. To report immediately, to the Grand Secretary, the expulsion or suspension of a member, by the Lodge, stating the cause of such expulsion or suspension.
- j. To certify and affix the seal of the Lodge to all returns and certificates of election made to the Grand Lodge, and to the District Deputy Grand Master: and
- k. To attest the official signature of the Master to all other Masonic documents when necessary.

Section 5- The Trustees and their successors in office shall be empowered and are hereby authorized to take, hold, and convey, and to have in charge and in trust for the Lodge, by and under the direction of the Lodge for the use and benefit thereof, all the temporalities and property belonging thereto, whether consisting of real or personal estate and whether the same shall have been given, granted, or devised to said Lodge or to any person or persons for its use, benefit, or in trust thereof. The said trustees shall also have in charge all funds which have been paid to them by order of the Lodge, and accrued interest thereon, and shall have power to draw, transfer, exchange, or deposit the same or any part thereof when so required to do so. The Board of Trustees shall be invested with full right and power to sign, execute, acknowledge, and deliver all necessary deeds or conveyances and any and all necessary papers relating to either real or personal property belonging to the Lodge in the sale, transfer, or disposition thereof when directed and required to do so by a two thirds vote of the members present at any Stated Communication of the Lodge. The Master shall cause written or printed notice of such Stated Communication to be mailed through the Post Office, to each member of the Lodge at his address as the same appears on the records of the Lodge or by electronic mail. Such notice shall contain a statement of the proposition to be submitted at such Communication.

The Trustees shall make an annual report to the Lodge of all funds and other property in their possession and under their control belonging to the Lodge at the meeting next succeeding the annual election of officers.

ARTICLE IV Officers to be Bonded

Section 1- The Master, the Secretary, the Treasurer, and the Treasurer, shall be placed under bond in the amount approved by the lodge. Such bond shall be carried in a surety company approved by the Master, the fee to be paid from the funds of the Lodge.

ARTICLE V Fees and Dues

Section 1- The fee for initiation into this Lodge shall be \$150.00 plus the current Grand Lodge assessment. (For 2008 the total will be \$181, \$31 to Grand Lodge.)

Section 2- The fee for affiliation with this Lodge shall be \$50.00.

Section 3- The dues of each member of this Lodge shall be \$50.00 per annum plus Grand Lodge per capita dues payable in advance and upon receipt of notice from the Secretary.

Section 4- A member in arrears for dues for the period of one year shall be duly summoned at the next Stated Communication of the Lodge at the expiration of that one year, to appear not later than thirty days thereafter and to pay said arrears of dues. Upon the failure of the member summoned to pay said arrears, said member shall be unaffiliated if so determined by a vote of the lodge.

Section 5- A member unaffiliated in accordance with the provisions of Section 4 shall pay the arrears to the Secretary together with an application for re-instatement. Said member may be re-instated at the next Stated Communication by a majority vote, taken by a show of hands, except that such unaffiliated brother who shall have been unaffiliated for five years or more, shall not again become a member of any Lodge except by unanimous vote by ballot.

Section 6- Any member of this Lodge who has been a Mason for fifty years and has had continuous membership therein for the immediately preceding twenty five years, shall be given life membership in the Lodge. He would pay only the current Grand Lodge per capita dues.

ARTICLE VI Membership

Section 1- Petitions for membership in this Lodge shall be accompanied by a deposit fee of \$20.00.

Section 2- Petition for affiliation with this Lodge shall be accompanied by the whole of the

affiliation fee.

Section 3- The deposit fee accompanying a petition for initiation in, or affiliation with, this Lodge shall pass into the general funds of the Lodge: and should the candidate be rejected, the Secretary shall immediately draw his draft on the treasurer for the amount of such deposit fee payable to the order of the member who presented such petition, stating the object of such draft: and it shall be the duty of such member upon receiving said draft to obtain the amount of money therein stated, and return it to the petitioner as soon as practicable.

Section 4- Should a candidate fail to appear for initiation within three months after he shall have received notice so to do, he shall forfeit all claim thereto unless he shall present reasons for his non-appearance acceptable to the Lodge.

ARTICLE VII

Committees

Section 1- The Master and the Wardens shall constitute the Committee on Relief, whose duty it shall be carefully to investigate all applications for relief, when the Lodge is not in session, and who shall have power to draw upon the Treasurer of the Lodge for a sum not exceeding one hundred dollars (\$100) in any one instance, whenever, in their judgment, a demand shall be necessary to relieve the distress of a worthy Master Mason, his wife, widow, or orphans. And whenever said Committee shall grant such relief, it shall report to the Lodge at the next Stated Communication thereafter, the amount of such relief and for whose benefit it was granted, and such report shall be noted in the minutes of the proceedings of the Lodge.

Section 2- The Master shall, at his first Stated Communication, appoint the following committees:

1. A Committee on Sickness and Distress.
2. An Auditing Committee.
3. A Committee of Instruction.
4. A House Committee.

Section 3- The Committee on Sickness and Distress shall consist of three members whose duty it shall be to assist the Master and the Wardens in visiting the sick. Whenever said Committee shall find any brother in need of aid from the Lodge, it shall report such condition to the Master.

Section 4- The Auditing Committee shall consist of three members, whose duty it shall be to examine the books, vouchers, and reports of the Treasurer, the Secretary, and the Trustees of the Lodge each year, and at other times at the direction of the Master and report therein in writing to the Lodge.

Section 5- The Committee of Instruction shall consist of five members, with the Senior Deacon as chairman, whose duty it shall be to take charge of the instruction of all candidates in the lectures of the three degrees and to report to the Master when said candidates have attained satisfactory proficiency in their work.

Section 6- The House Committee shall consist of five members, of whom the Chairman of the Board of Trustees shall be one, whose duty it shall be to have full charge and supervision of the Temple, so far as the same does not conflict with the prerogatives of the Trustees. The House Committee shall have direct supervision of all tenants and employees, and the fixing of rentals and salaries pertaining to the maintenance of the Temple. On or before the second Stated Communication following the annual installation of Officers, the House Committee shall meet and choose, from its members, a chairman, in whom shall be vested full authority to act on behalf of said House Committee.

Section 7- Special committees may be appointed by the Master at any time, to consider such special business as may be referred to them, whose duty it shall be to report thereon as may be stated: except that a committee on petitions for initiation or affiliation shall not report before the Stated Communication next after such petition shall have been referred.

ARTICLE VIII

Salaries

Section 1- For the faithful discharge of their duties, the Secretary, Treasurer, and the Musician shall receive, from the funds of the Lodge, such sum as shall be fixed at a Stated Communication.

ARTICLE IX

Amendments

Section 1- The whole or any part of these by-laws may be amended, repealed, or others substituted in their stead, at the will of the Lodge: but all propositions for amendments, repeals, or substitutions shall be made in writing at a Stated Communication, and be laid over until some subsequent Stated Communication, and read again before the Lodge whenever they shall be called upon for action: and a vote of two-thirds of all members present shall be necessary for the adoption of such propositions.

Section 2- The Master shall cause written or printed notice of the presentation of the proposed amendments to be mailed through the Post Office or by electronic mail to each member of the Lodge at his address as the same appears on the records of the Lodge, such notice shall contain a statement of the proposed amendments, repeals, or substitutions, and the date upon which they will be acted upon.