

## **Union Lodge No. 19, Free and Accepted Masons**

### **Proposed By-law changes 2021. Approved at Regular Communication on Monday, November 1<sup>st</sup>, 2021.**

Working under a Warrant granted by the Most Worshipful Grand Lodge of Free and Accepted Masons of the State of New Jersey on the 9<sup>th</sup> day of January 1850.

#### **Article I:**

Name:

This Lodge shall be known and designated as Union Lodge No. 19, F. & A. M. under the jurisdiction of the Grand Lodge of the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey.

#### **Article II:**

Communications.

Section 1. The regular Communications of the Lodge shall be held on the first and third Mondays of each month except during the months of July and August, the third Monday of December, New Year's Day, George Washington's Birthday (Feb. 22), Labor Day, the Annual Meeting of the Grand Lodge, or on the First or Second Night of Passover, or on the eve of, or on the first or second day of Rosh Hashanah, or the eve of or the day of Yom Kippur, in such a case a substitute meeting shall be held on the next following Monday. [\*\* The Meeting on the Third Monday of February, Presidents' Day, shall include a program to commemorate/celebrate George Washington or some other Masonic President.]

Section 2. The hour of the communication shall be seven-thirty o'clock (7:30) P.M. The Worshipful Master may, in his discretion, open regular communications up to one hour earlier, provided that due and timely notice shall be given to every member and that no business is transacted until the regular hour of opening.

Section 3. At any stated communication the Worshipful Master may order a recess for a time not to exceed two months, providing it does not conflict with Article III, Section 1, of the By-laws.

#### **Article III:**

Officers.

Section 1. These are the Worshipful Master, Senior and Junior Wardens, Treasurer and Secretary, who shall be elected each year by ballot at the Annual Communication of the Lodge held on the first Monday of December each year, or if canceled due to Emergency as soon thereafter as possible prior to the Feast of saint John the Evangelist (Dec. 27).

Section 2. The Appointed Officers of this Lodge shall be Chaplain, Senior and Junior Deacons, Senior and Junior Masters of Ceremonies, Senior and Junior Stewards, Marshal, Organist, Tyler, and Historian. They shall be appointed at the time of the installation by the Worshipful Master. The Worshipful Master may also, at his discretion appoint an Assistant Secretary and/or an Assistant Treasurer, to assist those Officers with their duties. These Officers serve at the pleasure of the Worshipful Master.

Section 3. At each Annual communication a Proxy to the Grand Lodge shall be elected for the ensuing Masonic year.

Section 4. There shall be a board of Trustees consisting of five (5) members. To be known as Lodge Trustees. The duties, responsibilities, composition and election shall be as detailed in section 5 below.

Section 5(a). Lodge Trustee – One member shall be elected at the first Annual Communication for one year, one for two years, one for three years, one for four years, and one for five years, and thereafter at each Annual Communication, one trustee shall be elected for a term of five years.

Section 5(b). The duties of the Lodge trustees shall be to receive, hold, care for, invest and disburse, under the direction of the Lodge, all funds and personal property committed to their care. Also with the consent of the Lodge to purchase, sell, mortgage, lease, convey, exchange, insure, operate and maintain all real property committed to their care.

Section 5(c). They shall promptly report to the Lodge in writing each investment or security. They shall have general charge and supervision of the Lodge room, furniture and personal property of the Lodge and shall see that the same is properly insured.

Section 5(d). Lodge funds shall be invested only as directed by the Lodge and in such investments as may be lawful for funds of savings and fiduciary institutions of the State of New Jersey.

Section 5(e). Vacancies in the office of board of Lodge Trustees created by death, resignation or removal from the jurisdiction of an incumbent, shall be filled ad interim by the Master until the next Annual Communication, when an election will be held for the unexpired term so vacated.

Section 5(f). The term of a Lodge Trustee duly elected at a Lodge's Annual Communication begins at the close of that meeting. [G.L. of N.J. By-laws: Title Four, Article VII, Section 5, Part 11]

## Article IV.

### Nominations and Elections.

#### Section 1. Nominations.

Section 1(a). Nominations. Nomination for elected officer of the lodge shall be submitted at the regular communication of the lodge immediately prior to the lodge's Annual Communication. A brother nominated for more than one elected office may only accept one nomination.

Section 1(b). Late Nominations Due to Vacancy. A nomination may be submitted at the Annual Communication of the lodge for any vacancy in any elective lodge office for which no nomination is in effect, by reason of death or resignation, withdrawal of nominations, or other unusual circumstances.

Section 2. Election. The votes at election shall be counted by three (3) tellers, one of whom shall be designated the Judge of elections, appointed by the Worshipful Master for that purpose, and the result of each ballot shall be fully announced to the Lodge and when resulting in an election shall be entered into the minutes.

Section 3. A majority of the votes cast shall be necessary for a choice. When there are more than two candidates for the same office, after the second ballot, the one having the lowest number of votes shall be dropped until a choice is made.

Section 4. The installment of Officers shall take place at an emergent communication called for that purpose on or before the Feast of St. John the Evangelist.

## Article V.

### Duties of Officers.

Section 1. The duties of the Worshipful Master, Senior Warden Junior Warden, Treasurer and Secretary shall be those described in the ceremony of installation, prescribed by ancient usage, and shall be defined by the General Regulations and the Constitution and Laws of the Most Worshipful Grand Lodge.

Section 2. The Treasurer shall at the first regular communication of the Lodge in January, or oftener if required by the Worshipful Master, make a full report regarding the financial standing of the Lodge.

Section 3. The Secretary shall at the same communication as in Section 2, or oftener if required by the Worshipful Master, make a full report in writing of all monies received during the year, and a detailed statement of all expenses during the year.

Section 4. The Finance and Audit Committee is responsible for all the financial operations of the Lodge. They shall assist the Worshipful Master in planning of the expenditures of the Lodge. They shall audit all bills that may be referred to them by the Lodge and must give prior approval to any non-recurring expenses in excess of \$200.00. They shall examine the accounts of the Treasurer and Secretary and shall at the same communications as in Sections 2 and 3 above, or oftener if required by the Worshipful Master, make a full report. They shall prepare and submit at the first regular Communication in October, a proposed Budget of expenditures for the lodge for the ensuing year. They shall meet independently at least once each year, during the month of May, and at such other times as directed by the lodge, in order to determine if any changes and/or additions need to be applied to the currently adopted budget. They shall present such changes and/or additions in the form of a written resolution before the lodge for their adoption at a regular communication of the lodge.

Section 5. The Charity and Relief Committee shall inquire into and investigate all cases of distress, which shall be referred to them or come to their attention. They shall have the power to draw vouchers on the Treasurer, with the consent of the lodge for such funds, as in their best judgment and discretion, shall be necessary for their relief. They shall report to the Lodge at the Annual Communication the total amount of funds expended for relief.

## Article VI.

### Stipends and Compensation.

Section 1. For faithful service to the Lodge the Worshipful Master shall receive his Past Master's Apron and such other gifts as the Trustees may recommend.

Section 2. The Treasurer, Secretary, Organist and Tyler shall, for the faithful performance of their duties receive such compensation as the Lodge may elect from time to time.

## Article VII.

### Fees, Dues, Investments, and Liabilities.

Section 1. The initiation fee shall be Four Hundred dollars (\$400.00), plus required Grand Lodge fees/assessments and Background Check fees, Two Hundred dollars (\$200.00) of which, plus the G.L. Background Fee, shall accompany the petition, the balance to be paid prior to receiving the first Degree/Initiation.

Section 2. Annual Union Lodge Dues shall be \$150.00 per member effective January 1<sup>st</sup>, 2022. Annual Union lodge Dues shall \$200.00 per member effective January 1, 2023. In subsequent

years upon recommendation of the Budget and Finance Committee, and upon approval of the Lodge, Dues can be increased by up to Twenty-Five (25) percent per year per member, based upon the total Lodge budget divided by the number of dues paying members, OR A LESSER AMOUNT, on recommendation of the Trustees and Elected Line, until a balanced budget is achieved. Each year thereafter; upon adoption of the Annual Budget at the First Regular Communication in November, the annual dues for the subsequent year shall be determined by dividing the budgeted Gross expense less the non-dues revenue by the number of full dues paying members of the Lodge, rounded up to the nearest one half (1/2) dollar, plus all Grand Lodge assessments heretofore or hereafter levied, payable in advance. Future increases to the budget expenditures for the normal operation of the Lodge shall be capped at ten percent (10%) per year.

Section 3. Members experiencing true financial hardship, upon written request and recommendation of the Charity and Relief Committee and with the consent of the Worshipful Master, may be exempted from Lodge dues. Each exempted member shall be expected to remit only such payment as the Grand Lodge may require for its annual per capita assessment unless further relief is indicated.

Section 4. There shall be no fee charged applicants for affiliation or dual membership of this lodge, except such sum as the Most Worshipful Grand Lodge may require to be paid.

Section 5. At the first Regular Communication in November, a budget of expenditures for the lodge for the following year shall be adopted by resolution. Prior to any transfer of funds from the previous year's Investment Income, an adequate amount shall be set aside to cover any expected short fall in the adopted budget of expenditures. Said funds may remain in an interest bearing account until such time that they are needed for the general operations of the lodge. Proposed changes and/or additions to the adopted budget shall be submitted, in writing, by the Budget and Finance Committee, at a regular Communication of the lodge and shall require the consent of a majority of the members present for adoption. Emergency appropriations shall fall under the auspices of the Trustees.

## Article VIII.

### Membership.

Section 1. All applications for initiation and membership shall be made by Petition, on the current Grand Lodge Petition form. Petitions must be recommended and signed by Master Masons and the ballot upon election or rejection of a petitioner shall be taken after the proper investigation by committee and their report given in accordance with all procedures as set forth in the Constitution and Laws of the Grand Lodge.

Section 2. Any petitioner who may be elected to this lodge and who fails to present himself for the peace of six (6) months for initiation, shall forfeit all the privileges acquired by said election and all claims between him and this lodge shall be dissolved unless by a vote of the lodge taken previous to the expiration of said period the time shall be extended.

Section 3. In each year between the 1<sup>st</sup> day of October and the 31<sup>st</sup> day of December, the Secretary shall serve upon every member who will be at the date January 1<sup>st</sup>, in arrears for Dues twelve (12) months, a written or printed demand for payment of the same together with a copy of the Grand Lodge 14<sup>th</sup> General Regulation. All such demands shall be dispatched, certified mail, to each such member's last known place of residence. Members shall notify the Secretary of a change of address. A notice mailed to the last known place of residence shall be deemed in accordance with all the requirements of due and timely notice.

Section 4. In each year, at the Annual Communication in December, there shall be a ballot taken upon the suspension of each member for the Non-Payment of Dues (NPD) who has failed to comply with the written demand served upon him as set forth in Section 3. Provided, however, that the Lodge may by unanimous consent defer taking of the ballot upon any member who was not at the time of the written demand was made as prescribed in Section 3, in arrears for dues for more than twelve months. In the case of this postponement the Secretary shall, serve a second written or printed demand, and designate it as such, upon each delinquent subject to this provision. All such demands shall be accompanied by the Grand Lodge 14<sup>th</sup> General Regulation, and dispatched in accordance with all specifications as set forth in Section 3.

## Article IX.

### Finances.

Section 1. Money belonging to this Lodge cannot be used for any other purposes than legitimate Lodge expenses and/or charity.

Section 2. The Secretary shall specify on his minute book all monies paid from one meeting up to and including each Regular Communication.

Section 3. The Secretary shall give a statement on the first regular meeting of each month regarding the amount of money he has received for the lodge, together with a statement of vouchers and amounts he had paid to the Treasurer for which he holds a receipt.

Section 4. All checks made payable to Union Lodge or Union Lodge No. 19, or Secretary of Union Lodge, must be endorsed by the Treasurer and deposited to the account of Union Lodge in the bank in which the Lodge has its regular account.

Section 5. Annual Audit of the Lodge. The Worshipful Master shall assign a Committee of Audit for the purpose of auditing the Lodge Finances. Said Committee shall conduct an Audit of all

Lodge Finances, including, but not limited to The Treasurers and Secretaries books and accounts, the Lodge Checking account, the Lodge Investment Account or accounts and any other finances of the lodge. The Annual Audit shall take place prior to the Annual Communication of the Lodge, at which the Audit Committee will present its report in writing. Additional Audits may be conducted at the discretion of the Worshipful Master. If the Lodge fails to perform and submit an Annual Audit no Installation of Officers shall take place until such an audit is performed.

## Article X.

### Relief Fund.

Section 1. The Lodge may maintain a Fund to be known and designated as the Union Lodge No. 19, F. & A. M. Relief Fund, once funds are available.

Section 2. The purpose of establishing the fund is to relieve the necessities of deserving brethren.

Section 3. This fund shall be under the management and control of the Relief Committee.

Section 4. The said Relief Committee shall have the power to distribute such fund in such a manner as in their judgment shall be wise.

Section 5. Any decision of the committee upon any case presented to it for relief shall be absolute and final.

Section 6. The Relief Fund may be created and maintained by withdrawal from the general fund of the lodge by a majority vote of the lodge.

Section 7. At the beginning of each Masonic year the fund shall have no less than Five hundred (\$500.00) dollars. The Relief Committee shall have the right to request additional funds from the Lodge as required. This amount may be increased by a vote of the Lodge.

Section 8. Any excess of the Relief Fund of more than Two Thousand dollars (\$2,000.00) shall be transferred to the general Fund of the Lodge at the end of the Masonic year.

Section 9. The Worshipful Master or any individual member of the Relief Committee shall have the right to disburse up to Twenty-Five dollars (\$25.00) at any time without recourse.

## Article XI.

### Special Regulations.

Section 1. Every member when about to speak shall rise, wait to be recognized by the Worshipful Master and address the Worshipful Master in due form and no other member shall without permission of the Worshipful Master speak more than twice upon any subject, except in explanation.

## Article XII.

### Masonic Law.

Section 1. This Lodge shall be at all time subject to and governed by the provisions of Masonic Law as contained in the Landmarks, Constitutions and Laws, Manual of the Grand Lodge of New Jersey.

## Article XIII.

### Amendments.

Section 1. No part of these By-laws shall be altered, repealed, or annulled unless a proposal be presented to the Lodge in writing, which shall lie over until the next regular communication of the lodge and every member thereof notified, if possible, of the proposed change in By-laws. It shall then be considered, and if two-thirds (2/3) of the members present shall vote in favor of such proposed change it shall become effective when approved by the Committee on Constitution and By-laws and the Most Worshipful Grand Master. Any action or Edict, however, of the Grand Lodge altering these By-laws has the effect of an amendment without any action on the part of the lodge.

Section 2. Every member of this lodge shall be furnished with a copy of these By-laws.

Section 3. Any and all former By-laws of Union Lodge No. 19, F. & A. M., not contained in the foregoing are hereby repealed and annulled.

Section 4. These By-laws be and are hereby adopted this 1<sup>st</sup> day of November 2021, and if approved by the Committee on Constitution and By-laws and the Most Worshipful Grand Master they shall be in effect on and after such approval.

By-Law Committee (2021)

R.W. David B. Littman, PGC

R.W. Gary W. Filson, PGC

R.W. Raymond P. Helge, DDGM

W.B. Alfred J. Rodriguez, Worshipful Master 2021

W.B. Larry C. Hriczak, Secretary, 2021