

# Proposed

## “EXHIBIT A” - BY-LAWS

Reagan Lodge No. 1037, A. F. & A. M.

### Article I

#### NAME OF THE LODGE

This Lodge was chartered by the Grand Lodge of Texas on the 12<sup>th</sup> day of December, A. D. 1910, A. L. 5910, and instituted on the 31<sup>st</sup> day of December, A. D. 1910, A. L. 5910, and shall be known by the name and style of **Reagan Lodge No. 1037, of Ancient ~~and~~ Free and Accepted Masons.**

This Lodge subscribed to and shall be governed by the Constitution, Laws, Resolutions, and Edicts of the Grand Lodge of Texas.

### Article II

#### MEETINGS OF THE LODGE

Section 1. The stated meeting shall be held on the first Tuesday of every month, at 7 (seven) o'clock p.m., including Federal holidays.

Section 2. Called meetings may be made by the Worshipful Master (or in his absence or inability to serve, by the Senior Warden, or in the absence of both Master and Senior Warden, then the Junior Warden), at such times at they, or either of them, having the right to act, may think important, or to be the interest of the Craft.

Section 3. As many members as possible should be notified of such called meetings, and no business shall be transacted at same, except such as was specified in the call.

Article III  
**OFFICERS OF THE LODGE**

The officers of this Lodge shall be a Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary, Chaplain, Senior and Junior Deacons, Senior and Junior Stewards, (Marshal, Master of Ceremonies, and Musician are optional), ~~Photographer~~, and Tiler.

Article IV  
**ELECTION OF OFFICERS OF LODGE**

Section 1. The Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary and Tiler shall be elected. All other officers shall be appointed by the Worshipful Master.

Section 2. In the election of officers, should only one name be placed in nomination, the vote may be taken without ballot, but should the name of more than one Brother be placed in nomination, the members shall prepare their ballots, which shall be taken up and counted at the Secretary's desk, and the number of votes received by each Brother reported to the presiding officer, and he shall declare the Brother receiving a majority (over 50% of the vote of qualified voters present) of all the votes cast duly elected.

Section 3. In the event no Brother has such majority, the ballot will be repeated until such result is attained. Blank votes shall not be considered in determining the result.

Article V  
**DUTIES OF THE OFFICERS**

Section 1. Worshipful Master – It shall be the duty of the Worshipful Master to see that the By-Laws of the Lodge, as well as the Constitution and Regulations (adopted Resolutions and Edicts) of the Grand Lodge are duly observed, and that the officers attend strictly to their duties.

Section 2. Senior Warden – It shall be the duty of the Senior Warden to assist the Worshipful Master in the discharge of his duties and succeed to all the duties of the Worshipful Master in his absence, of inability to act.

Section 3. Junior Warden – It shall be the duty of the Junior Warden to observe the behavior of the Brethren of his jurisdiction, report all violations of precepts and rules and take such action as directed by the Lodge or the Worshipful Master.

Section 4. Treasurer – It shall be the duty of the Treasurer to be responsible for the physical security of all deeds, certificates of stock, notes, bonds, obligations, or other property

of a financial character belonging to the Lodge, and to collect and receive the same when directed by the Lodge; to receive all moneys from the hands of the Secretary, passing his receipt for the same; and pay them out only upon the order of the Worshipful Master and consent of the Lodge.

The Treasurer shall keep a correct account of the same, and report minutely the financial condition of the Lodge at the stated meeting next succeeding the festival of St. John the Baptist and at such other times as the Lodge may direct. For his services, he shall receive an amount as set by the Lodge from time to time and be exempt from payment of dues.

Section 5. Secretary – It shall be the duty of the Secretary to carefully observe the proceedings of the Lodge; make a correct record of all things proper to be written, and receive all moneys due to Lodge; turning them over to the Treasurer, taking his receipt for the same.

It shall also be the duty of the Secretary:

- (1) To keep all books and papers relating to the proceedings of the Lodge.
- (2) To authenticate all official papers and documents emanating from the Lodge with the seal of the same.
- (3) To notify all Brethren of their election to office, if they were not present at the time of election.
- (4) To notify the Grand Secretary, as prescribed by law, of the suspension or expulsion of members, and of the rejection of applicants; to issue all summons, dimits, and notices as he may be directed; to make out and transmit to the Grand Secretary the annual returns of this Lodge; remit also to him the Grand Lodge dues; report to the Grand Secretary the names of all Brethren elected to Parent or Plural Membership; and perform all other duties appertaining to his office.
- (5) For his services he shall receive an amount as set by the Lodge from time to time and be exempt from payment of dues.

Section 6. Tiler – It shall be the duty of the Tiler to see that the Lodgeroom is kept clean and in order; and that the various articles of furniture are in their appropriate places; to strictly guard the door during the sitting of the Lodge; to summon the members of the Lodge to all called meetings where a summons is necessary, and be punctual in this attendance. For the performance of these, and such other duties as may appertain to his office, he shall be exempt from payment of dues.

Article VI  
STANDING COMMITTEES

Section 1. The Worshipful Master, Senior Warden and Junior Warden, as a minimum number, shall constitute Standing Committees on Fraternal Assistance, Sickness, and Arbitration, a majority of whom may at all times, act; and are responsible to the Lodge. Their duties are as follows:

- (1) Fraternal Assistance – It is their duty to examine all claimants for assistance, and, if necessary, they may draw upon the Treasury, in each instance, ~~for an amount not exceeding ten dollars~~; reporting the facts in each case to the Lodge at its next stated meeting, thereafter. See also Article XI, Section 8.
- (2) Sickness – It shall be their duty to visit all sick Brethren (unless it would be dangerous or imprudent to do so), and ascertain their condition and necessities; and to take such action as they may deem proper and necessary, both in regard to the Brother and his family.
- (3) Arbitration – It shall also be the duty of this committee to settle all differences between Brethren, unless the parties prefer to bring the matter before the Lodge.

Section 2. It shall be the duty of the Worshipful Master, at the first stated meeting following the installation of officers after the 24<sup>th</sup> of June, of each year, to appoint a Standing Committee on Finance, to be composed of three discreet Master Masons, members of this Lodge, and, if possible, men practically acquainted with bookkeeping. (See also Article XI, Section 10)

- (1) It shall be the duty of this committee, at the close of each Masonic year, as soon as appointed, and oftener if required, to carefully examine and check up the reports, books and vouchers of the Secretary and Treasurer, and any other financial matters referred to them; and make a full and accurate report at the next stated meeting of the Lodge, showing the condition of the books and accounts. And should any inaccuracies be found, recommend the necessary steps for their correction. In the matter of ordinary accounts referred to them, they may, if satisfied, report sooner.
- (2) The reports of said Committee on Finance thus made, shall be read in open Lodge and spread upon the minutes, noting the action taken by the Lodge; and all accounts and claims against the Lodge, when demanded by any Brother, shall first be referred to this committee, before being allowed.

Section 3. See also Article XI, Sections 8, 9, 10 and 101

Article VII  
**FEES FOR DEGREES**

Section 1. The fees for the degrees of this Lodge shall be an amount not less than prescribed in Article 307 of the Constitution and Laws and set by this Lodge from time to time. In addition to the regular fees collected by a Lodge, a contribution to the Texas Masonic Charities Foundation shall be collected from each applicant for the Master Mason's Degree (Art. 307 and 163-5).

Section 2. In addition to the regular fee for Initiation, a \$5.00 donation to the George Washington Masonic Memorial shall be collected from each applicant for the Entered Apprentice Degree.

Article VIII  
**DIMITS**

A member is chargeable with the pro rata portion of his dues provided in Art. 317 of the Constitution and Laws of the Grand Lodge of Texas.

Article IX  
**LODGE DUES**

Each member of this Lodge (unless herein exempted) shall pay dues from the time of his raising or affiliation, an amount set by the Lodge from time to time inasmuch as they are not less than prescribed in Article 311 of the Constitution and Laws. A member, however, shall not be required to pay such dues if he purchases an Endowed Membership in accordance with the Laws of Grand Lodge.

Article X  
**VISITING BRETHREN**

Section 1. A visitor shall not be admitted except upon due examination or lawful avouchment as required in the Constitution and Laws of the Grand Lodge of Texas.

~~Section 2. In the event that the visiting Brother is a stranger and hails from some Lodge in another grand Jurisdiction, it shall be the duty of the Secretary to notify the visitor's Lodge that we have had the pleasure of a visit by one of its members, giving the name and date.~~

## Article XI

### MISCELLANEOUS REGULATIONS

Section 1. Weapons - No weapons, either offensive or defensive, shall be carried into the Lodgeroom.

Section 2. Officers – All officers shall be members of this Lodge in good standing, unless otherwise provided for in the Constitution and Laws of the Grand Lodge of Texas, and shall be eligible and qualified for the office to which they have been elected or appointed in accordance with the qualifications as prescribed in the Constitution and Laws of the Grand Lodge of Texas.

Section 3. Duties of the Worshipful Master – When a Brother has been installed as Worshipful Master, it shall be his duty to have his photograph taken and a print placed over the Tiler's desk. At the end of his term, the bottom of the photograph shall be noted with his name and date of service and be placed in conformity with others in the Robert Guy Vaughn, Jr. Library. The Lodge shall bear the expense of photographing and framing.

Section 4. Duties of the Photographer – The Photographer shall take photographs of appropriate events and activities when requested by the Worshipful Master. The photographs or image files will become part of the Lodge archives.

Section 5. Past Masters – Upon the death of a Past Master of this Lodge, his photograph shall be moved from the west wall to the east wall of the Robert Guy Vaughn, Jr. Library. The photographs shall be in order by term served, beginning in the northeast corner. Should a Past Master of this Lodge be suspended from any Lodge for un-Masonic conduct or non-payment of dues, his photograph shall be removed from the Robert Guy Vaughn, Jr. Library during his suspension.

Section 6. Funds and Records – The Treasurer and Secretary are responsible for the safe keeping of Lodge records and documents. The Lodge shall provide on-site facilities for the safe keeping of Lodge records and documents or, with the approval of the Lodge, documents, records, or back-up computer files can be stored at a secure third-party facility.

Section 7. Lodge Budget – The Worshipful Master of the Lodge will prepare a line-item budget for his Masonic year in cooperation with the Finance Committee. This budget shall be complete and submitted to the Lodge for approval at the first stated meeting after installation. Should the budget not be approved before the second stated meeting after installation, the most recent approved budget will be used.

Section 8. Fraternal Assistance Committee – In addition to tThe Worshipful Master, Senior Warden, Junior Warden, ~~and~~ two members of this Lodge, appointed to serve for one

year, shall constitute the Fraternal Assistance Committee, three of whom can act. It shall be their duty to investigate all requests for charity, and when necessary, call on the Secretary for a Lodge donation, if within the adopted budget, and not to exceed Two Hundred Dollars (\$200.00) per request. The Committee Chairman, to be the Worshipful Master unless otherwise designated, shall report in writing, each disbursement to the Lodge at the first stated meeting thereafter. See also Article VI, Section 1 (1).

Section 9. Duties of the Library and History Committee (a Lodge Standing Committee) – This committee is composed of three members. One member is to be the Worshipful Master. The second member, appointed by the Worshipful Master, is to be a Trustee of the Robert Guy Vaughn, Jr. Trust. A third member, also appointed by the Worshipful Master, is to be a member of the Lodge at-large. It shall be the duty of this committee to develop and maintain the Lodge library; document and archive Reagan Lodge historical information in all forms; enhance the library and its holdings in a manner representative of Masonry in general, and Reagan Lodge’s position as a historic civic facility and Masonic organization.

Section 9~~10~~. Duties of the Finance Committee – A minimum of three Lodge members shall be appointed by the Worshipful Master to serve as the Finance Committee. This committee shall audit the books of the Lodge immediately after the close of the Masonic year, and as often thereafter as they may deem necessary. The Chairman of the Finance Committee shall make a written report to the members of the Lodge at the first stated meeting after each audit. The Finance Committee shall review and report on all proposed non-budgeted expenses in excess of one-hundred dollars (\$100). The Committee report shall be received prior to action at a stated meeting.

Section 10~~1~~. Duties of the Building and Grounds Committee – Members of this committee, a designated Standing Committee, shall be responsible for the care and maintenance of the lodge building and grounds. Any budgeted item may be purchased without further approval throughout the year as needed. The Building and Grounds Committee should prepare and maintain a life-cycle replacement/maintenance schedule for major building items.

Section 11~~2~~. Aprons – The Lodge shall present to each candidate at the time of his becoming a Master Mason, a white lambskin or leather apron, properly printed for completing the name and dates of the Degrees, and signed by the Worshipful Master and the Secretary. This apron shall be his to keep and wear on all proper occasions.

Section 12~~3~~. Tobacco – The use of tobacco, in any form, shall be prohibited in the Lodge building at all times.

Section 13~~4~~. Alcohol – Alcoholic beverages, whether for sale or at no cost, are not permitted in the Lodge building at any time.

Section 145. Outgoing Worshipful Master – Near the end of his term, at the June Stated Meeting, the Worshipful Master will announce his preference of a symbol of the Lodge’s gratitude for his service as Worshipful Master. This symbol may be one of the following: (1) an Endowed Membership from this Lodge, should the Worshipful Master not already have an Endowed Membership from this Lodge, (2) a replica of the Jack Wright Past Master’s Jewel, with the Lodge cost of the replica not to exceed the cost of an Endowed Membership from this Lodge Past Master’s Jewel— (tThe Junior Past Master shall be the honorary custodian of the Jack Wright Past Master’s Jewel but the jewel will remain in the possession of the Lodge. Theis Jack Wright Past Master’s Jjewel will be ceremoniously passed to each new Junior Past Master at the annual Installation of Officers, or as soon thereafter as possible),-(3) a re-imbusement from the Lodge, not exceeding Five Hundred Dollars (\$500), to the outgoing Worshipful Master towards his purchase of any Masonic-related token, or (4) the outgoing Worshipful Master may elect to not receive any symbol of the Lodge’s gratitude for his service as Worshipful Master. In any case, the Lodge is not obligated to provide a symbol of the Lodge’s gratitude for the service of the Worshipful Master but the provision of any of the above four options will require approval of the Lodge at the June Stated Meeting.

~~Section 15. Outgoing Worshipful Master Endowed Membership – Should the Worshipful Master not have an Endowed Membership from this Lodge at the end of his term, the Lodge, as a symbol of its perpetual gratitude for the service of the Worshipful Master, will purchase an Endowed Membership in the name of the Worshipful Master and in accordance with Article 318a of the Constitution and Laws of the Grand Lodge of Texas.~~

Section 16. Building Custodian – Members of the Lodge will be given the first opportunity to take the position of building custodian. Failing to find such a member, the Lodge shall secure services from a reputable person or professional service to assume these duties with payment to be determined from time to time by the Lodge.

## Article XII

### **BUSINESS**

At stated meetings after opening the Lodge in due and Ancient form, a quorum being present, the Order of Business, unless otherwise ordered by the Lodge, or the Worshipful Master, shall be as follows:

1. Reading, correcting and approval of Minutes of previous meetings.
2. Talks for the “Good of the Order”.
3. Receiving and referring to Committees of Petitions and Applications.
4. Reports of Special Committees.
5. Balloting on Petitions and Applications.

6. Reports of Standing Committees.
7. Communications from the Grand Master and the Grand Secretary of the Grand Lodge of Texas.
8. Unfinished Business
9. Motions, Resolutions and New Business.
10. Examinations for Proficiency in the proper degree.
11. Voting on Proficiency.
12. Claims and Accounts.

Article XIII  
**RULES OF BUSINESS**

The rules of conducting the business of this Lodge shall be as nearly as possible the same as those prescribed for the Grand Lodge, and in addition, as follows:

Section 1. When a question is decided, the same matter shall not again be acted on during that meeting, unless on motion to reconsider, which can only be made by a member voting in the majority, and at that or the next stated meeting, when there must be an equal or greater number of members present than when the action was had.

Section 2. All questions of order shall be decided by the Worshipful Master without appeal or debate; but the Master may ask the advice of any member before deciding; and he has the right, at any time, to declare the Lodge closed or called off, for the purpose of stopping angry debate or confusion.

Article XIV  
**AMENDMENTS OF BY-LAWS**

Section 1. No amendments of these By-Laws, either by alteration or addition, shall be made, unless in the following manner:

- (1) The proposed amendment must be in writing, signed by the proponent, and presented and read at a stated meeting of this Lodge, at which time it may be discussed and amended, if necessary.
- (2) At the next ~~stated~~ meeting of this Lodge (either a stated or a special called meeting, as provided for in the Constitution and Laws of the Grand Lodge of Texas), it shall be considered, discussed, -and voted upon without further amendment; and if approved by a majority of the votes of the members present, shall become a part of these By-Laws, upon compliance with the other provisions of this Article.

Section 2. All amendments of these By-Laws must be submitted to the Grand Lodge for its approval before they take effect, except the following:

- (1) Fixing, raising or lowering the fee for each degree, or the annual dues, within the minimum limitations fixed by the Constitution and Laws of the Grand Lodge of Texas, except as provided in Art. 309.
- (2) Adopting its own regulations as to the payment of its Treasurer and Secretary.
- (3) The day and hour of meeting or the number of stated meetings per month may be changed to suit its convenience. Whenever a change in the number of meetings per month, or of the day of the meeting is made, the Grand Secretary must be notified at once.
- (4) Adopting its own regulations to perform charitable work or public service which enables the Lodge to qualify for tax exemption as permitted by the Texas Property Tax Code.

Article XV

The above By-Laws having been adopted by the said Reagan Lodge No. 1037, on the \_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, of which witness my hand and seal.

**By order of the Lodge.**

\_\_\_\_\_, Secretary

(Lodge Seal)

The above By-Laws having been approved by the M: W: Grand Lodge of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_ .

**By order of the Grand Lodge of Texas, A.F. & A.M.**

\_\_\_\_\_, Grand Secretary

(Grand Lodge Seal)