

Rabun Gap

Lodge

#265

F&AM

Clayton, Georgia



By-Laws

Amended March 14, 2019

### **Suggested Order of Business**

- Reading of the Minutes
- Reception of Petitions
- Balloting
- Reports of Special Committee
- Applications for Relief
- Unfinished Business
- New Business
- Business for the Good of the Order
- Work and Lectures
- Closing of the Lodge

### **Changes from 2014 Version:**

2016—Chapter 6; Section 1; Add fourth standing committee (Scholarship)

2016—Chapter 5; Section 1; Change dues structure and suspension timeline

2019—Chapter 5; Section 1; Removed “registered” letter

2019—Chapter 7; Deleted section due to redundancy with Ga Masonic Code (amendments to By-Laws)

2019—Chapter 4; Section 3; Deleted section due to redundancy with Ga Masonic Code (balloting)

2019—Chapter 4; Section 2; Changed “Letter” of Good Standing to “Certificate” of Good Standing

2019—Chapter 2, Section 5; Added to acknowledge 9th District per capita tax

## **Chapter 7: Amendments**

### **Section 1**

By-Laws updated to include all amendments to this time March 14, 2019.

### **Compliance with Chapter 21-1 of the Georgia Masonic Code**

Submission of proposed amendments to the By-Laws:

February 28, 2019      Secretary: Steven R Thurmond

Vote for approval by two-thirds of the members present:

March 14, 2019      Secretary: Steven R Thurmond.

Submission to the Grand Lodge of Georgia, Committee on Charters and By-Laws

March 18, 2019      Secretary: Steven R Thurmond.

## **Chapter 1:**

### **The Lodge, its Title, Warrant, and Communications**

#### **Section 1**

The title of the Lodge is Rabun Gap Lodge #265 F&AM

#### **Section 2**

The warrant of this Lodge is a Charter granted on the 31st day of October, 1867 AD by the Most Worshipful Grand Lodge of Georgia, to whose Constitution, Laws and Edicts demand the most implicit respect and obedience shall ever be paid by its members.

#### **Section 3**

The communications, or meetings, of this Lodge shall be either Stated (regular) or Called. Stated communications shall be opened at 7:30 PM on the second and forth Thursdays of each month with November and December being exceptions. In November and December meetings shall be held on the second Thursday only.

Stated communications shall be held at the Rabun Gap Masonic Hall located at #26 West Savannah Street in Clayton, Georgia. All Lodge business including, but not limited to, balloting, reading of Petitions, and appropriation of Lodge funds may only be addressed during stated communications. Degrees may be conferred at either stated or called communications.

Stated communications must be closed in due form and on the day in which it was opened.

Called communications may be scheduled at the discretion of the Worshipful Master by giving reasonable notice and only for such purpose as specified in the notice and only compatible with the laws of Freemasonry.

No communication of this Lodge can be held unless the Charter is present.

#### **Section 4**

The Work of the Lodge shall follow the Uniform Work as prescribed by the Grand Lodge of Georgia.

## **Chapter 2: The Members and Their Duties**

### **Section 1**

The members of this Lodge are all who have been, or may hereafter be, Initiated or otherwise elected to membership through affiliation, not having properly demitted or expelled by the Grand Lodge of Georgia.

### **Section 2**

The various charges delivered to candidates in the symbolic degrees, and/or rules of conduct as specified in the *Masonic Code of Georgia* are hereby acknowledged to contain the correct summary of Masonic duties and any violation of these duties or of these By-Laws is an offense against Masonry.

### **Section 3**

A copy of these By-Laws and a copy of the Masonic Code of Georgia must be provided to each member upon being raised or

three members appointed by the Worshipful Master on the day of his installation. Their duties are to examine the financial records of the Treasurer, Secretary and Trustees and submit a detailed report in writing at the December regular communication.

- Property Committee - This committee shall be appointed by the Worshipful Master on the day of his election. Their duties are to provide for the day-to-day welfare of the Masonic Hall, leading all activities involving building upkeep.
- Scholarship Committee - This committee shall consist of three members chaired by the Worshipful Master on the day of his installation. Their duties are to implement the Rabun Gap / Kenneth Morrow Scholarships.

All special committees are to be appointed by the Worshipful Master and shall consist of Master Masons of this Lodge.

### **Section 2**

There shall be three Trustees who shall be elected annually. Their duties shall be to control all property and assets and to see that the property is properly insured. The Trustee elected with the most votes cast shall be the Chairman of this committee.

No property of this Lodge may be sold, loaned, placed as collateral, or otherwise disposed of unless by unanimous written consent of the Trustees and by majority vote of the membership.

at any moment when drawn upon or called for.

### **Section 5**

All disbursements of the Lodge will be by check, drawn from Lodge funds signed by personal signature of any two of the following officers: Treasurer, Secretary and/or Worshipful Master.

### **Section 6**

Routine obligations such as utility bills, Grand Lodge Assessments, District dues, property taxes, postage fees, insurance premiums shall be paid by the Treasurer with the consent of the Worshipful Master and without the need for a vote of the Lodge; however, any such funds paid out must be documented in the minutes of the next stated meeting following the disbursement.

### **Section 7**

In appreciation for his work, the outgoing Master of this Lodge may be presented a Past Masters apron or suitable gift at the expense of the Lodge.

## **Chapter 6: Committees**

### **Section 1**

There shall be four standing committees of this Lodge.

- Committee of Charity - This committee shall consist of three members appointed by and chaired by the Worshipful Master. Their duties shall be to dispense the benevolence of the Lodge so as to relieve human distress in the most speedy and practical manner.
- Committee on Finance - This committee shall consist of

affiliated.

### **Section 4**

All Master Masons who belong to a Lodge having fraternal relationship with the Grand Lodge of Georgia are welcome as visitors. It shall be the duty of the Senior Deacon and Senior Warden to satisfy themselves that any visitor is in good standing with their home Lodge by requiring them to present a current dues card and submit himself to be examined or to take the Tyler's Oath before being allowed to sit in this Lodge.

### **Section 5**

The admonition to be "properly clothed" applies to Lodge members as well as to officers. While no dress code is mandated by these By-Laws, those desiring entrance into the Lodge must dress in good taste as to show dignity and respect for the Brotherhood.

## **Chapter 3: The Officers, Their Election, Installation and Duties**

### **Section 1**

The Officers of the Lodge are: Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, and Tyler.

### **Section 2**

The Worshipful Master, Wardens, Treasurer and Secretary shall be elected by paper ballot, in open Lodge, at the Decem-

ber stated meeting of each year to serve a one year term. Every Master Mason in attendance who is a member of this Lodge shall be eligible and must cast a ballot to vote unless excused by the Worshipful Master. The brother receiving the majority of votes shall be declared duly elected.

Each officer duly elected and installed shall hold office until his successor has been duly elected and installed.

No officer duly elected and installed may resign his office during the term thereof.

### **Section 3**

The Installation of officers shall be scheduled at the discretion of the incoming Worshipful Master but no later than the following regular meeting. The installation may be held during the stated meeting at which he was elected or at a called communication which may be open to the public.

The incoming Worshipful Master has the option to select any Past Master to serve as his Installing Officer.

The rules for installations shall be those prepared under the direction of the Grand Lodge of Georgia.

### **Section 4**

It shall be the duty of the Worshipful Master to schedule monthly officers meetings.

It shall be the duty of the Worshipful Master to attend the annual session of Grand Lodge or have a Past Master attend in his place.

will, at the second meeting in June move for suspension, effective June 30th any members who have failed to pay their dues for the previous 12 months.

**Note:** Dues for newly raised candidates are to be prorated by the Secretary.

### **Section 2**

The virtue of practical charity, or alms giving is recognized by this Lodge as one of the primary principles of the Masonic Fraternity. The standing committee of Charity shall have the power, at any time to draw upon the Treasury of the Lodge through its Chair (the Worshipful Master) any sum not to exceed two hundred dollars (\$200.00) to provide immediate aid to a member of this Lodge, his wife, widow or orphaned children. Any other application must be brought before the Lodge.

### **Section 3**

The Secretary and Treasurer shall have their Lodge dues paid by the Lodge each year as wages for the duties they perform.

Emeritus members, as defined by the Masonic Code of Georgia, are exempt from paying dues beginning July 1st following eligibility.

### **Section 4**

All monies received by the Secretary, on behalf of the Lodge, shall be handed over to the Treasurer at or before the next communication subsequent to their reception. All monies received on behalf of the Lodge shall be kept by him in a separate fund from his private hoard, deposited at his earliest convenience into the Lodge checking account and be at the command of the Lodge

## Chapter 5: Dues, Fees, Charity, Wages, Management of Funds

### Section 1

Dues and Fees:

Annual Dues	<b>\$30.00 plus</b> any amount assessed by the Grand Lodge rounded to the next \$5 increment payable no later than July 1st of each year. *
Entered Apprentice Degree	<b>\$40.00</b> which shall accompany the Petition.
Fellowcraft Degree	<b>\$40.00</b> which shall be paid before the degree is conferred
Master's Degree	<b>\$40.00</b> which shall be paid before the degree is conferred.
Petition for Affiliation	<b>\$40.00</b> which shall accompany the Petition.

\*Each January the Secretary will forward a list of all members who failed to pay their dues to the Worshipful Master. The Worshipful Master will appoint a committee to have these members contacted. If, by May 1st, their dues have not been paid, or the Lodge not having voted to remit such dues, or, if the committee appointed by the Worshipful Master has been unable to personally visit the member, the Secretary shall send a letter as required by the Georgia Masonic Code. The Secretary will report at the first meeting in June as to who is in arrears. The Secretary

## Chapter 4: Petitions for Initiation, Membership, Advancement, Demit

### Section 1

An application for initiation into this Lodge shall be made by requesting and completing a Petition for the Degrees Of Freemasonry as provided by the Grand Lodge of Georgia.

Two Master Masons in good standing with the Grand Lodge of Georgia must recommend a candidate while one must be a member of this Lodge. The Petition is delivered to the Lodge Secretary accompanied by the associated fee as provided for in Chapter 5 of these By-Laws.

The Petition is read aloud during the next regular communication. The Worshipful Master will appoint an Investigating Committee consisting of three members.

Once the committee has had sufficient time to investigate the candidate, including establishing at least a 12 month residency within the jurisdiction of the Lodge if necessary, their recommendation is affixed to the petition with their signatures.

The Petition is again read aloud along with the recommendation of the committee before the ballot is spread.

### Section 2

An application for affiliation into this Lodge shall be made by completing a Petition For Affiliation as provided by the Grand Lodge of Georgia. Two members of this Lodge must recommend the candidate. The petition must be accompanied by a Letter of Good Standing, properly routed through the Grand Secretary, signed and sealed by the member's current Lodge along with

the associated fee as provided by Chapter 5 of these By-Laws.

The application shall be read, investigated and balloted on in the same manner as stated in section 1, except no minimal residency is required.

### **Section 3**

When balloting upon an application for membership or advancement, if none but white ballots appear, the application is granted. If only one black ballot appears, the Worshipful Master shall declare a "no ballot" and order the ballot to be re-spread. If, after the second ballot, a black ballot remains, the application is duly rejected. When two or more black ballots appear, the application is immediately rejected.

### **Section 4**

An application by an Entered Apprentice or Fellowcraft Mason for advancement to the next higher degree shall be made in writing through the Secretary of the Lodge following his demonstration of a satisfactory proficiency during open Lodge in that degree. Such application must be acted upon at the communication at which it was made.

### **Section 5**

Any member shall be entitled to a Certificate of Good Standing or Demit who has fully paid his dues and is free from charges brought against him.

### **Section 6**

Applications for petitions of every sort (except for emergency charity) must be presented at a stated meeting of the Lodge and may be acted upon at the same communication at which

they are received, except for membership per section 1 and 2.

Every member of the Lodge present when a motion is put on question shall be bound to vote unless excused by the Worshipful Master.

### **Section 7**

When an applicant is rejected by this Lodge, no member or visiting brother shall attempt to discover by any means whatsoever who opposed his admission, under penalty of that member or visitor having charges brought against him. In order to prevent a person from pleading ignorance, it is hereby made obligatory for the Worshipful Master to have read the following to the Lodge immediately after the rejection of any candidate:

*When an applicant is rejected by this Lodge no member or visiting Brother shall attempt to discover by any means whatsoever who opposed his admission under the penalty of a member being suspended, or if a visitor, of never thereafter being permitted to visit this Lodge or become a member thereof, and if any member or Brother within the jurisdiction of this Lodge shall inform a petitioner or any other person except a Master Mason in good standing of anything which may have occurred in relation to any petition or shall inform him who was present at the time of such action or shall divulge any business whatsoever that may have been transacted by or in the Lodge, he shall be deemed to be guilty of un-Masonic conduct and shall be dealt with therefore according to the Constitution of the Grand Lodge of Georgia.*