By-Laws

CROWLEY LODGE No. 243
F. & A. M.

MASONIC TEMPLE
Court Circle
CROWLEY, LOUISIANA
ARTICLE I

NAME AND DOMICILE

Section 1. This Lodge shall be known as Crowley Lodge No. 243, Free and Accepted Masons, under the jurisdiction of the Grand Lodge of the State of Louisiana, F. & A. M.

Section 2. The domicile of this Lodge is hereby fixed at the City (or Town) of Crowley, Parish of Acadia, State of Louisiana.

ARTICLE II

The stated communications shall be held on the 1st and 3rd Tuesdays of each month at 7:30 P. M., from January through December.

Section 2. By favorable vote of a majority of the members present at any regular meeting, the meetings of the Lodge may be suspended during the months of July, August and September.

Section 3. Special communications may be called by the Worshipful Master whenever he may deem the same necessary. The business to be transacted shall be in accordance with the General Regulations of the Grand Lodge.

ARTICLE III

OFFICERS AND ELECTIONS

Section 1. The elective officers shall consist of a Worshipful Master, Senior Warden, Junior Warden, Treasurer and Secretary, who shall be
elected by written ballot at the first stated communication in December of each year and installed on or before the twenty-seventh day of the month. A majority of votes shall be necessary to elect in each case.

Section 2. The Worshipful Master shall appoint the following officers: Senior Deacon, Junior Deacon, Master of Ceremonies, Chaplain, Stewards, and Marshal. They shall be installed with elective officers.

Section 3. All officers shall serve until their successors shall have been duly elected or appointed and installed.

Section 4. All officers must be members of the Lodge except the Tyler.

ARTICLE IV
DUTIES OF OFFICERS

Section 1. It shall be the duty of the Worshipful Master to preside at all communications of the Lodge; to appoint all standing and special committees. He shall be chairman of the Relief Committee and Ex-Officio member of all other committees. He shall promote the advancement of all Masonic activities within the Lodge and community; shall encourage a more perfect performance of the Esoteric Rites of the order; shall, unless conditions make it impossible, attend the annual meeting of the Grand Lodge and shall perform all other duties as usually pertain to the office of Worshipful Master under Masonic Law and Tradition. Nothing hereinabove contained shall be construed as restricting or conflicting with the rights and prerogatives of the Worshipful Master.

Section 2. The Senior Warden, in the absence of the Worshipful Master, shall preside at all communications and perform such other duties as pertain to that office and as may be delegated to him by the Worshipful Master.

Section 3. The Junior Warden, in the absence of the Worshipful Master and the Senior Warden, shall preside at all communications, and shall perform such other duties as pertain to that office, and as may be delegated to him by the Worshipful Master.

Section 4. It shall be the duty of the Treasurer to receive all moneys belonging to the Lodge and deposit the same in the official depository designated by the Lodge, in his official capacity as Treasurer of the Lodge, promptly after receiving the same; but he shall not be liable for the funds of the Lodge while the same are in said depository.

At the last stated communication in December of each year or as soon thereafter as possible the Treasurer shall make, in writing, a detailed financial statement showing all funds which are in his hands, or which may have passed through them during the fiscal year, accompanying his report with all vouchers.

Section 5. It shall be the duty of the Secretary to keep full and correct minutes of all the transactions of the Lodge proper to be recorded; to keep suitable and complete books of accounts; to keep a full register of its members and a book of returns to the Grand Lodge; to keep the seal of the Lodge and to affix it wherever necessary. He shall collect all dues, receive all moneys paid to the Lodge and pay the same over to the Treasurer, taking his receipt therefor. He shall file and preserve all communications, reports and correspondence, and shall give prompt notices to all committees, to sister Lodges, and carry on all correspondence necessary. He shall generally perform all duties appertaining to his office.
He shall make a report of transactions of his office at each regular communication of the Lodge.

At the last stated communication in December annually or as soon thereafter as possible he shall make a full report in writing of all receipts and disbursements, income and expense, and shall exhibit a financial statement of the Lodge, showing all amounts due the Lodge by any member thereof.

He shall receive sufficient compensation, and be subject to remission of dues, as may be determined by the Lodge.

Section 6. The Tyler shall be responsible for all the jewels, regalia and furniture of the Lodge, and not permit them to be removed from the Lodge without permission of the Worshipful Master. He shall have custody of the visitors’ book and see that the names of all visitors are registered in their own handwriting, together with the number and location of their Lodges. He shall make an exact inventory of all property of the Lodge and at the end of his term of office turn over to his successor all of said property. He shall make an annual report to the Lodge at the meeting next preceding the annual election. He shall deliver all summonses and notices that may be required by the Lodge. His compensation shall be fixed by the Lodge.

Section 7. All other officers shall perform the duties incident to their respective offices.

ARTICLE V

COMMITTEES

Section 1. The Worshipful Master, Senior and Junior Wardens shall constitute the standing Committee on Relief and shall have authority to draw upon the Treasurer for a sum not exceeding $20.00 dollars for any one object. The committee shall report at each stated meeting of the Lodge what relief it has granted since its last report.

Section 2. The Worshipful Master shall appoint at the first stated meeting in January, or as soon thereafter as practicable, a Finance Committee composed of three members, which shall examine the accounts of the Treasurer and Secretary, and all other fiscal matters of the Lodge. It shall report as often as the Lodge may deem necessary, and make an annual report at the close of each fiscal year or as soon thereafter as possible.

SPECIAL PROVISION TO BE USED ONLY WHEN A HOUSE COMMITTEE IS REQUIRED:

Section 3. House Committee: The Worshipful Master shall, during his term of office be Chairman of the House Committee to be created by election of four additional members, one of whom shall serve for one year, one for two years, one for three years and one for four years, after which one member shall be appointed or elected each year when the other officers are elected and appointed, to serve for four years. Any vacancy on this Committee shall be filled only up to the date of the next election of officers, by appointment by the Worshipful Master, and the remaining term of the vacancy shall then be filled in the manner provided hereinafore.

No member of this Committee shall serve more than 2 terms. The duties of the House Committee shall consist of the care, maintenance and administration of the real estate and building, furniture and fixtures of the Lodge, and in the performance of these duties, the House Committee shall have authority to make necessary expenditures for the purchase of supplies, the making of necessary repairs, the payment of wages for services of a janitor, caretaker and other employees, the placing and
payment of insurance, and the like. If any portion of the premises be rented for commercial purposes, the lease shall first be approved by the Lodge, and all rents and income shall be collected by the Secretary of the Lodge.

No change or alteration, or addition to any improvements shall be made, unless the Lodge at a regular meeting, or a special meeting called for that purpose, approves the same in advance.

The House Committee shall not, under any circumstances, have power or authority to buy or sell the property of the Lodge, or to pledge or mortgage any of it, or to sign any financial obligation in behalf of the Lodge.

The House Committee shall render a quarterly report of its financial transactions to the Lodge at the first meeting in January, April, July and October of each year.

ARTICLE VI

FEES AND DUES

Section 1. Fees required by this Lodge shall be as follows:

For degree of Entered Apprentice $15.00 plus $5.00 $20.00
For degree of Fellow Craft $20.00
For degree of Master Mason $15.00 plus $5.00 $20.00
For Affiliation $5.00

The fee for each degree shall accompany the petition therefor and no exception shall be permitted. If application be rejected the fee shall be returned. In addition to the above, each candidate before he shall receive the Entered Apprentice degree shall make a donation of $5.00 for the Masonic Home for Children which shall accompany the petition. If the petition is for the Fellow Craft degree, or the Master Mason degree, and the candidate has received the Entered Apprentice and/or the Fellow Craft degree in another jurisdiction, and has not made the donation of $5.00 for the Masonic Home for Children the same shall accompany the petition for the Fellow Craft degree or the Master Mason degrees, as the case may be.

In addition to the above, each Lodge shall collect from each candidate, before he receives the M. M. Degree, the sum of $5.00 for the benefit of the Special Purposes Fund of the Grand Lodge, and pay the same to the Grand Secretary at the time the annual returns are made.

Section 2. Each member of the Lodge shall pay annually the sum of $20.00 dollars as dues, and in addition thereof, such sums for per capita tax and assessments as the Grand Lodge may require.

Section 3. No assessment shall be levied on the membership of the Lodge except for the benefit of the Lodge or strictly Masonic purposes, and not then unless the resolution providing for same shall be introduced at a stated meeting of the Lodge and lie over for four weeks and all the membership within hail be notified and the same be adopted by a majority vote of those present at that meeting.

Section 4. Life membership may be created only in accordance with the General Regulations and Resolutions of the Grand Lodge.

Section 5. Honorary membership may be creat-
ed by a resolution introduced in the Lodge and each proposed honorary member shall be elected by secret and unanimous vote of the members present at a subsequent meeting.

ARTICLE VII

FUNDS

Section 1. The members of the Lodge, at a regular meeting, shall designate a bank as the official depository wherein to deposit all the moneys of the Lodge.

Section 2. All checks drawn against the funds of the Lodge shall be signed by the Worshipful Master and the Treasurer; or in the absence or inability of the Worshipful Master, the Senior Warden; and in the absence or inability of the Treasurer, by the Secretary; and no check shall be drawn against any funds in the bank except upon a proper warrant drawn by the Secretary or by the Standing Committee on Relief.

If the Lodge elects to do so it may use a check signed by the Worshipful Master, the Secretary and the Treasurer in lieu of issuing a warrant and a check as above provided.

Section 3. All bonds and other evidences of debt, other than money deposited in bank shall be certified by the Secretary as the property of the Lodge and deposited in some Safety Deposit Vault designated by the Lodge, and in the name of the Lodge, and shall be withdrawn only by the Treasurer and Worshipful Master of the Lodge together, or, in the absence or inability of the former, by the Secretary and the Worshipful Master together, or, in the absence or inability of the Worshipful Master, by the Treasurer and Senior Warden together.

Section 4. No appropriation except as provided for Relief Committee, may be made from the funds of this Lodge, unless same has been submitted at a stated communication and the brethren within hail duly notified; provided, this shall not apply to the ordinary expenses of the Lodge.

Section 5. The money of the Lodge shall not be loaned to members of the Lodge for any purpose whatsoever. When there is a surplus in the treasury, the Master, with the approval of the Lodge, may invest such surplus in Municipal, State or U. S. Government bonds or securities guaranteed by the faith of a Masonic institution or placed where they are insured by an instrumentality of the United States Government for the account of the Lodge, or such other types of investment which they as prudent men may wish to make.

ARTICLE VIII

TRIALS AND PUNISHMENTS

Section 1. All trials and punishments shall be strictly in accordance with the requirements of the General Regulations and Edicts of the Grand Lodge, and this Lodge hereby adopts the Lodge (optional:) form of trial.

(Note: Strike out the form of trial not desired.)

ARTICLE IX

ORDER OF BUSINESS

Section 1. The following order of business shall be observed.
1. Reading of Minutes.
2. Communications from Grand and Sister Lodges.
4. Reports of other Committees.
5. Reception and Reference of Petitions.
6. Reports of Committees on Petitions.
8. Unfinished Business.
10. Conferring Degrees.
11. Remarks for “Good of the Craft.”

The Worshipful Master may, at any meeting, transpose the order of business.

ARTICLE X
SIGNING BY-LAWS

Section 1. Every member of this Lodge shall sign the by-laws, giving his address to which all notices and summonses shall be sent, and shall immediately notify the Secretary of any change in said address.

ARTICLE XI
AMENDMENT, ALTERATION OR REPEAL

Section 1. Proposals to amend these by-laws shall be offered in writing at a stated communication and shall be laid over without debate for at least two weeks, and each member shall be notified at least 7 days prior to attend the meeting fixed for the consideration of such amendments; and it shall require the favorable votes of two-thirds of the members present at such meeting to adopt said amendments; and they shall become effective only when approved by the Committee on Masonic Law and Jurisprudence and the Grand Master, or by the Grand Master as provided for in Section 5 of Article III of the General Regulations.

Section 2. In no case shall these by-laws be suspended.

ARTICLE XII

Section 1. All matters brought before the Lodge not provided for in these by-laws shall be governed by the Constitution, Regulations and Edicts of the Grand Lodge.
Submitted at stated communication of November 16, 1976.

All members within hail notified December 7, 1976.

Laid over until stated communication of January 4, 1977.

Adopted by Two-thirds (2/3) majority vote of members present at communication of Unanimous January 4, 1977.

(Lodge Seal) Nevin E. Barnett, Sr. Worshipful Master.

ATTEST:
Ancil M. Ferguson Secretary.

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R. H. CROSBY, JR. Grand Master.

ATTEST—DATE 1-17-77.

DELVIN PETER LAGUENS Grand Secretary.