

Myrtle Lodge  
No. 145  
A.F.&A.M.

By-Laws

Myrtle Lodge No. 145  
Ancient Free and Accepted Masons

## **By-Laws**

### Article I

#### Name and Authority

- A. Name: The name of this lodge shall be Myrtle Lodge No. 145, Ancient Free and Accepted Masons, with meeting place located at 125 S.E. 89<sup>th</sup> St., Oklahoma City, Oklahoma 73149.
- B. Authority: Myrtle Lodge No. 145 was chartered by the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of the State of Oklahoma at its Annual Communication on February 14, 1900. Myrtle Lodge No. 145 is incorporated in accordance with Oklahoma State Laws that govern corporations.

### Article II

#### Meetings

- A. Stated Communications: The stated meetings of Myrtle Lodge No. 145 shall be held on the second and fourth Tuesdays of each month at 7:30 p.m.

### Article III

#### Fees

- A. Fees for the Degrees: The fees for the Masonic Degrees shall be two hundred dollars (\$200.00). One hundred dollars (\$100.00) must accompany the petition. Fifty dollars (\$50.00) shall be paid in advance of receiving the Entered Apprentice Degree and fifty dollars (\$50.00) shall be paid before receiving the Fellow Craft Degree. Fees for degrees are not included in nor contribute to annual dues.

### Article IV

#### Dues

- A. Annual Dues: The first annual dues shall be payable upon conferral of the Master Mason Degree. Annual dues shall be set by majority vote of lodge membership present. Annual dues of Myrtle Lodge No. 145 shall be sixty-five dollars (\$65.00) plus Grand Lodge per-capita and assessments. Annual dues for new members shall be pro-rated quarterly.
- B. Life Membership: No life membership shall be granted by Myrtle Lodge No. 145.

- C. Members unable to pay annual dues shall be handled in accordance with Uniform Code as prescribed by the Most Worshipful Grand Lodge of the State of Oklahoma.

## Article V

### Property

- A. Title to any real property owned by Myrtle Lodge No. 145 Ancient Free & Accepted Masons, a Corporation, shall be vested in and controlled by Myrtle Lodge No. 145 as a Fraternal Association and not in its corporate capacity. Myrtle Lodge No. 145 shall have control of the revenue of the organization.
- B. The Myrtle Lodge No. 145 facilities (building, parking lot, furnishings, etc.) shall be used for Masonic-related events only by consent of the Worshipful Master. If it had been the wishes of a deceased member of Myrtle Lodge, or that of his surviving family, to hold a memorial service in his honor within the Lodge, this may be permitted to occur at no expense to the member's family, provided that the member was in good standing with the Lodge at the time of his passing, and that a two hundred dollar (\$200.00) reimbursable cleaning deposit has been submitted to the Lodge Secretary. Alcoholic beverages shall not be permitted on the premises.
- C. All gifts, donations and bequeaths of any kind made to and for the membership of Myrtle Lodge No. 145 shall become the property of the membership of the lodge and no individual claim may be held to said property. Disposition of any and all such properties shall be by vote of the Lodge.

## Article VI

### Committees

- A. Charity & Finance: The Worshipful Master shall appoint committees on charity and finance. Each of these committees shall be composed of a minimum of three (3) members of the lodge.
- B. Budget: The Finance Committee, with the assistance of the Treasurer and Secretary of the lodge, shall prepare an Annual Planning Budget to be submitted to the lodge for approval by the membership. The budget should be prepared and presented no later than the first stated meeting in February of each calendar year.
- C. Audit: The Worshipful Master shall appoint a committee consisting of two an odd number of members from the lodge, not less than 3 in number, to audit the books and accounts of the lodge at least once each fiscal year. Excluded from membership within the committee will be any member who possessed financial authority for the Lodge or authority over those members, during the period of time to be audited.

## Article VII

### Board of Trustees

- A. Board: The Board of Trustees shall be made up of five (5) members of the lodge, elected by the membership, from the membership. The Chairman of the Board shall be elected from the Board members. The Worshipful Master and Wardens of the lodge shall be advisors to the board of Trustees.

## Article VIII

### Financial Responsibilities

- A. Emergency Fund: The Worshipful Master shall have at his disposal a maximum of one hundred dollars (\$100.00) for an emergency fund to be used at his discretion without the consent or approval of the lodge. Replacement of any amount of this fund used shall be by majority vote of the membership at a stated communication.
- B. Treasury: No checks shall be issued except by consent and approval of the Worshipful Master. The Worshipful Master may direct the Treasurer and/or Secretary to sign checks. All checks shall require the signature of at least two (2) of these three named officers to be proper.
- C. Financial Report: The Treasurer shall prepare a Quarterly Financial Report to be read at the first stated meeting during the month following each quarter.
- D. Endowment Fund: A fund will be established for the sole purpose of providing necessary funding to sustain Lodge property and the satisfaction of operating expenses. Monies will be collected and deposited in an investment account earmarked specifically for the Endowment Fund. Until such time that the principal of the Fund has reached the amount of \$250,000.00, no monies may be extracted from the Fund account, and all earnings from the Fund will be reinvested in the Endowment Fund account. Once the Fund principal has reached \$250,000.00, up to 95% of the annual earnings of the Fund account may be applied to the maintenance and operational costs of the Lodge facility, with no less than 5% retained within the Fund account to promote Fund growth. The principal of the Endowment Fund may not be utilized at anytime, for any purpose. In the event that the usable portion of annual earnings for a given year exceed the maintenance and operational costs, then remaining monies may be reinvested in the Fund account, utilized for charitable activities, or for other expenditures as deemed worthy by the Worshipful Master.

## Article IX

### Awards and Recognition

- A. Worshipful Master: The outgoing Worshipful Master shall be given a Past Master's apron or a gift of his choice of equal value on or about the third Saturday of November each year.

- B. Flowers: Will not be sent by Myrtle Lodge No. 145 for funerals, memorials, illness, or any other event.
- C. A card may be sent to a Brother or his family for any occasion.

## Article X

### Salary and Duties of Employees

- A. The Worshipful Master and Wardens shall recommend to the lodge the salary of the lodge Secretary and Custodian, and the salary and/or expense amount of the lodge Treasurer.
- B. Vacation and Sick Leave: The Treasurer, Secretary and Custodian of Myrtle Lodge No. 145, after one year service, shall receive fifteen (15) working days vacation per year. Vacation days may not be accumulated and must be taken within the year. Any vacation time not taken within the year is lost.

The Treasurer, Secretary and Custodian shall receive fifteen (15) sick leave days per year. Sick days may be accumulated up to a maximum of Sixty (60) days. Employees' sick leave and vacation days are lost upon termination.

- C. Duties: The Worshipful Master shall develop job descriptions and hours with the assistance of the Wardens for the Custodian and is responsible for the hiring and termination of this employee, and he shall serve at his discretion and report directly to the Worshipful Master of Myrtle Lodge No. 145. The Worshipful Master may, during his tenure, hire such employees to fill vacancies that may occur with the consent of the lodge. The Worshipful Master may not alter the accepted salaries of such employees without consent of the membership of Myrtle Lodge.

## Article XI

### Constitution and Code

- A. Constitution and Code: The provisions of the Constitution and Code of the Most Worshipful Grand Lodge of ancient Free and Accepted Masons of the State of Oklahoma as now existing or as hereafter amended shall govern this lodge as full and completely as though embodied herein. Any portion of these By-Laws which may conflict in any way with the Grand Lodge Constitution and Code that has not been approved by the Grand Lodge is hereby amended in whatever respect or form as may be necessary in order to conform to the Constitution and Code of the Most Worshipful Grand Lodge of the State of Oklahoma.

**Adoption**

These by-laws adopted by Myrtle Lodge No. 145 on the 26<sup>th</sup> of March, 2019.

**By-Laws Committee**  
**Brother Robert English**  
**Brother Bill Neal**  
**Worshipful Jim Scott**  
**March 2019**

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Worshipful Master

Attest

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