

ALPENA-HOPPER LODGE No. 199, F.&A.M.

BYLAWS

ARTICLE I -NAME AND LOCATION

This Lodge, located and held in the Alpena area, shall be known and hailed as Alpena-Hopper Lodge No. 199 F. & A. M. under the jurisdiction of the Grand Lodge of Free and Accepted Masons of the State of Michigan.

ARTICLE II - COMMUNICATIONS

SECTION 1. Regular communications of this Lodge shall be held on the first Wednesday of each month at 7:30 PM, provided however, should the first Wednesday fall on a holiday, then the regular communication shall be held on the following Wednesday.

SECTION 2. The Worshipful Master may call special communications at any time not otherwise prohibited by Grand Lodge Regulations by giving due and timely notice, however, our practice is to perform all degree work at 7:30 PM on the 3rd Wednesday of the month for E.A. & F.C. degrees, and 5:30 PM for M.M. degrees.

ARTICLE III -LODGE OFFICERS

SECTION 1. The officers of this Lodge shall consist of a Worshipful Master, a Senior Warden, a Junior Warden, a Treasurer, a Secretary, a Chaplain, a Senior Deacon, a Junior Deacon, Stewards, a Marshall a Tiler, and a Musician.

SECTION 2. The first five officers named in Section 1 of this Article shall be elected by ballot and by a simple majority of the votes cast at the Annual Communication in November. The Senior Deacon, Junior Deacon, Stewards, Chaplain, Marshal, Tiler and Musician, shall be appointed by the Worshipful Master-elect at this same meeting.

SECTION 3. The officers' dress code for regular communications should be proper business attire (dress coat, tie and polished dress shoes). Attire for degree work shall be formal attire except in situations such as an outdoor M.M. degree where formal wear would be inappropriate. Further, nothing in this Section shall be construed to preclude the Worshipful Master from exercising his discretion to amend the dress code where circumstances would warrant.

SECTION 4. The officers of this Lodge are elected by the Brethren with an expectation of a certain level of dedication and devotion to the Lodge. Attendance at each regular and special communication is expected. Emergencies and unexpected personal obligations beyond one's control shall be considered excused absences.

ARTICLE IV -VACANCIES IN OFFICE

SECTION 1. Where a vacancy in the office of Worshipful Master occurs the Lodge may, upon dispensation from the Grand Master, hold an election to fill the vacancy.

SECTION 2. A vacancy in any office except that of Worshipful Master shall be filled at a regular communication by election or appointment as provided in Article III, section 2 of these Bylaws.

NOTE: It shall be the Worshipful Master's prerogative to appoint a qualified member to fill a vacated elective office – either temporarily or for the remainder of the Masonic year – or to move his line officers ahead to

accomplish the same purpose. It is not permissible for the Lodge to elect an officer to any other office than that to which he was originally elected at the Regular Communication in November -- and in which he was installed.

ARTICLE V - DUTIES OF THE OFFICERS

SECTION 1. The duties of the officers shall be such as are prescribed in the Grand Lodge Regulations.

SECTION 2. The Secretary shall receive such compensation as is contracted with the Lodge at its annual communication.

SECTION 3. The Secretary shall be exempt from the payment of annual dues, including per capita and special assessments, levied by the Grand Lodge.

ARTICLE VI – FEES AND ASSESSMENTS

SECTION 1. The fee for the Entered Apprentice Degree shall accompany the petition, and the fees for the Fellowcraft and Master Mason Degrees must in each case be paid prior to receiving the degree.

SECTION 2. Fees for conferring degrees shall be as follows:

(a) Entered Apprentice Degree: \$25.00

(1) An additional fee of \$5.00 shall be collected from each Petitioner. (See Blue Book under "Grand Lodge Revenues.")

(b) Fellowcraft Degree: \$25.00

(c) Master Mason Degree: \$25.00.

ARTICLE VII – DUES

SECTION 1. Every member of the Lodge, including Plural members, except the Secretary, Honorary members, Life members, Prepaid members and those whose dues shall have been remitted for charitable purposes, shall pay annually to the Secretary, dues and any special assessments and per capita levied by the Grand Lodge. Said dues, special assessments and per capita shall be due and payable on or before January 1st of each calendar year. A member is delinquent if his dues are unpaid. An Entered Apprentice or Fellowcraft is not liable for payment of dues. A Master Mason is liable for payment of dues from the date on which he receives his Master Mason Degree. The amount of annual dues shall be presented to the Lodge by the Worshipful Master at the Annual communication in November and shall be balloted upon. A simple majority is required for adoption.

SECTION 2. It shall be the duty of the Secretary to mail to each member – together with the notice of the Annual Communication – a statement of his dues account on Grand Lodge Form 40. A member owing one years dues to the Lodge shall be dropped from the rolls of membership at the September regular communication of the Lodge by a two-thirds (2/3) affirmative vote of the Lodge, provided however, that the delinquent member has been given written notice (NPD-I, Form 70), of the proposed action prior to the September regular communication. The notice (NPD-I) shall be delivered in person or by Certified US Mail to such delinquent member at his last known address; provided further, the Secretary has reported said delinquency to the Lodge at the June regular communication – prior to such mailing or written notice.

SECTION 3. The delinquent dues committee shall consist of three members appointed by the Worshipful Master. The Committee shall make every effort to contact a delinquent member regarding payment of his dues. A Brother cannot be dropped from the rolls of membership until a written report with the Committee's recommendation

relative to the Brother's indebtedness has been read and submitted to the Secretary. Once submitted, the Secretary shall initiate procedural actions in accordance with Key 4-22 SECTION 28 of the Blue Book.

ARTICLE VIII – STANDING COMMITTEES AND THEIR DUTIES

COMMITTEE ON CHARITY AND RELIEF

SECTION 1. The Worshipful Master, Wardens, Secretary and Treasurer shall be a standing committee on charity and relief and shall have the power to draw warrants on the Treasury authorized by any three members of the Committee for a sum not to exceed Two hundred and fifty dollars (\$250) for the relief of any one distressed Brother. Any such action shall be duly recorded in the minutes of the next regular communication.

SECTION 2. The Worshipful Master shall, immediately following his installation, appoint to the following standing committees, members who shall hold office for (a) one year (b) until their successors are appointed or (c) until they are removed for cause:

FINANCE COMMITTEE

SECTION 1.

The Committee shall consist of three members at large. The Treasurer and Secretary shall be ex-officio members.

SECTION 2.

The Finance Committee shall audit the books of the Treasurer and Secretary for the year ending December 31. The Committee shall submit its report to the Lodge at the regular communication in February.

SECTION 3.

The Committee shall prepare and submit a budget of anticipated revenue and expenses for the ensuing Masonic year.

DELINQUENT DUES COMMITTEE

SECTION 1. The Committee on delinquent dues shall consist of the Junior Warden and two members-at-large. The Committee shall investigate each case of delinquency shown on the Secretary's report to the Worshipful Master in June of each year and report to the Worshipful Master and the Lodge their written findings prior to the Regular Communication in September. The Committee shall make recommendations as to whether or not to remove delinquent member(s) from the rolls. The Worshipful Master and Secretary shall be ex-officio members of this committee.

SECTION 2. The Secretary shall read the names of all members delinquent in their dues at the May and June Regular Communications.

SICK AND VISITATION COMMITTEE

A Committee for visitation of the sick shall have the responsibility for obtaining all information relative to Brethren who may be sick or in distress, and report such information to the Lodge.

PROPERTY COMMITTEE

A Property Committee shall exercise a general supervision over all properties of the Lodge, such as robes, paraphernalia, furniture, etc. This Committee shall make recommendations to the Lodge when, in its judgment,

replacements are necessary. It shall maintain an inventory of all Lodge properties and advise the Lodge whether there is adequate insurance coverage on the same.

MASONIC HOME COMMITTEE

A Committee on the Masonic Home shall consist of three or more members, one of whom shall be the Junior Deacon whose duty it shall be to (a) be sufficiently informed to answer or obtain answers to all Lodge questions pertaining to the Masonic Home; (b) to serve as liaison between the Lodge and the Masonic Home in all joint Lodge and Masonic Home endeavors; (c) to keep in touch with the Home Board of Control for the mutual benefit of the Lodge and the Masonic Home and; (d) to assist in such other Lodge and Home activities as the Grand Master may direct. (See Blue Book, under Lodge, Committees Required by Grand Lodge).

WIDOWS AND ORPHANS COMMITTEE

The Widows and Orphans Committee shall, at frequent intervals, review the list of deceased Brethren who have expired during the preceding five years. This committee will also monitor the financial status of surviving widows and orphans of the deceased Brethren. If worthy cases are found, the Committee shall call these cases to the attention of the Lodge and (where orphans are involved) the Grand Lodge Orphans Relief and Educational Assistance Committee.

ARTICLE IX - BANK DEPOSITORY

It is the duty of the Lodge to determine which bank(s) shall be the repository for the Lodge's funds. Such funds deposited shall be entirely at the risk of the Lodge, provided that such deposits shall not be withdrawn except by warrant(s) or check(s) signed by any two of the three following officers: The Worshipful Master, the Secretary or the Treasurer.

ARTICLE X - ORDER OF BUSINESS

The order of business for conducting regular communications shall be:

1. Opening of the Lodge
2. Reading and approval of the minutes
3. Presentation of bills and the financial report
4. Reading of communications
5. Reading and referral of petitions
6. Receiving reports from Investigation Committees
7. Balloting of petitions
8. Reports of Standing and/or Special Committees
9. Consideration of unfinished business
10. Consideration of new business
11. Closing

ARTICLE XI - AMENDMENTS

These By-Laws may be amended in the following manner: Notice of proposed changes shall be presented in writing at a regular communication, read to the Lodge and spread upon the minutes. Any such proposal shall lie

over until the next regular communication before being acted upon. It shall then require concurrence of a vote of two-thirds of the members present. Two copies of the amended bylaws shall then be submitted to the Grand Secretary for the Grand Master's approval. [Key 4-3 Section 4.]

THESE AMENDMENTS APPROVED AT A REGULAR COMMUNICATION HELD:
July 11, 2001 AT ALPENA-HOPPER LODGE NO.199, F.&A.M

Raymond C. Lay, WORSHIPFUL MASTER

Donald J. Fredlund, SECRETARY

LODGE SEAL

APPROVED THIS 30th DAY OF September, 2001

Paul N. Cross, MOST WORSHIPFUL GRAND MASTER

GRAND LODGE SEAL: