

By-Laws of Parsons Lodge No. 222, A.F. & A.M.

Austin, Texas

ARTICLE I NAME OF LODGE

This Lodge was chartered by the Grand Lodge of Texas on the 10th day of December, 1910, and shall be by the name and style of Parsons Lodge No. 222 of Ancient Free and Accepted Masons. This Lodge subscribes 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 Meetings shall be held on the second Wednesday of each month at 7:30 P.M. The time of the Stated Meeting may be, on special occasions, changed by the Worshipful Master for special events, programs and presentations.

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 the Worshipful Master and Senior Warden, then by the Junior Warden), at such times as they, either of them, having the right to act, may think important, or in 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 the Lodge shall be a Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary, Chaplain, Senior and Junior Deacons, Senior and Junior Stewards and Tiler. (Marshal and Master of Ceremonies, optional.)

ARTICLE IV ELECTION OF OFFICERS

Section 1. The Worshipful Master, Wardens, Treasurer and Secretary shall be elected, all other officers shall be appointed as described in Article 292. (Note: Appointments by 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 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 numbers of votes received by each Brother reported to the presiding officer and he shall declare the Brother receiving the majority of all 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 estimating results.

**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 Resolutions of the Grand Lodge are duly observed and that the officers attend strictly to their duties. The Worshipful Master shall receive no compensation for his services other than the traditional Parsons Lodge Past Master's Jewel and a Past Masters apron, at the conclusion of his year in office.

Section 2. Treasurer—It shall be the duty of the Treasurer to hold all deeds, certificates of stock, notes, bonds, obligations or other property of financial character belonging to the Lodge and receive all monies from the hands of the Secretary, passing his receipt for the same; and pay them out only upon order of the Worshipful Master and consent of the Lodge.

Section 3. 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, through the Worshipful Master, may direct. For his services he shall receive an amount as set up by Lodge from time to time and be exempt from payment of dues.

Section 4. 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 to receive all monies due the Lodge; turning them over to the Treasurer, taking his receipt for the same.

Section 5. 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, or appointment to office, if they were not present at the time of election or appointment.
- (4) To notify the Grand Secretary, as prescribed by law, of the suspension or expulsion of members and of the ejection of applicants, to issue all summons, demits 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 pertaining to his office.
- (5) The Secretary shall be authorized to maintain a dedicated Lodge telephone line with appropriate answering device, or network service, which shall offer members and/or visitors timely notification of upcoming meetings and accept messages from members, visitors or families in case of emergency.
- (6) For his services, he shall receive reimbursement of all incidental expenses incurred in the performance of his official duty as Secretary. He shall be annually compensated with an amount as set by the lodge from time to time at the June Stated meeting and he shall be exempt from the payment of dues.

Section 6. Tiler—It shall be the duty of the Tiler to see that the Lodge room 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 Lodge; to summon the members of the Lodge to all called meetings where a summons is necessary, and be punctual in his attendance. For the performance of these, and such other duties as may appertain to his office, he shall receive an amount as set by the Lodge from time to time..

ARTICLE VI COMMITTEES

Section 1. The Worshipful Master, Senior and Junior Wardens, 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, may draw upon the Treasury, in each instance, for an amount not exceeding one hundred Dollars (100.00); reporting the facts in each case to the Lodge at its next Stated Meeting, thereafter.

(2) Sickness—It shall be their duty to visit all sick Brethren (unless it would be dangerous or imprudent to do so), 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 differences between Brethren, unless the parties prefer to bring the matter before the Lodge.

Section 2. Committee on Finance

(1) It shall be the duty of the Worshipful Master, at the first Stated Meeting after the 24th of June, of his Masonic year, to appoint a Committee on Finance, to be composed of three (3) discreet Master Masons, members of this Lodge, men practically acquainted with bookkeeping.

(2) It shall be the duty of this committee, at the close of the Masonic year, as soon as appointed, and oftener if required, to carefully examine 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 instanter.

(3) 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. Awards Committee

(1) It shall be the duty of the Worshipful Master, at the first Stated Meeting after the 24th of June, of each year, or as soon as possible, thereafter, to appoint a Committee on Awards, to be composed of three (3) Past Masters of the Lodge from those who have served within the last five (5) years, who shall be responsible for taking nominations from the membership for the Golden Trowel Award, Community Builder Award and Life Member Award.

(2) Nominations for the Golden Trowel Award and Community Builder Award, and Life Membership Award shall be governed by the guidelines established by the Grand Lodge of Texas.

(3) Nominations for the Life Membership Award will, from time to time, be considered for a member in good standing, who has provided significant service to the Masonic Fraternity, in general, and Parsons Lodge, in particular. Life Members shall receive a suitably inscribed certificate, under the seal of the Lodge, and shall be exempted from annual dues for life.

(4) The Awards Committee shall report its nominations to the Lodge at such time as is the will and pleasure of the Worshipful Master. The Awards Committee may make no recommendations, or as many nominations as they see fit.

**ARTICLE VII
FEES FOR DEGREES**

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 fee collected by the Lodge a monetary contribution to the Texas Masonic Charities Foundation, Inc. shall be collected from each candidate for the Master Mason's Degree. (Article 307 and 163-5).

As part of the regular fee for initiation, a donation to the George Washington Masonic National Memorial shall be collected from each candidate receiving the Entered Apprentice Degree. (Art.307 and 163-12).

These contributions shall be consistent with the amount set by the Grand Lodge of Texas.

**ARTICLE VIII
DEBITS**

A member is chargeable with the pro rata portion of his dues as provided in Article 317.

**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, or is afforded the distinction of Life Membership in the Lodge, by vote of the membership, or is exempted as a Fifty-Year Member.

**ARTICLE X
VISITING BRETHREN**

Section 1 A visitor shall not be admitted except upon due examination or lawful avouchment.

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—Weapons, either offensive or defensive, shall not be carried into the Lodge room.

Section 2 Whenever a motion has been made and seconded to change the dues, fees for initiation, amendment of the By-Laws in writing, creation of a special fund, or any other matter considered sufficiently important by the Worshipful Master, it shall be discussed and amended, if necessary, and lay over to a subsequent Stated Meeting to be voted on after the members of the Lodge have been notified, in writing, at their last know address.

**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. Receiving and referring to Committees of Petitions and Applications.
3. Reports of Special Committees.
4. Balloting on Petitions and Applications.
5. Reports of Standing Committees.
6. Communications from the Grand Master and Grand Secretary of the Grand Lodge of Texas.
7. Unfinished Business.
8. Motions, Resolutions and New Business.
9. Examinations for Proficiency in the proper degree.
10. Voting on Proficiency.
11. 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 the question is decided, the same matter shall not be acted upon 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 Worshipful Master may ask the advice of any member before deciding; and he has the right, at any time to declare the Lodge closed at the sound of his gavel, or called off, for the purpose of stopping angry debate or confusion.

**ARTICLE XIV
AMENDMENTS OF BY-LAWS**

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

Section 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.

Section 2. At the next Stated Meeting of the Lodge, it shall be considered 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 the Article.

Section 3. 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 Laws of the Grand Lodge, except as provided in Article 309.

(2) Adopting its own regulations as to payment of its Treasurer, Secretary and Tiler.

(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 the day of the stated 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 Parsons Lodge #222 A.F. & A.M.
On the _____ day of _____ A.D. 2007. Of which witness my hand and seal.

BY ORDER OF THE LODGE

P.M. Keye E. Perry,Sr.; Secretary

(Lodge Seal)