

BY-LAWS OF HELION NO. 1

ARTICLE I
NAME

Section 1. This Lodge shall be known as Helion No. 1 F. & A. M., herein referred to as “The Lodge.”

ARTICLE II
COMMUNICATIONS

Section 1. The regular communication of “The Lodge” shall be held on the 1st and 3rd Tuesdays of every month at 7:00 P.M.

Section 2. The last regular communication preceding the 23rd of June shall be termed annual.

Section 3. Special communications shall be in accordance with Chapter XII, 12.5 of the Masonic Code of Alabama.
(See Appendix A Note 1.)

ARTICLE II
OFFICERS

Section 1. The officers of “The Lodge” shall be such as are prescribed in Article VI, Section 2 of the Masonic Code of Alabama.
(See Appendix B Note 1.)

Section 2. The appointive officers of “The Lodge” shall be a Chaplain, Marshal, Historian, Senior Deacon, Junior Deacon, Senior Steward, and Junior Steward, who shall be appointed annually by the newly elected Worshipful Master.

Section 3. Any vacancy shall be filled as soon thereafter as practical, notice being given to the members of such intended selection or appointment. (Chapter XIV, 14.16 of the Masonic Code of Alabama.
(See Appendix A Note 2.)

Section 4. It shall be the duty of the Worshipful Master at the time of election, to appoint three (3) members as tellers, whose duty it shall be to collect and count the ballots, and report the results to the Worshipful Master, who shall declare it to “The Lodge”. No one shall be eligible to vote in said elections unless they are in good standing with “The Lodge”.

ARTICLE IV
ELECTIONS AND INSTALLATIONS

Section 1. The election and installation of officers of “The Lodge” shall conform to Article VI, Section 16 of the Masonic Code of Alabama.
(See Appendix B Note 2.)

ARTICLE V
PETITIONS

Section 1. A candidate rejected shall not be entitled to petition “The Lodge” until the expiration of thirty (30) calendar days after such rejection.

Section 2. Should an elected candidate fail to come forward for initiation within six (6) months after his election, all proceedings in his case shall be null and void, and the fee returned.

ARTICLE VI
FEES AND DUES

Section 1. The fees shall be as follows: Entered Apprentice Degree, \$100.00 (to accompany petition), Fellowcraft Degree, \$60.00 (succeeding EA Proficiency), Master Mason Degree, \$40.00 (succeeding Fellowcraft Proficiency). Total fees, all three degrees, \$200.00 except as provided in the Masonic Code of Alabama.

Section 2. The fee for reinstatement of a member who has been suspended for N.P.D. (non payment of dues), shall be the amount of the annual dues for one (1) year as assessed at the time the petitioner was suspended, plus dues for the current year, all of which must accompany the petition. The above dues shall be deposited into “The Lodge” general fund, a part of which shall be used to pay the per capita tax on the individual who is applying for reinstatement, and the balance shall be invested in savings or the general Checking account of “The Lodge”, or used for the relief fund, or general operation and maintenance of “The Lodge” as required. Further, “The Lodge” shall upon the vote of all members present, either by voice vote, rising vote, or secret ballot, have the right to suspend all or part of the payment of dues for any petitioner applying for reinstatement. However, in no event shall the petitioner be relieved of submitting an amount of payment with his reinstatement petition equivalent to the present prevailing rate of per capita tax required by Chapter XVIII, 18.13. (See Appendix C Note 1.)

Section 3. The fee for affiliation shall be one (1) years dues in advance at the existing dues rate in which the petition is submitted and must accompany the petition.

Section 4. The annual dues for each member of “The Lodge” shall be \$75.00 per year and payable on or before midnight June 23rd of each Masonic year. Lifetime memberships may be awarded to any member of The Lodge upon consent of a two-thirds majority vote of the members present. The Lodge shall make payment to the Grand Lodge of the per capita tax on all life time members of The Lodge as provided for in Chapter I, 1.4 of the Masonic Code of Alabama. (See Appendix C.)

Section 4A. Lifetime membership shall be fifteen times the current annual dues as prescribed in Section 4.

Section 5. Counting from the 23rd day of each month nearest the day of his raising, a member shall pay annual dues in proportion to the time he has been raised.

- Section 6.** The newly elected Master of Helion Lodge #1, on completion of his term of office, shall be awarded Lifetime Membership, a Past Master’s Certificate, and either a standard Past Master’s Ring (of no set value) or a gift equivalent to no more than \$500.00 by Helion Lodge #1.
- Section 7.** “The Lodge” shall pay the expenses of the first three officers or their proxies, and the Secretary as delegates to the Grand Lodge upon presentation of vouchers.
- Section 8.** The Worshipful Master shall, on the last regular communication preceding the 23rd day of June, read out a list of members that have not paid their dues for one (1) year and declare them suspended for Non-payment of dues as of midnight June 23rd.
- Section 9.** “The Lodge” will commit itself to the use of the Temple for 75 meetings per year, for proration of building maintenance and repair costs.

ARTICLE VII
ASSESSMENT

- Section 1.** Communication to determine the reason and amount of assessments shall be in accordance with Article II, Section 3 of these by-laws.
- Section 2.** The questions of necessity and amounts shall be determined by a two-thirds majority vote of members present, and once determined, shall apply to all members of “The Lodge” without exception.

ARTICLE VIII
TREASURER, SECRETARY, CHAPLAIN, AND STEWARDS

- Section 1.** It shall be the duty of the Treasurer to receive from the hands of the Secretary, all funds of “The Lodge” and take charge of the same, pay them out by order of the Worshipful Master, and consent of “The Lodge”, so far as the funds may be adequate thereto, keep a regular account of receipts and disbursements and have his books and vouchers ready for examination at each annual communication and more often if required, and shall be exempt from the payment of dues.
- Section 2.** The Treasurer and Secretary shall not serve concurrently in the same capacity in any other Masonic Body.
- Section 3.** The Treasurer and Secretary, before entering upon the duties of their respective office, shall give a security bond of a recognized bonding company in the amount of ten thousand dollars (\$10,000.00). The premium on bonds will be paid out of the general fund of “The Lodge”.
- Section 4.** The Treasurer shall open or maintain a General Fund account and a savings account, in which all moneys received shall be deposited. Both accounts shall be audited and balanced before the annual communication and more often if required.
- Section 5.** The Secretary shall draw from the General Fund a sum of one hundred seventy-five dollars (\$175.00) per month for expenses and shall be exempt from the payment of dues.

Section 6.

Committee
Committee to the
duty of the Finance
the next regular
approved each bond.

The bonds of the Treasurer and Secretary shall be kept in the custody of the Worshipful Master and bonds must be submitted to "The Lodge" thirty days after the election of officers and be referred to the Finance for examination and approval, and be delivered by this newly installed Worshipful Master. It shall be the Committee to make a report to "The Lodge" at communication showing that it has examined and

Section 7.

The Tiler shall receive one dollar (\$1.00) for expenses for each communication he attends, and shall be exempt from payment of dues.

Section 8.

A safe deposit box shall be acquired by "The Lodge" for the purpose of securing properties of "The Lodge" such as: legal papers, documents, microfilm, etc. A list of the contents shall be kept by the Worshipful Master. The Worshipful Master and Treasurer will each have a key. **NO ONE** other than the aforementioned officers will have access to the safe deposit box.

Section 9.

It shall be the duty of the Chaplain, or other designated person by the Worshipful Master, to send get well cards, sympathy cards and or aprons, whichever is appropriate, to the sick and bereaved brethren and their families.

Section 10.

It shall be the duty of the Stewards to provide the following services to "The Lodge": Launder the candidate paraphernalia after each wearing and to insure that all candidate paraphernalia is clean, maintained and in its proper place at all times. Insure that all "Lodge" aprons are clean, maintained, and in their proper places at all times. Also to inform the Senior Warden of any requirements to replace torn or otherwise spoiled aprons so they may be replaced by "The Lodge" if required. To provide refreshments, if refreshments have been previously approved by "The Lodge" for that particular Masonic year, at each special communication for degree work by direction of the Junior Warden.

ARTICLE IX
COMMITTEES

Section 1.

The Finance (Auditing) Committee shall be appointed by the newly installed Worshipful Master and shall be composed of three (3) Master Mason members of "The Lodge". It shall be their duty to examine all bills and claims that may be presented to "The Lodge" for payment and report thereon in writing; nor shall any account be allowed or paid by the Finance Committee, except such amounts as "The Lodge" may appropriate for the contingent expenses for the use of "The Lodge", or as may otherwise be provided for by these by-laws. They shall also audit and examine the books, vouchers, etc. of the Secretary and Treasurer. It is required from the Treasurer and Secretary to have proper vouchers for all moneys which may have passed through their hands, and report in writing, in detail the amount of receipts and disbursements, their source, balance of funds on hand, and the condition of the books of the above named officers at the annual communication or as they may be directed by the Worshipful Master.

Section 2.

The Committee on Work shall be appointed by the newly installed

Worshipful Master and shall be composed of three (3) Master Mason members of “The Lodge”. It shall be their duty to assist in the instruction of candidates when requested to do so; to offer suggestions or recommendations on the proficiency of candidates in these lessons; to assist the officers and members in the perfection of the ritualistic work of the (3) degrees and to strive to attain proficiency in the ritualistic work as adopted by the Grand Lodge.

Section 3.

The Relief Committee shall be composed of the Worshipful Master, Senior and Junior Wardens, Secretary, and one (1) Master Mason appointed by the newly installed Worshipful Master. The Worshipful Master shall be the chairman of the committee; any three (3) members shall constitute a quorum. Funds for the use of this committee shall be obtained from the General Fund. The Treasurer shall pay out on order of the Committee any and all vouchers not to exceed the sum of two hundred dollars (\$200.00) on each and every donation. The Relief Fund shall not exceed the sum of two thousand dollars (\$2000.00). These funds are for the relief of any worthy Master Mason, his wife, widow, orphan, or any other person whom the committee may find worthy and entitled thereto. The Treasurer will keep a separate ledger with the expenditures and the balance on hand in the Relief Fund.

Section 4.

A by-laws committee shall be appointed by the newly installed Worshipful Master and shall be composed of three (3) Master Mason members of “The Lodge”. It shall be their duty to review and update changes to “The Lodge” by-laws.

Section 5.

The member first named on the Committee shall be the Chairman. All Committee reports shall be made in writing unless otherwise ordered by “The Lodge”; and all committees shall be bound upon Masonic honor to give patient and diligent attention to the business of their appointment, and serve until discharged or their successors are appointed, and their findings without fear or favor.

Section 6.

A Historical Committee shall be appointed by the newly installed Worshipful Master, consisting of at least three (3) Master Mason members of “The Lodge” and more if necessary. It shall be their duty to perform all maintenance, documentation, inventory, and exhibition of all historical properties. It shall be at their discretion to determine what properties shall be placed in the display case. The Committee shall have COMPLETE AND ABSOLUTE CONTROL of all historical properties owned by “The Lodge” and shall be held responsible for the same. NO HISTORICAL PROPERTY OWNED BY “THE LODGE” SHALL BE REMOVED FROM THE DISPLAY CASE OR LODGE PREMISES FOR ANY REASON OR PURPOSE EXCEPT AS OUTLINED IN SENTENCE 2.

Section 7.

The newly installed Worshipful Master shall appoint an Inventory Committee consisting of three (3) Master Mason members of “The Lodge” and more if necessary. It shall be their duty to make a complete inventory of all Lodge properties. They shall make a complete and current report, in writing to “The Lodge at least once each year at the last regular meeting preceding the annual communication and more if necessary.

ARTICLE X
RULES OF ORDER AND ORDER OF BUSINESS

- Section 1.** The rules of order and the order of business shall be such as applicable. When order of business is not covered by these by-laws, Robert’s Rules of Order will apply.
- Section 2.** No motion shall be entertained until it is seconded; each member shall rise to address the Worshipful Master when making a motion or making a second; and no debate shall be had thereon until the question is stated by the Worshipful Master.
- Section 3.** No member or brother shall engage in private conversation or move about the room while “The Lodge” is at labor.
- Section 4.** There will be no use of tobacco, food or drink in the Lodge room or any carpeted area outside of the Lodge room. Exceptions to this include: water at the discretion of the Worshipful Master and food or drink used in the ritual work of the appendant bodies using the Lodge room.

ARTICLE XI
CORPORATE BOARD OF DIRECTORS

- Section 1.** That there be established a Corporate Board of Directors for the operation, maintenance and repair of “The Lodge” #1 properties.
- a. That members of the Board consist of five (5) Master Mason members of “The Lodge”.
 - b. That members of the Board initially be appointed as follows:
 - 1 for a one (1) year term
 - 1 for a two (2) year term
 - 1 for a three (3) year term
 - 1 for a four (4) year term
 - 1 for a five (5) year termWith the newly installed Worshipful Master appointing one (1) Master Mason member for a five year term at the regular communication after installation of officers.
 - c. The board shall have complete control of “The Lodge” #1 properties for operation, maintenance, and repair.

ARTICLE XII
MEETINGS

- Section 1.** The board shall meet at 6:00 P.M. on the first Tuesday of each month at “The Lodge”.
- a. The Board shall elect a Chairman, Vice-Chairman, and Secretary.
 - b. No official business can be conducted unless at least three (3) members are present.

ARTICLE XIII
DUTIES OF THE CHAIRMAN

- Section 1.** To preside over the board.

- a. Have authority to appoint committees consisting of Board members pertinent to Board business.
- b. Not vote, except in the event of a tie vote.
- c. Insure that all important papers pertaining to the Board's business be kept in "The Lodge" safe deposit box.

Section 2. In the absence of the Chairman and Vice-Chairman, the Secretary shall assume all the duties of Chairman.

Section 3. The duties of the Secretary shall be to keep a correct record of all proceeding of the Board, to keep a record of all receipts and expenditures of funds.

ARTICLE XIV
POWER OF THE BOARD

Section 1. All regular necessary expenditures will have standing approval, such as utilities, janitor, supplies, insurance, phone, pest control, etc. Bills will be presented to the Secretary of "The Lodge" for payment.

- a. They will approve all necessary expenditures for minor maintenance and repair of Lodge properties, not to Exceed five hundred dollars (\$500.00).
- b. All major repairs and maintenance costs shall be brought before "The Lodge" for disposition and approval of the members, and shall be paid by the Lodge Treasurer.

ARTICLE XV
MAINTENANCE MONEYS

Section 1. All maintenance moneys from using organizations shall be due and payable on the last day of each calendar month. (DeMolay and Rainbow are exempt). Checks will be made payable to Helion Lodge #1.

Section 2. The Board shall establish an operating budget and prorate this business by the meeting nights of the using organizations and submit the budget to "The Lodge" for disposition and action.

ARTICLE XVI
MAJOR REPAIR MAINTENANCE

Section 1. All major repairs and maintenance shall be accomplished in the following manner:

- a. A statement of work shall be prepared stating clearly and concisely what is to be accomplished as deemed necessary by the Board, and presented to "The Lodge" for their disposition and action.
- b. The Board shall not make final payment until all work has been satisfactorily completed.

ARTICLE XV11
INSURANCE

Section 1. The Board shall keep insured, by a legally constituted insurance company,

all properties of “The Lodge” #1. The amount of insurance shall be determined by the Board. Premiums shall be paid out of the General Fund.

ARTICLE XV111
DIRECTORY

Section 1. A membership directory shall be published every three (3) years to include the name and address of each member of “The Lodge”.

ARTICLE XIX
BY-LAWS

Section 1. The Secretary shall maintain and have present at each communication of “The Lodge”, a copy of the by-laws, amendments and alterations that may be subsequently adopted, separate and apart from the regular minutes, and available for reference by any member of “The Lodge” in good standing.

Section 2. Copies of “The Lodge” by-laws shall be available to any member upon request.

Section 3. No repeal, amendment or alteration of these by-laws can hereafter take place unless such repeal, amendment or alteration be proposed in writing at a regular communication and assented to by a majority of the members present, and at the next regular communication following, the same shall be taken into consideration and if two-thirds of the members present concur in such proposed repeal, amendment, or alteration, it shall be valid and not otherwise.

ARTICLE XX
HONORARY PAST MASTERS

Section 1. The provisions for awarding the distinguished title of “Honorary Past Master of Helion Lodge No. 1” to a member of Helion Lodge No. 1 for outstanding and meritorious service to “The Lodge”, the Grand Lodge, and also to the community, state or country when applicable are delineated as follows:

- a. A petition in favor of the honoree designated shall be presented to the Worshipful Master bearing the signatures of no less than ten (10) Past Masters of Helion Lodge.
- b. A motion to award the title must be brought on the floor, and seconded during a regular business meeting by two (2) Past Masters of Helion Lodge.
- c. The motion must be approved by two-thirds majority vote of the brethren present.

Section 2. In the case of the Grand Master, or Past Master the following provisions apply:

- a. Consent of the Worshipful Master.
- b. A motion and second to award the title must be brought

on

the floor of a regular business meeting by two (2) Past Masters of Helion Lodge.

- c. The motion must be approved by two-thirds majority vote of the brethren present.

Section 3.

In each case, the time and place for presentation of the award shall be at the Worshipful Master's discretion.

APPENDIX A
EXCERPTS FROM THE
MASONIC CODE OF ALABAMA

Note 1.

Chapter XII, 12.5. SPECIAL COMMUNICATIONS

The W. M. may call a special communication at a regular communication, or at any time he may deem it advisable; but in all cases the object of the call must be stated, and due and sufficient notice be given as to the time. No business shall be transacted at a special communication except that specified in the call. Degrees may be conferred at a special communication called for that purpose, providing the candidate has been elected at a regular communication. Trials shall be held in a special communication calls for that purpose, and may be had on the same day as the regular communication. A candidate may be examined on his proficiency on the preceding degree when degrees are to be conferred. Lodge is to be opened in the degree in which work is to be done. Lodge may hold special communication on Sunday for the burial of a brother. The W.M. cannot at a special communication, call another at a later hour on the same day except for burial of a brother or some important special ceremony. The minutes must show the call and object of a special communication.

Note 2.

Chapter XIV, 14.16. BY-LAW FILLING VACANCY

A lodge may enact a by-law providing for the filling any vacancy that may occur in any office in the Lodge except the first three, by election, or by appointment by the Worshipful Master. In the absence of such by-laws the W. M. may fill such vacancy by appointment.

APPENDIX B
EXCERPTS FROM THE
MASONIC CODE OF ALABAMA

Note 1,

Article VI Section 2

Every Lodge under this jurisdiction shall consist of a Master, Senior and Junior Warden, Treasurer, Secretary, Senior and Junior Deacon, and a Tiler, and such other officers as the Lodge may from time to time think proper to appoint, who shall each perform the duties assigned to them in the charge given at their installation, together with as many members as may be found convenient for working to advantage, and every Lodge thus organized shall meet at least once a month to transact such business as may come before it, and more especially to instruct and improve its members in Masonic knowledge.

Note 2.

Article VI Section 16

Every Lodge under this jurisdiction shall elect its officers at the regular communication immediately preceding the Festival in June and make due return thereof to the Grand Secretary as soon as the officers-elect are installed which shall take place within forty-five days following their election, said

installation to be made at either a regular or special communication subsequent to the Festival in June.

APPENDIX C
EXCERPTS FROM THE
MASONIC CODE OF ALABAMA

Note 1.

Chapter XVIII, 18.13. GRAND LODGE DUES FOR REINSTATEMENT

When a brother suspended for non-payment of dues is reinstated the Lodge owes the Grand Lodge a reinstatement fee equivalent to the then prevailing per capita tax for one year on his account. Remittance is due and payable with the report on which he is shown reinstated unless he shall have been suspended in June and shown reinstated on the immediately next succeeding July 14 report.