



BY-LAWS

ADOPTED BY ELISHA LODGE No. 106

PRINCE HALL FREE AND ACCEPTED MASONS

SPONSORED BY

THE MOST WORSHIPFUL PRINCE HALL

GRAND LODGE OF OHIO

FREE AND ACCEPTED MASONS

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Committee

Lonnie Jones II, Past Master, Chairman

Robert H. Carpenter, Past Master, Co-Chairman

Jerome Byrd, Past Master

Gerald L. Lilly, Past Master

Kelvin J. Davis, Past Master

Robert Wright, Past Master

The above committee was appointed by Worshipful Master of Elisha Lodge No.106 Brother Robert Wright, in January 2016 for the purpose of updating the By-Laws to conform to the new changes of the Most Worshipful Prince Hall Grand Lodge of Ohio's Constitution and Code, and with current times and matters relating to the proper function as may be required in the conduct of the Lodge's business.

These By-Laws will be read In the Lodge on three consecutive stated meeting dates, at which time the membership will be privileged to discuss, question, and

recommend any additions to, or deletions from said by-laws, as deemed proper. The majority of the membership present at the third and final reading of the by-laws shall vote their acceptance or rejection before said by-laws may be adopted.

The membership of the lodge will be properly notified by mail as to the time and dates that the by-laws will be read in the lodge. Each member will be given the opportunity to be in attendance and personally participate in the proceedings necessary to legally adopt the by-laws.

The by-laws must be submitted to the Grand Lodge for its approval. Elisha Lodge No.106 Prince Hall Free and Accepted Masons will comply with the "Ancient Landmarks of Freemasonry," its Codes and Constitution, and by-laws of the Most Worshipful Prince Hall Grand Lodge of Ohio.

We cannot find words which more accurately reflects our Committee sentiments than those which were found in the "SUMMARY" of the previous By-laws Committee, under the Chairmanship of John Riley Davis Sr., Past Master. We have therefore reprinted those timely comments for your continued consideration and action.

By-Laws Committee

Lonnie Jones II, Past Master, Chairman
Robert H. Carpenter, Past Master, Co-Chairman
Jerome Byrd Past Master
Gerald L. Lilly, Past Master
Kelvin J. Davis, Past Master
Robert Wright, Past Master

"SUMMARY"

"All provisions of the By-Laws summed up, total individual and Masonic conduct with meaningful responsibility, incumbent upon each member of the Lodge. Your committee feels that such utterance is proper and certainly intended for the good of the order. It is hoped that the same shall be received in the same spirit that it was conceived. And that every member's words and actions from this day forward, shall be for the uplifting of masonry, and for the good and welfare of his Lodge".

Revision 2017

Printed April, 2017

OFFICERS OF THE LODGE

The officers of the Lodge and their rank and title shall be as follows:

WORSHIPFUL MASTER
SENIOR WARDEN
JUNIOR WARDEN
TREASURER
SECRETARY
CHAPLAIN
SENIOR DEACON
JUNIOR DEACON
SENIOR STEWARD
JUNIOR STEWARD
MARSHALL
TYLER
ORGANIST
TRUSTEE

No brother shall be eligible for the office of Worshipful Master who has not served as a Warden. Each year in December on the stated meeting, there shall be an election of officers by secret ballot from among the brothers who are eligible to hold office. The Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary and Trustee are to be elected. All other officers are appointed by the Worshipful Master elect. The Worshipful Master elect must receive the Past Master's Degree before taking office. All officers elected and appointed must be installed before taking his seat or station, and before the stated meeting in January.

The Board of Trustees shall consist of the Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary, and three elected brothers within the Past Masters as trustees. The elected Trustees shall serve three years each. The Lodge shall elect one each year, the one who has served three years shall be dropped, unless re-elected.

Section 1. - Meeting

- A. The Lodge will convene its meeting at 1647 Clayton Avenue, Cincinnati, Ohio 45206. Meetings shall be the Second (stated meeting) and Fourth (work night) Wednesday of each month.
- B. Special Meetings will be left to the discretion of the Worshipful Master, and when such notice is received, each member must make every effort to comply with the instructions. Such change shall be by dispensation.
- C. The Lodge will not hold Regular Meetings during the month of August, each year. This is considered vacation period and also for the purpose of Officers and Members to attend the Grand Lodge Communications.
- D. Lodge meetings shall convene no later than 7:00 P.M. or earlier as the Worshipful Master may desire, to allow sufficient time to conduct the Business and Work of the Lodge as required.
- E. The Lodge, upon meeting, will conduct the following order of business.

- B. The Secretary and Treasurer of the Lodge will be ex-officio members of all Lodge Committee receiving Funds.

Section 20. Member Dues Exempted

- A. Any brother requesting to be dues exempt from the Lodge, must be served by the Investigating Committee and reviewed yearly. An exempted brother however, must pay all Grand Lodge assessment in affect at the time of exemption. Monies are due by December 1st.
- B. Any exemption from dues and fees must be in accordance with the Grand Lodge Constitution and Code Chapter I I, Section I 1.1 (D). At revised 8/12/86.
- C. Fifty (50) year members will be exempted from paying Lodge Dues in the year following their 50th anniversary. They must still pay the required Grand Lodge assessments due by December 1st annually.

Section 18. Budget and Finance

- A. The Fiscal year is December 1 to November 30.
- B. The Lodge, by majority vote, shall provide the Worshipful Master with a designated amount of funds to cover his expenses during Grand Lodge Session, namely one double room for two (2) nights. Funds for this purpose must come only from the General Fund checking account.
- C. The Board of Trustees in consultation with the Budget and Finance committee will recommend a proposed budget for each fiscal year at the December stated meeting.
- D. The audit of the books by the Audit committee will be completed between the stated meeting in November and the stated meeting in December.
- E. The Budget and Finance committee will recommend to the Lodge funds for disbursement.
- F. The Budget and Finance committee will consist of the Worshipful Master, Senior Warden, Junior Warden, Secretary, Treasurer, and other members appointed by the Worshipful Master.

Section 19. Officers Duties

- A. All officers Shall learn from the Constitution and Code, Chapter 19, Pages 81-84, his duties and act accordingly.

- 1. Opening of the Lodge.
- 2. Roll call of officers.
- 3. Sickness and distress.
- 4. Reading of minutes of last stated and special meeting.
- 5. Reading of communications and action taken on same.
- 6. Unfinished business.
- 7. Report of Committees, Regular, Special and Annual Election of Officers.
- 8. Report of Investigation Committee on referred petitions.
- 9. Balloting on petitions.
- 10. Reception of new petitions.
- 11. Bill of accounts.
- 12. Good for the Order.
- 13. Closing of the Lodge.

F. Work Night

- 1. Opening of the Lodge.
- 2. Roll call of officers.
- 3. Sick and Distress.
- 4. Ritualistic work and instruction.
- 5. Voting immediately on the candidate proficiency.
- 6. Good for the Order.
- 7. Closing of the Lodge.

To constitute a quorum for any meeting, it shall be

necessary for at least eight (8) brothers to be present, which shall include the Worshipful Master or at least one (1) Warden with Charter.

Section 2. - Membership

- A. Initiation fee for new members shall be One Hundred and Fifty dollars (\$150.00) payable in advance if possible. However, no less than one-third of the fee must accompany the petition when received in open Lodge. The balance of the membership fee must be paid on or before receiving the first (1st) degree, no exceptions.
- B. Annual membership dues shall be One Hundred and Fifty dollars (\$150.00), payable to Elisha Lodge No. 106. The Lodge will pay for each Member to the Most Worshipful Prince Hall Grand Lodge of Ohio, Forty-Two dollars (\$42.00). The remaining balance of One Hundred-Eight dollars (\$108.00) will be distributed in the following manner; Four dollars (\$4.00) to Elisha Lodge No. 106 Building Fund, Four dollars (\$4.00) to the Jesse W. Williams Fund and One Hundred dollars (\$100.00) to be held in the General Fund account.
- C. Annual Dues shall be in accordance with the Grand Lodge Constitution and Code Chapter 29.0 I-(B).
- D. Any member, who has been exempted from paying dues, must pay his annual Grand Lodge assessments in affect at the time of his exemption; Forty-Two dollars (\$42.00) . This amount may be adjusted from time to time at the discretion of the
- G. The Treasurer must have the Worshipful Master and the Secretary to sign all checks issued by the Lodge.
- H. The Treasurer shall not withdraw funds from any of the Lodge's saving accounts without the approval of the Lodge, through majority vote.
- I. No bank accounts will be established or caused to be established by any member to accommodate funds from any committee or special project sponsored by Elisha Lodge No.106, without approval of the Lodge in a stated meeting. However, monies from special activities may be "ear marked" in the General Funds account for accounting purposes.
- J. The Treasurer will keep a maximum Two Thousand dollars (\$2,000) in the general fund account. Any funds over Two Thousand dollars (2,000.00) in the general fund account will be transferred to an interest bearing savings account.
- K. Members in receipt of funds from any activities or special projects must turn them over to the Secretary, within twenty-four (24) hours after receiving such funds.
- L. The Lodges' Investigation committee shall receive Five dollars (\$5.00) per home visit of new petitioners, and it shall be considered mileage reimbursement.

Section 17. - Treasurer

- A. The Treasurer's compensation shall be One Hundred and Twenty-Five dollars (\$125.00) per year, and he shall be paid at the first stated meeting in December. While in office, he shall be exempt from paying all Lodge dues except Grand Lodge assessment.
- B. The Treasurer shall make a bank deposit of all monies belonging to the Lodge within forty-eight (48) hours of receipt of such funds.
- C. The Treasurer shall honor only vouchers signed by the Worshipful Master and Secretary.
*The Treasurer shall at all times issue a receipt for all monies received from the Secretary.
- D. The Treasurer shall surrender any and all vouchers, cancelled checks, bank statements, and books to the Auditing Committee or Lodge at any stated meeting required by the Lodge or when ordered by the Worshipful Master.
- E. The Treasurer shall make a written report in duplicate copy, and shall turn over all vouchers, cancelled checks, bank statements, and bank books to the Auditing committee, the first Monday after the November stated meeting.
- F. The Treasurer shall be bonded in the amount of One Thousand dollars (\$1,000.00). The Lodge shall pay the expense for bonding.

Grand Lodge.

- E. The lodge secretary shall send a final notice to each member who has failed to pay his dues by the first stated meeting in April according to the Grand Lodge Constitution and Code.
- F. Any brother raised in January, February, March, April, or May must pay Twelve dollars and Fifty cents (\$12.50) per month, from the month he was raised to the end of the year, and must pay in full by the last day in May.
- G. Any brother raised in the month of June, July, September, October, November must pay Twelve dollars and Fifty cents (\$12.50) per month from the month he was raised, to the end of the year, and must pay his dues in full by the next stated meeting after he was raised.
- H. Each member should strive to attend all lodge meetings to gain Masonic knowledge, to fellowship with the brothers, and to lend support to the lodge's endeavors.
- I. All members are required to learn, recite and practice the work of free masonry, as outlined in the ritual and monitor. Also, to read the Constitution and Code, along with the Twenty-Five (25) Landmarks.
- J. Each member is held responsible for proper notification to the Secretary of the lodge of any change of address. The last address of record in the

files will be considered current. The lodge will not be responsible for such failure.

Section 3. - Restoration

- A. Restoration shall be In accordance with the Grand Lodge Constitution and Code Chapter 29, Section 29.02 (A-D), as of revised 8112/86.

Section 4 - Demit

- A. Demit fee shall be Forty dollars (\$40.00) and must accompany the Demit.

Section 5. - Masonic Dress

- A. Constitution and Code Chapter 34 Section 34.01
LODGE MEETINGS: The dress for the first stated meeting night (business) is business casual (sport coat and tie permissible) and for the second stated meeting night (work) Masonic dress is required.
- B. On work night when candidates are being initiated and when Grand Officers make official visits, strict Masonic dress is required. (Dark suit, tie, socks and shoes, white shirt, gloves and apron).
- C. Strict Masonic dress is required for attendance at funerals and only white aprons shall be worn.
- D. Candidates at all times shall be dressed masonically.
- E. No mason shall be permitted to attend St. John Day's, Prince Hall Day or District meetings unless he is masonically dressed.
- F. No beads, necklaces with jewels and charms of

Section 16-Secretary

- A. The Secretary's compensation shall be Two Hundred and Twenty-Five dollars (\$225.00) per year and shall be paid at the first stated meeting in December. As Secretary he shall be exempted from paying all dues except Grand Lodge assessment.
- B. The Secretary at any stated meeting may be required, by the Lodge or the Worshipful Master to surrender all vouchers and books to the Auditing Committee or the Worshipful Master.
- C. The Secretary shall be responsible for purchasing all "vouchers" and record books use to record the activities of the Lodge.
- D. The Secretary shall turn over to the Audit Committee all vouchers and books the first (1st) Monday after the November stated meeting.
- E. The Secretary, at the request of the Worshipful Master, shall notify all active members on all matters of vital importance.
- F. The Secretary shall be bonded in the amount of One Thousand dollars (\$1,000.00). The Lodge shall pay the expense for bonding.
- G. The Secretary shall receive from the Treasurer a written receipt when turning money over to him.
- H. The Secretary shall file IRS form 990 for Elisha Lodge No. 106 as needed (as specified by law).

- 14. Auditing
- 15. Budget and Finance
- 16. Pythagorans – Prince Hall Chapter
- 17. Elisha Chapter No. 89

Section 15. - Awards

- A. After each candidate has been raised, he shall receive the following: White lamb skin apron, Ritual, Constitution and Code, By-Laws, Patent, Burial Ritual, Protocol, Wesley History, and the Grand Lodge History 1971 - 2011.
- B. The Lodge shall give “Twenty-Five” Year pins to each member who has been a Master Mason in good standing for twenty-five consecutive years, or accumulated years.
- C. The Lodge shall give “Fifty” year pins to each member who has been a Master Mason in good standing for fifty consecutive years, or accumulated years.
- D. The Worshipful Master shall receive, from the Lodge, his Past Masters apron at the end of his term of office in December.

other organizations are to be worn at any time.

Section 6. - Degree Team

- A. Degree Team will be organized, maintained and supported by the membership of the lodge. All appointed officers shall be a part of this team, and rehearsals held at a time specified by the captain of the team.
- B. All paraphernalia and material belonging to the degree team will be periodically inspected by the Captain, Senior and Junior Stewards to determine the condition and availability of all items needed to conduct proper degree team work.

Section 7. - Obligation

The Lodge shall meet its financial and administrative responsibilities to the Most Worshipful Prince Hall Grand Lodge of the State of Ohio, Free and Accepted Masons, In accordance with established procedures, and specified time periods.

Section 8. - Order of Pythagorans

The Lodge will maintain and support the Prince Hall Chapter Order of Pythagorans, not only as an edict from the Grand Lodge, but as the Founder of this Chapter.

Section 9. - Order of Eastern Stars

Elisha Chapter No. 89 - Order of the Eastern Star is

the auxiliary of Elisha Lodge No. 106. The Lodge will support and assist the Chapter, and provide a meeting place suitable to Grand Lodge requirements.

Section 10. - Death of a Member

- A. In the event of death of a member of the Lodge, the Worshipful Master and the telephone squad will notify the membership in the most expedient manner.
- B. Upon receiving such notice, each member shall be guided according to instructions and prepare to attend Masonic services in proper Masonic dress paying our last respects to his bereaved family.

Section 11. - Visitor

The Lodge reserves the right to question and examine any visiting brother if questionable situations arise.

Section 12. - Conduct

The dignity of masonry must prevail at all times through proper conduct in the lodge, and in the community as well.

Section 13. - Representation of the Lodge

- A. The Secretary shall make three (3) copies of all communication for the Worshipful Master, Senior and Junior Wardens by each stated meeting, or as soon as possible thereafter.

- B. The Worshipful Master, Senior and Junior Wardens shall keep the Lodge well represented in the First Masonic District meetings, Visitation, in the community, and joint programs with other Masters and Wardens. The Worshipful Master shall require all officers to attend District meetings, St. John the Evangelist Day, St. John the Baptist Day, and Prince Hall Day. The craft will be duly notified of the same.
- C. The registration fee for the Worshipful Master, Senior and Junior Wardens, shall be paid by the Lodge for Grand Lodge Communication.

Section 14. - Committee

The following committees are considered to be standard and active, and all members are appointed by the Worshipful Master, and such committees shall serve at the pleasure of the Worshipful Master of the Lodge.

1. Sick Committee, (Worshipful Master, Senior and Junior Wardens)
2. Investigation
3. Charity
4. Retired Brothers, Widows and Orphans
5. Telephone Squad
6. Banquet
7. By-Laws
8. Saint John the Evangelist Day
9. Saint John the Baptist Day
10. Prince Hall Day
11. Public Relation
12. Special Events
13. Building