

The following is a sample Lodge by-laws which can be modified at the appropriate places to make it unique for your lodge. The parts in red are for your help and are not to be included in your submitted by-laws. By code, the by-laws must be submitted to The Grand Lodge for approval at least every five years. Your Noble Grand shall appoint a By-Laws Committee every year to study any changes which may have been made to the code. Any amendment to your by-laws must be submitted with your by-laws in total. Also, all corporations or groups within a lodge must be noted on the by-laws. If you have a cemetery or a hall association these by-laws must be submitted at the same time as your lodge by-Laws.

These Model By-Laws will be revised each year to correspond with code changes.

By-Laws Committee for 2009 – 2010

Rick Boyles, Chairman, email address – mbhr@ix.netcom.com

Don Lang

Jay Johnson

Ben Shuler

Art Wilson

BYLAWS

_____ No. _____,

CA. _____

Lodge Name City St. Zip

Street Address Mailing Address Phone #

ARTICLE I

Meetings

Section 1. The regular meetings of Lodge Number _____ shall be held on the _____ and _____, _____ of each month at _____ A.M./P.M.

Section 2. Special meetings shall be called at the discretion of the Noble Grand or when required by vote of the Lodge, or when requested, in writing, over the signatures of five Third Degree members. The Secretary shall notify the members of any such called meeting either in writing or by other means depending upon the urgency of the meetings and the time available. No business shall be transacted at a called meeting except that for which the meeting was called.

Section 3. At all meetings, a quorum for the transaction of business shall consist of five members, one of whom shall be qualified to preside.

Section 4. If a quorum is not present within thirty minutes after the time set for opening a meeting, the members present shall select a chairperson for the purpose of adjournment, and the Secretary, or when not present, a protem Secretary appointed by the Chairperson, shall make a memorandum of the facts and list of the names of the members present, and cause such memorandum to be read and recorded in the minutes of the next regular meeting of the Lodge.

ARTICLE II

Membership

Section 1. All applications for membership must be in addition to other constitutional requirements, per Code of California, Chapter IV-B, Sec. 2-E, (1), and be accompanied by the required fees.

Section 2. If an applicant were rejected, it shall be the duty of the member who proposed him/her to return the fee (s), and inform them of their rejection without disclosing any of the proceedings.

Section 3. No candidate shall be initiated on the night of election to membership, except when such Initiation is approved by the vote of two-thirds of the members present.

Section 4. Every member admitted to membership in this Lodge shall sign the Members Register and inform the Secretary of their place of residence or mailing address. Upon change of place of residence or mailing address, the member shall give prompt notice of such change to the Secretary.

ARTICLE III

Admission Fees and Dues.

Section 1. Fees for admission into this Lodge by Initiation or by Deposit of Card or Certificate shall be at least the minimum amounts stipulated in Code of California, Chapter IV-A, Article V working under the Jurisdiction of the Grand Lodge of the

Independent Order of Odd Fellows of California, which are \$20 for Initiation, \$10 for each of the other 3 degrees and \$10 for the Grand Lodge charge for new members. Section 2. The dues for members of the lodge are what the Grand Lodge Per Capita is, rounded up to the nearest dollar, plus \$_____ and are due on _____ (*Date*) each year. The new members shall have their dues prorated to the dues due date. However, the dues for Associate Members shall be \$_____ per year and paid only to the date of Home lodge dues receipt.

Section 3. A member suspended for non-payment of dues may be reinstated thereafter by paying the amount of one year's dues, plus one year's dues in advance.

Section 4. The Financial Secretary shall mail notices every three months to each member who is thirteen or more weeks in arrears, but failure of said Secretary to do so shall not affect the penalty for nonpayment of dues.

Section 5. The financial Secretary and/or Secretary shall keep an accurate record of all pertinent information of all lodge members in such a way that a permanent record is kept and the information is passed on to the next person taking that office.

ARTICLE IV

Lodge Funds

Section 1. The funds of this Lodge shall not be loaned to one of its members.

Section 2. Any funds on hand, over and above \$ _____ shall be placed in an interest bearing account, approved by the Trustees, in a bank or as stated in Code of California, Chapter XXII, Sec. 2-C (2).

Section 3. The Finance Committee, along with the Financial Secretary, Treasurer and one or more Trustees shall prepare a proposed budget for approval by the lodge membership in the first meeting in February. This budget is a guideline for lodge expenditures only and other items can be presented for consideration of the lodge

ARTICLE V

Benefits (*optional*)

Section 1. To be eligible for benefits, a member of this Lodge must have attained the *desired* Degree and be in good standing. Benefits will not commence until after *six months* membership in the lodge.

Section 2. DEATH BENEFIT *includes a specific amount.*

Section 3. Upon the death of a member in good standing, the deceased member's family shall remain eligible for assistance and benefits from the Lodge, and each member shall keep in mind the commands of our Laws, and their own responsibilities, toward the Survivors of a member.

Section 4. Benefits shall be uniform. The amount of any paid benefit shall be uniform for any beneficial member who is eligible to receive the stipulated benefit.

ARTICLE VI

Funerals

Section 1. When notified of the death of a member, the Noble Grand shall immediately call upon the Spouse, or some other responsible person in the deceased Members family, offering the condolences and assistance of the Lodge. The Noble Grand shall ascertain if there is a desire for the Lodge to conduct the Funeral Service, or provide Bearers or escorts, and shall summon the Members to attend the funeral.

Section 2. (*optional*) Upon hearing of the death of a member of the Lodge, or a members Spouse, Parent or Child, the Lodge as a demonstration of its sympathy, shall

provide a suitable floral remembrance, or a pecuniary gift may be given to the family or to some charity or other memorial selected by the family of the deceased not to exceed \$_____.

ARTICLE VII

Officers

Section 1. The duties of the Officers of this Lodge, and their several capacities, shall be as prescribed by their respective obligations and charges, the General Laws and the Constitution of Odd Fellow Lodges working under the Jurisdiction of the Grand Lodge of the Independent Order of Odd Fellows of California, and these Bylaws.

Section 2. The Noble Grand, Vice Grand, Secretary, Financial Secretary, Treasurer and Trustees shall be elected at the time prescribed by the Grand Lodge of California.

Appointive Officers shall hold office for the same term as those elected.

Section 3. There shall be _____ (*at least three, five or seven*) Trustees of this Lodge.

They shall be members in good standing, and shall hold office for _____ years, provided that one Trustee shall be elected each year, and that the Trustees heretofore elected shall serve out their terms. The Trustees shall have general supervision and management of all properties and investment funds of the Lodge, acting as a board. They shall perform all duties enjoined by the Constitution, these Bylaws, and the Grand Lodge of California. They shall require compliance with State and Federal Laws in relation to Lodge properties and affairs, where applicable. They shall have no power to hypothecate, sell, or convey Lodge real property without prior authority, obtained by Resolution which after being read at two successive meetings of the Lodge and adopted, must also be approved by the Grand Lodge. They shall make quarterly written reports to the Lodge concerning receipts and disbursements under their management. They shall conduct meetings in a manner and at times which best serve the best interest of the Lodge. They shall act by a majority vote of the Trustees. The Trustees shall elect one of their members to serve as Chairman.

Section 4. A Surety Bond shall be furnished on each of the following Officers: Secretary, Financial Secretary, Treasurer, and each of the Trustees and so stipulated on their lodge insurance policy.

Section 5. The stipend of the outgoing desk officers shall be paid in January, which are:

Secretary \$_____ per Year

Financial Secretary \$_____ per Year

Treasurer \$_____ per Year

Section 6. All other salaries, stipends, or ongoing contracts with members must be noted in the By-Laws. Building Managers, Janitors, must note their pay exactly, including any added benefits, and their specific job titles. The Internal Revenue Service requires that 1099's must be filed for any member receiving in excess of \$600 per calendar year. Lodge Members, or relatives, who receive salaries, stipends or pay from the lodge and their annual amounts:

ARTICLE VII (continued)

Section 7. A Grand Lodge Representative from the Lodge shall be a Past Grand. He/She will not be subsidized from the Lodge unless he/she has attended at least seventy-five percent (75%) of the Lodge meetings during the past year. If a representative or his/her spouse receives funds from another Lodge, they will not be allowed more than the total amount allowed as the subsidized amount for the Lodge for that year. Expenses should be limited to no more than the number of days the session meets (plus one day) for hotel lodging and a per diem of \$_____ per day with appropriate hotel and meal receipts. The hotel rate shall not exceed the basic rate at the hotel in which the Grand Lodge maintains its headquarters. A comprehensive report will be required before expenses are paid.

ARTICLE VIII

Committees and their Duties

Section 1. A Finance Committee, consisting of three members in good standing, shall be appointed by the Noble Grand at the first regular meeting after installation. The committee shall serve during the Noble Grand's term of office. The Finance Committee shall act on all bills submitted to the Lodge for payment, and shall audit the books of the Lodge Officers at the end of the term, or as frequently as may otherwise be required by the laws of the Order, or by the Lodge, making a prompt report of such audits to the Lodge.

Section 2. The Visiting Committee of this Lodge shall consist of the Noble Grand, Vice Grand, Chaplain and any other third degree members the Noble Grand may appoint to assist them. The Visiting Committee shall visit each member who is reported sick or disabled, as often as it is convenient, and report the condition of such member's to the Lodge at each regular meeting thereof.

Section 3. At the commencement of each term, the Noble Grand shall appoint two members and the Vice Grand shall appoint one Third Degree member to a committee to be known as the Benefit Committee.

Section 4. It shall be the duty of the Benefit Committee to visit any third degree member of this Lodge, in good standing, who shall be reported as (or may be suspected of) needing assistance. This committee shall determine the cause of the Members distress and, where it is not caused by intemperance or misconduct, the nature and extent of assistance that might be required

Section 5. The Benefit Committee shall make a report of its finding and recommend the nature and amount of relief that the Lodge should extend at the next regularly scheduled meeting. In the event the committee shall find that there is urgent need for immediate assistance, it shall report directly to the Noble Grand or, if not available, to the Vice Grand.

Section 6. A Membership Committee, consisting of two or more members, shall be appointed by the Noble Grand at the first regular meeting after installation. It shall be the duty of this committee to endeavor to maintain the highest possible level of attendance at meetings, to encourage existing members to retain their membership, and to recruit new members at every opportunity.

ARTICLE VIII (continued)

Section 7. When the Lodge receives an application for membership, an Interviewing Committee, consisting of three third degree members in good standing, shall be appointed. The Noble Grand shall appoint two members of the committee, and the Vice

Grand shall appoint the third member. The committee shall promptly ascertain the Candidate's age, health, occupation, and general character, and make a written report thereof at the next general meeting of the Lodge; such report shall be signed by a majority of the Committee.

Section 8. A Bylaws Committee, consisting of three members in good standing, shall be appointed by the Noble Grand at the first regular meeting after installation. It shall be the duty of the Bylaws Committee to review the proceedings of the Grand Lodge of California, and the Sovereign Grand Lodge, and to propose any resolutions that might be required in order to keep these Bylaws current.

ARTICLE IX

Miscellaneous

Section 1. Insurance. Liability protections and Fire protection with Grand Lodge of California named as an additional insured on all policies the entity acquires as stated in Chapter IV-B Section 1 (5) Insurance.

Section 2. The By-Laws must be amended in total every five years. This includes all facets of a lodge, including Hall Associations, Cemeteries, or other corporate entities. They are to be read and laid over at two regular meetings of the Lodge. The proposed By-Laws will be submitted to the vote of the Lodge at the third meeting (after having been read and laid over twice), and if approved by the two-thirds vote of the members present, it shall be submitted, over the signatures of the Bylaws Committee members and Lodge Seal, with the dates when the by-laws were read, and with the numbers in the final vote to the Grand Lodge Bylaws Review Committee in duplicate for review. If the Grand Lodge Bylaws Review Committee approves the new By-Laws, they will be considered adopted and shall become effective immediately upon receipt of the notice of such approval.

Note: All members shall be notified by written notice stating the nature of the resolution and the date of the proposed vote. Such notice shall be sent after (if not before) the first reading.

RESOLUTION

WHEREAS, the present Bylaws of _____ No. _____ have not been kept up to date and contain many sections which are in conflict with the Code of California Odd Fellow Laws, and, WHEREAS, the present Bylaws do not express the true sentiment of the members, and, WHEREAS, a Bylaws Committee has been appointed to completely revise and up-date the Bylaws and has prepared the foregoing be Bylaws for submission to and approval of the Lodge. BE IT THEREFORE RESOLVED, that the foregoing Bylaws be adopted in full as the Bylaws of _____ No. _____ and all previously adopted Bylaws be made null and void by this action.

The foregoing Bylaws and Resolutions were read at the regular meeting of

_____ No. _____ on

_____ and again at the regular meeting on _____ The Bylaws were voted on

at the regular meeting of _____ after which the above
Resolution voted by
the unanimous or majority vote of the members present.
The Bylaws Committee

Attested: _____

Secretary

Seal _____

Total Members Present to Vote _____

Total Members actually Voted _____

Total Members Voting "FOR" _____

Total Members Voting "AGAINST" _____