



**BY-LAWS**

**OF**

**MOUNT EVANS LODGE**

**NUMBER SEVEN (7)**

**FREE AND ACCEPTED MASONS**

**OF COLORADO AND JURISDICTION**

**P.O. Box 5902**

**Denver, Colorado 80217**

**Most Worshipful Prince Hall Grand Lodge**

**Free and Accepted Masons**

**Colorado and jurisdiction Incorporated**

**Revision Adoption Date: 26 January 2023**

**Grand Lodge Approval Date: 14 August 2018**



**ARTICLE I - NAME**

This Lodge shall be known as Mount Evans Lodge Number 7, Free and Accepted Masons, (F. & A. M.) Subordinate to the Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons of the State of Colorado and Jurisdiction Incorporated.

**Section 1.01 Stated Meetings**

This Lodge shall meet on the second and fourth Thursday evenings of each month, opening at seven thirty (7:30) P.M. This Lodge may hold its meetings at an earlier hour, by majority vote.

**ARTICLE II - OFFICERS**

The Officers of this Lodge shall be: Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, three (3) Trustees, Assistant Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Marshall, and Tyler.

**Section 2.01 Elected Officers**

The following officers shall be elected annually by majority vote (Ballot), at the second meeting in September: Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary and the three (3) year Trustee. The remaining two (2) Trustees, two (2) year and one (1) year terms respectively, shall move down one step each election, providing the three-year Trustee was elected the first year.

**Section 2.02 Prerequisites for the Office of Worshipful Master**

No member shall be elected to the office of Worshipful Master of this Lodge, until he has been elected and served as the junior and/or Senior Warden, or be a Past Master of a Prince Hall Affiliated Lodge, F. & A. M. recognized by the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.

**Section 2.03 Installation of Officers**

All elected and appointed officers shall be installed after the election of officers at the second meeting in September, or not later than October of each year. All present officers shall serve those offices until the newly elected and appointed officers have been duly installed.

**Section 2.04 Appointed Officers**

The following officers shall be appointed by the Worshipful Master annually at the second meeting in September: Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Marshall, Tyler, and the Assistant Secretary.

### **ARTICLE III - WARRANT**

It shall be the duty of the Worshipful Master to preserve the Warrant of the Lodge and have it or a facsimile in the Lodge Hall while the craft is at labor and deliver the original to his successor.

### **ARTICLE IV - GUIDE TO MASONIC JURISPRUDENCE**

Questions of Masonic Law not covered by (1) these By-laws (2) the laws of the Constitution of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.; Mackey's Jurisprudence of Freemasonry, shall govern. In no case, will these By-laws be amended or revised in a manner inconsistent, or in conflict with the Constitution of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.

### **ARTICLE V - DUTIES OF ELECTED AND APPOINTED OFFICERS**

#### **Section 5.01                      Duties of the Worshipful Master**

The Worshipful Master shall open, preside, and close his Lodge with fidelity and keep sacred the ancient landmarks of Masonry. He shall ensure that the Constitution and By-Laws of this Lodge and the Constitution and By-Laws of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc., are duly understood, respected, and faithfully obeyed by the members.

He shall represent this Lodge at all communications of the Grand Lodge.

He shall approve all moneys drawn on the treasury, with the consent of the brethren and countersigned by any two of the following Elected Officers: Treasurer, Secretary, or Chairman of the Board of Trustees.

He shall ensure that offenses against these By-laws or of Masonry, are fairly dealt with according to these Constitution and By-Laws and the Rules and Regulations of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.

He shall ensure that visiting brethren are received courteously.

He shall cast the deciding vote in the event of a tie, except during the Election of Officers.

He shall use his discretion to conduct the Masonic Funeral Ceremonies of all worthy deceased Master Masons of this Lodge and members of other Lodges of our Affiliation, when so requested.

He shall in conjunction with the Senior Warden and Junior Warden, report in writing to this Lodge, the proceedings of the Grand Lodge for the information of the brethren, at the first stated meeting in September.

He and the Senior Warden shall inquire into the needs of worthy distressed brethren of this Lodge and have the authority to cause an amount not to exceed fifty dollars (\$50.00), for relief of such brethren when absolutely in need without prior consent of the Lodge. These funds shall be called "Brotherly relief Funds" and shall be conveyed by the Senior Warden.

The Worshipful Master shall monitor the attendance and proficiency of newly made Master Masons. In addition, ensure that they have regularly attended Lodge meetings and shown suitable proficiency in all degrees prior to petitioning a concordant body for membership. He shall attest to their attendance and proficiency to the concordant body in writing, with his signature attested to by the Secretary, and pressed with the Lodge seal. Should the above not occur, in accordance with the Constitution of this jurisdiction, the Worshipful Master shall immediately notify the Most Worshipful Grand Master.

He shall be a member of the Board of trustees with full voting rights; even the prerogative of tie breaking.

He shall be exempt from local dues for his services but must pay Grand Lodge obligations.

### **Section 5.02                                  Duties of the Senior Warden**

The Senior Warden shall carry out all the duties of the Worshipful Master, in his absence.

He shall be Chairman of the following Committees: Sick and Distressed, Budget, and Widows Activities.

He shall act as the conveyer of Brotherly Relief Funds, authorized by the Worshipful Master in cases of Distress/relief of a worthy brother.

He shall in conjunction with the Worshipful Master and Junior Warden report in writing to this lodge, the proceedings of the Grand lodge for the information of the brethren, at the first stated meeting in September.

### **Section 5.03                                  Duties of the Junior Warden**

The Junior Warden shall fulfill the duties of the Worshipful Master, in the absence of both the Worshipful Master and Senior Warden.

In the absence of other accusers and by order of the Worshipful Master, he shall take steps to bring to trial all Masonic offenders within and without this Lodge, providing that said charges are presented writing.

He shall be Chairman of the following Committees: Grievance, Audit and Entertainment. The Audit Committee shall audit the books quarterly.

He shall in conjunction with the Worshipful Master and Senior Warden, report in writing to this Lodge, the proceedings of the Grand Lodge for the information of the brethren, at the first stated meeting in September.

**Section 5.04                      Duties of the Treasurer**

He shall perform all the duties specified in his Installation Charge. He shall receive moneys from the Secretary, giving his receipt; pay all debts requested by the Worshipful Master, with the approval of the Lodge and attested to by the Secretary.

He shall deposit all moneys in a Commercial Institution designated by and in the name of this Lodge. Said moneys to be drawn by check, signed by any two (2) of the following three (3) Elected Officers: Treasurer, Secretary and/or Chairman of the Board of Trustees.

He shall keep a regular entry of his receipts and disbursements and have the books, financial records, files, and vouchers of his office, ready for inspection by this Lodge, or its Audit Committee always.

He shall be bonded in an amount to be set by this Lodge with premium(s) paid by the Lodge.

He is a member of the Board of Trustees and Ex Officio member of all other official Associations of Mount Evans Lodge Number 7, with voting rights.

He shall be the Treasurer of the Board of Trustees and tender semi-annual reports at the first meetings in May and November.

He shall receive a stipend of fifteen dollars (\$15.00) per month. The stipend will only be granted commensurate with meeting attendance and satisfactory completion of official duties.

**Section 5.05                      Duties of the Secretary**

The Secretary shall perform all duties specified in his Installation Charge. He shall report monthly to this Lodge, the names of delinquent members with the amounts due from each. He shall make quarterly and annual reports of the finances of this lodge and compile and submit returns to the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.

He shall receive all Lodge moneys and refer same to the Treasurer, taking his receipt.

He shall have the books, papers, files, and financial records of his office ready for inspection by this Lodge, or the Audit Committee at all times.

He shall have full charge and custody of all records dealing with finances of this Lodge and the Board of Trustees and such correspondence as relates to the finances of the members, this Lodge, and the Board of Trustees.

He shall be bonded in an amount to be set by this Lodge with premium(s) paid by the Lodge.

He is a member of the Board of Trustees and an Ex Officio member of all other official Associations of Mount Evans Lodge Number 7, with voting rights.

He shall turn over to his successor in office after installed: all books, papers, files, financial records, the seal, and all Lodge property.

He shall issue Summons and notify the Grand Secretary promptly of all Petitions of Affiliation, Rejection, Suspensions or Expulsions, dropping from the roll, Reinstatements, and names of Beneficiaries and Deaths.

He shall receive a stipend of twenty-five dollars (\$25.00) per month. The stipend will only be granted commensurate with meeting attendance and satisfactory completion of official duties.

He shall furnish each member with a financial card (Dues Card), showing his standing. This card to be presented for validation when paying dues. All members must be financial at the time of the annual Election or be denied the privilege of voting and/or being elected or appointed to any office.

He shall prepare quarterly Grand Lodge taxes and assessments and submit them to the Grand Secretary, payable to the Most Worshipful Prince Hall Grand Lodge F. & A. M., within ten (10) days after the end of the following quarters: September 30, December 31, March 31, and June 30, of each year.

He shall furnish the completed Petition /Application form to the Grand Secretary, after the candidate has completed the Third Degree.

#### **Section 5.06                      Duties of the Board of Trustees**

Immediately after the Installation of Officers, the Board of Trustees shall meet, organize, elect a Chairman, and set up a schedule (not less than one/quarter) for meetings. The Elected Secretary and Treasurer of this lodge shall be the Ex Officio Treasurer and Secretary of this Board of Trustees, with voting rights. The Worshipful Master is also a member of the board with voting rights, and tie breaking prerogative.

The Board of Trustees shall be subordinate to this Lodge. It shall be the duty of this Board to hold, Mortgage, sell, lease and/or otherwise acquire or dispose of any moneys, property (real and/or personal), as this lodge shall direct.

This Board of Trustees shall not enter into any type of contract to buy, lease, sell, acquire or dispose of moneys, property (real and/or personal), for this Lodge, or disburse and funds belonging to this Lodge, without first obtaining written consent from the Lodge over the signatures of the Worshipful Master, Treasurer, and Secretary, with the Seal of this Lodge attached thereto; providing that the proposition has been discussed in open Lodge and motion passed by two-thirds vote of the members present.

This Board of Trustees shall report this Lodge's financial standing semi-annually, at the first meetings in June and November. The Chairman of the Board of Trustees shall have check signing authority, as one of the three (3) signatories. He shall also be bonded in an amount to be set by this Lodge with premium(s) paid by this Lodge.

The Board of Trustees are Ex Officio members of any/all official Associations commissioned by the Lodge to pursue the acquisition of property (real/personal).

**Section 5.07                      Duties of the Assistant Secretary**

The Assistant Secretary shall keep accurate and permanent records of the transactions of this Lodge and conduct the correspondence between this Lodge and its membership whenever directed by the Lodge and/or the Worshipful Master.

He shall report quarterly to the Worshipful Master on attendance of the Lodge Officers. He shall receive a stipend of fifteen dollars (\$15.00) per month. The stipend will only be granted commensurate with meeting attendance and satisfactory completion of official duties.

**Section 5.08                      Duties of the Tyler**

The Tyler shall perform all duties prescribed in his Installation Charge. He shall keep all Clothing, Jewels, Furniture and Property of this Lodge in proper order and make regular reports to the Board of Trustees. He shall be exempt from local Lodge dues and assessments for his services; but shall pay his Grand Lodge taxes and assessments.

**ARTICLE VI - COMMITTEES**

**Section 6.01                      Standing Committees**

- a. Sick and Distressed
- b. Grievance
- c. Audit
- d. Investigation of Candidates
- e. Entertainment
- f. Budget
- g. Prince Hall Day
- h. Saint John's Day
- i. Membership

**Section 6.02                      Special Committees**

The Worshipful Master shall appoint such other Special Committees, if at any time he shall deem them necessary.

**Section 6.03                      Past Masters Council**

There shall be a Past Masters Council, composed of Actual Past Masters of this Lodge. They shall meet, elect Officers, and set a meeting schedule. They shall also perform in an advisory capacity to the Worshipful Master and the Lodge. They may serve such duties as training of Initiates and Officers. They are empowered by this Lodge, to structure their By-Laws subject to approval by this Lodge.

## **ARTICLE VII - DUES, TAXES AND ASSESSMENTS**

### **Section 7.01 Local Dues and Assessments**

Members of this lodge excluding exempt, and Life Members shall pay local dues including Grand Lodge taxes and assessments in the amount of one-hundred and fifty dollars (\$150.00) per year. The Worshipful Master and the Tyler are exempt from local lodge dues only but must pay Grand Lodge obligations. The total amount of yearly dues to be paid not later than the second meeting in January of each year. However, with pre-approval by lodge vote, alternative arrangements such as monthly or quarterly payments may be allowed. These methods must always be positive and never allow the member to be in arrears.

### **Section 7.02 Non-Affiliation for Non-Payment of Dues**

The Secretary shall make every attempt to ascertain that a Member of this Lodge being three months in arrears for dues is neither sick, nor financially unable to pay his dues, by written request for payment to the address of record at the three-month period. After the fourth month with dues in arrears, the brother shall be notified by postal return requested, to appear at a stated communications to show cause. If attempts are non-productive, the brother can then be Non-Affiliated for non-payment of dues by action of the Lodge.

### **Section 7.03 Reinstatements**

Members Non-Affiliated for non-payment of dues and seeking reinstatement may do so by paying such fees as prescribed by the Most Worshipful Prince Hall Grand lodge F. & A. M. Colorado and Jurisdiction Inc. Members Non-Affiliated for more than one year, can only be reinstated by Petition and payment of fees prescribe by the Most Worshipful Prince Hall Grand lodge F. & A. M. Colorado and Jurisdiction Inc. Said Petition to be processed in the same manner as a new Petition, except the Initiation is waived.

### **Section 7.04 Exemptions**

Members domiciled and/or serving outside of the Jurisdiction of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc. shall be exempt from local Lodge dues only. They shall be responsible for all Grand Lodge Taxes and Assessments.

### **Section 7.05 Life Membership**

Lodge members with Fifty (50) years, (Fifty years of continuous service) are exempt from any/all Grand Lodge Taxes and Assessments once recognized by the Grand Lodge. Local Lodge Dues and Assessments (if applicable) are exempt only by Lodge vote.



**Section 7.06 Grand Lodge Taxes and Assessments**

All members (except exempt and Life members) of this Lodge will pay Grand Lodge Taxes and Assessments as prescribed by the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc. The following is a list of Grand Lodge Taxes subject to change at the pleasure of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.:

- a. Relief                                 \$1.50 per quarter - \$6.00 per year
  - b. Entertainment                        \$2.00 per quarter - \$8.00 per year
  - c. Grand Lodge Tax                     \$6.75 per quarter - \$27.00 per year
  - d. Education Tax                        \$1.00 per quarter - \$4.00 per year
  - e. Youth Tax                              \$0.50 per quarter - \$2.00 per year
  - f. GL Building Fund                     \$3.00 per quarter - \$12.00 per year
- Total - \$59.00 per year

**Section 7.07 Local Lodge Special Taxes and Assessments**

Currently, there are no Special Taxes or Assessments except such as may be levied by two-thirds vote of the members present for the good protection of the Lodge and Masonry. Such assessment will not be enacted without a 30-day notification (by certification to Lodge members in good standing) of its presentation for adoption.

**Section 7.08 Returned Checks**

Any Brother whose personal check is returned for insufficient funds will be required to pay a returned check fee of fifteen dollar (\$15.00), when the returned check is redeemed.

**ARTICLE VIII - CANDIDATES**

**Section 8.01 Qualifications**

No candidate shall be Initiated, Passed or Raised, who lacks any qualifications required by Ancient Usage and Master Mason’s Obligation, or shall any degree be conferred upon a candidate who is incapable of receiving and communicating (Masonically and perfectly) all that is required by the ritualistic work of the several degrees; or shall any candidate be given degrees who has not been an actual resident within the city at least twelve (12) months preceding his application.



The Petition Fee for Initiation be fifty dollars (\$50.00).

The fees for the Ceremonies of Initiation, Passing, and Raising, shall total one hundred and fifty dollars (\$150.00). Fifty dollars (\$50.00) per degree, to be paid in advance of the conferring each of the three Degrees.

Fees are to cover the cost of an Apron, Gloves, Ritual and Patent. This cost does not include pro-rated dues.

### **Section 8.09 Rejections**

A rejected candidate is entitled to no other information than that his petition was rejected. Only the Secretary in writing shall convey such information. The rejected candidate may renew his application to the same Lodge, after six (6) months from date of rejection. Any member who may disclose to him, or any person not a Mason, the name of any member present when the ballot was spread or any information regarding his rejection, except the bare fact of rejection, shall have charges preferred against him for un-masonic conduct and upon conviction suffer such penalty as prescribed in the Penal Code section of the Constitution of the Most Worshipful Prince Hall Grand lodge F. & A. M. Colorado and Jurisdiction Inc. This By-Law shall be read by the Worshipful Master at the time a ballot is found to have rejected a candidate.

### **Section 8.10 Soliciting Candidates**

It is not deemed an act of un-masonic conduct to solicit Lodge membership from non-masons when they come well recommended and of high integrity.

## **ARTICLE IX - POWER OF MOUNT EVANS LODGE NUMBER SEVEN (7)**

The Powers of Mount Evans Lodge Number 7 are such as prescribed in the Charter and the Constitution of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc., and these Special Powers.

### **Section 9.01 Masonic Longevity Pins**

This Lodge shall honor its members with Masonic Longevity Pins, for continuous service of 25, 35, and 50 years. Continuous service is interpreted as service without interruption for reasons not under the control of the member. The Lodge shall vote upon each nominee for these honors during his anniversary month. Particular situations that are peculiar shall be brought before the Lodge for approval.

### **Section 9.02 Masonic Longevity Patents**

This lodge shall honor its members with Masonic Longevity Patents, for continuous service of twenty (20) years. Continuous service is interpreted as service without interruption for reasons not under the control of the member. The Lodge shall vote upon each nominee for these

honors during his anniversary month. Particular situations that are peculiar shall be brought before the Lodge for approval.

### **Section 9.03                    Masonic Bibles for Beneficiaries**

This Lodge shall honor our Dead by providing a Masonic Bible to the Beneficiary of each deceased Brother after the Funeral Services, if that is the wishes of the Family/Beneficiary.

### **Section 9.04                    Honorary Masonic Membership**

This Lodge may acquire honorary members by nomination and acceptance by majority vote at a stated meeting. Requirements are any Master Mason in good standing of any Subordinate Lodge recognized by the MWPHGL, having demonstrated a sense of good moral character, having a reputation for leadership in some discipline and/or having placed himself in a position of respect and admiration by his Masonic peers and subordinates. Honorary members are nether obligated to pay Lodge dues or assessments, nor do they increase the Lodge roll by membership. They also will not receive any financial benefits from this lodge. They are not allowed voting privileges or any rights other than benevolent fraternalism.

### **Section 9.05      Commission/Association to Acquire lodge Property (Real/Personal)**

This Lodge may initiate a Commission or an Association to pursue, or ultimately acquire Lodge Property. This property may be real or personal. Membership by appointment of the Worshipful Master for a term set by the Worshipful Master. The Board of Trustees, Treasurer and Secretary are Ex Officio members of the Association. Prior to actively pursuing any monetary obligation for this Lodge, the body will obtain the approval of the Board of Trustees.

Where Bonds or other monetary elements are used to acquire capital, the comprehensive proposal shall be brought before the Lodge for approval. There shall be notice given to each Lodge member as to the proposal and date the vote will be taken. The proposal shall outline in detail the ultimate objective, all specific requirements, specifications, terms and conditions and liability for the Lodge. The proposal shall also indicate specific conditions for maturity, payments, interest, default, and beneficiary payments.

### **Section 9.06 Past Master's Apron and Past Master's Collar**

This lodge may present a new Past Master's apron to the most junior past master after the successful completion of his full term in office as the elected Worshipful Master. This lodge may also present a past master's collar to the most junior past master after the successful completion of at least two full consecutive years in office as Worshipful Master. This proposition to be

brought before the lodge at a regular meeting in July for a vote and approval on the amount of funds allowed to purchase the apron and collar.

## **ARTICLE X - AMENDMENTS TO BY-LAWS**

### **Section 10.01 Requirements for Amendments**

If it becomes necessary to amend these By-Laws, a Resolution must be submitted in writing, signed by not less than five (5) members of this Lodge, and be presented for acceptance at a stated meeting. The proposal shall clearly set forth the alteration(s) or proposed amendment(s) and state the laws to be affected if any by its adoption. After Lodge acceptance, notice shall be sent to all members within ten (10) days, indicating the proposed changes and date the By-Laws are to be voted on for adoption. A two-thirds majority vote in favor of the amendment(s) shall not be in violation of the Constitution, Statutes or Edicts of the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc.

After the Lodge approval and adoption of the amendment(s), the By-Laws are to be forwarded to the Grand Secretary, for approval of the Grand Lodge before they have force or effect.

### **Section 10.02 Periodic Reviews**

These By-Laws must be reviewed every five years, commencing with their acceptance by the Most Worshipful Prince Hall Grand Lodge F. & A. M. Colorado and Jurisdiction Inc. However, may be reviewed any time the Worshipful Master deems it necessary for the good of Masonry.

### **Section 10.03 By-Laws Revision Record**

1. The latest approved By-Laws supersede all other of Mount Evans Lodge Number 7.
2. Revised: September 1987 Typing/omissions, errors corrected. August 1989.
3. Complete revision adopted 13 May 1993, disapproved by the MWPHGL, August 1993.
4. Complete revision adopted 14 May 1994, MWPHGL approval 16 August 1995.
5. Revised to increase yearly dues, adopted 24 May 2001, MWPHGL approval 14 June 2001.
6. Partial revision adopted 8 December 2005, MWPHGL approval 14 August 2006.
7. Revision adopted 14 May 2009, to increase dues and correct minor inconsistencies. MWPHGL approval 11 August 2009.

8. Revision adopted 13 January 2015, due to changed election date, deleted investment officer/assistant treasurer, increase in Grand Lodge taxes, and add the purchase of PM Apron for junior Past Master. MWPHGL approval 11 August 2015.
9. Revision adopted 22 February 2018, to add requirements to award the Past Master's Apron and Past Master's Collar to our most Junior Past Master. MWPHGL Approval date 14 Aug 2018.
10. Revision adopted 26 January 2023, due to change to increase dues to \$150 and petition fee \$50 and Initiation, Passing, and Raising, shall total one hundred and fifty dollars (\$150.00).

## **Section 10.04**

## **Periodic Review Record**

Review #	Review Date	Comments
1.	04/18/2009	Revised sec. 5.05, 7.01, 7.06, 10.03, added 10.04.
2.	09/9/2014	Revised sections 2.01, 2-03.2.04, 5.04, 5.09, 7.05, and 7.06 and added section 9.06.
3.	11/13/2014	Revised sec. 2.01,2.03,2.04,5.05,5.09,7.01,7.05 7.06, add 9.06
4.	11/01/2018	Revised Section 9.06. Grand Lodge approval 14 Aug. 2018.
5.	01/26/2023	Revised sec. 7.01, 8.08 Lodge Approved, correction of grammatical and formatting errors.