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Montgomery-Cornerstone Lodge No. 195 A.F. & A.M.
Rockville Masonic Temple
612 Great Falls Road
Rockville MD 20850-2829

CHANGE SERVICE REQUESTED

BY-LAWS

of

**Montgomery-Cornerstone
Lodge No. 195
A. F. & A. M.
Rockville, Maryland**



Chartered: November 22, 1893

Revised: December 23, 2010

Effective: April 4, 2011

ARTICLE XVI

Section 1. **Amendments:** These Bylaws may be altered or amended by the proposed alteration or amendment being presented in writing at a regular communication of the Lodge a copy thereof being thereafter forwarded to each member of the Lodge with notice of the date of action thereon and the same thereafter being presented for action at a regular communication of the Lodge, which shall be not less than thirty (30) days nor more than sixty (60) days from the communication at which the proposed alteration or amendment shall have been presented. The affirmative vote of two-thirds of the members present shall be necessary for the adoption of any such proposed alteration or amendment.

Revised: December 20, 1974
Effective: March 10, 1975
Revised: October 26, 1997
Effective: January 1, 1998
Revised: December 9, 2002
Effective: March 24, 2003
Revised: December 23, 2010
Effective: April 4, 2011

BY-LAWS

ARTICLE I

Section 1. **Name:** The name of this Lodge shall be Montgomery-Cornerstone Lodge No. 195, Ancient Free and Accepted Masons.

ARTICLE II

Section 1. **Communications:** The stated communications of this Lodge shall be held on the first and third Tuesday of each Month, beginning at 7:30 o'clock P.M., except during the months of July and August and the third Tuesday in December, during which times the Lodge may assemble or not, at the option of the Worshipful Master.

Section 2. At the option of the Worshipful Master and upon dispensation of the Most Worshipful Grand Master, a stated communication that may fall upon a legal or religious holiday may be omitted or the stated hour of a stated communication may be changed or a special communication may be called.

ARTICLE III

Section 1. **Elections, Appointments, Installation of Officers:** The Worshipful Master, Senior and Junior Wardens, Secretary and Treasurer shall be elected annually, by a majority of written ballots, either at the stated communication immediate preceding St. John the Evangelist's Day or at the first stated communication in December as the Worshipful Master may elect. They shall hold office until their successors shall have been respectively duly elected and installed.

Section 2. The elected officers shall be installed at the next stated communication following their election or as soon thereafter as practicable, but not later than the thirty-first day of January, following.

Section 3. The Worshipful Master shall appoint a Senior Deacon, a Junior Deacon, a Senior Steward, a Junior Steward, a Chaplain, a Marshal and a Tyler who shall be invested at the communication of Installation.

ARTICLE IV

Section 1. **Duties of Officers:** The duties of the Worshipful Master and Wardens, being well established by ancient usage and custom, shall not be enumerated herein.

Section 2. The Secretary, in addition to the usual duties of the office, shall receive all moneys due and payable to the Lodge and shall pay the same over to the Treasurer as promptly as possible; he shall give notice of all communications, in sealed mail or by electronic mail (except notices of Divine Services and Funeral services, which may be sent on U.S. Postal Cards or electronic mail), stating the business to be transacted thereat; he shall prepare and forward to the members bills for annual dues; he shall notify members of their appointments on committees and shall perform such duties as may from time to time be assigned to him by the Lodge. Mail and electronic mail must conform to the standards set forth in the Grand Lodge Constitution.

Section 3. The Treasurer shall receive from the Secretary all moneys collected by the Secretary for and on behalf of the Lodge and shall promptly deposit the same in the name of Montgomery-Cornerstone Lodge No. 195, A.F.& A.M., in such bank or banks as shall, from time to time, be designated by the Lodge. All funds of the Lodge shall be disbursed only upon order signed by the Worshipful Master or, in the absence or incapacity, by the Senior Warden and the Secretary and/or Treasurer, pursuant to authorization of the Lodge. The Treasurer shall keep a full and accurate account of all funds received and disbursed.

ARTICLE XIII

Section 1. **Past Master's Jewel and Apron:** Every retiring Master of the Lodge who shall have served one full term as Master shall be presented a Past Master's Jewel and a Past Master's Apron. The said Jewel and Apron shall be of the same style and design as heretofore adopted by the Lodge and shall be procured by the Secretary at the expense of the Lodge. Past Masters serving additional terms of office in Montgomery-Cornerstone Lodge No. 195 shall have their Past Master's Jewels and Aprons modified to reflect the additional year(s) served. If possible, a bar will be added to the Jewel. If not feasible to do so, the existing Jewel will be engraved on a suitable surface with the additional year(s) served. The additional year(s) will be embroidered on the Apron.

ARTICLE XIV

Section 1. **Voting:** Unless otherwise specifically provided in these Bylaws, or in the Constitution, Bylaws and Standing Orders and Resolutions of the Grand Lodge of Maryland, A.F.& A.M., a majority vote of the members present shall be sufficient for the adoption of any question or resolution coming before any communication of the Lodge.

ARTICLE XV

Section 1. **Constitution, Etc., of The Grand Lodge of Maryland:** This Lodge being an integral part of the Grand Lodge of Maryland, A.F.& A.M., the same shall be governed pursuant to the Constitution, Bylaws, and Standing Orders and Resolutions of that Grand Lodge, in all matters and situations not specifically provided for in these Bylaws. In the event of any inconsistency between the Constitution, Bylaws and Standing Orders and Resolutions of the said Grand Lodge and the Bylaws of this Lodge, the provisions of the Constitution, Bylaws, and Standing Orders and Resolutions of said Grand Lodge Shall prevail.

Section 2. Any and all securities belonging to the Lodge shall be deposited and kept in a suitable safe or in a safe deposit box, rented in the name of the Lodge or in the vault of such bank as the Lodge shall designate, subject to access by the Secretary or Treasurer, when accompanied by the Worshipful Master.

Section 3. The Budget Committee shall prepare a budget for the ensuing Masonic year. The budget shall include estimated income and expenses by major function or activity. The proposed budget shall reflect projected beginning and ending cash and certificates of deposit balances. Upon approval by the Lodge, the budget shall be approved for planning purposes and no changes to the total operating budget may be made without approval of the Lodge. The Treasurer shall submit a quarterly report to the Lodge reflecting compliance with the approved budget.

ARTICLE XI

Life Membership. A member who shall be in good standing by the continuous payment for Fifty Years of assessments and such dues as may be chargeable to him shall become a Fifty Year Life Member. A member who became a Fifty Year Life Member before the effective date of the amendment in 2011 shall be exempt from Lodge dues. A member who became a Fifty Year Life Member on or after the date of the amendment shall pay as dues, the sum of one hundred dollars (\$100.00) annually. All Fifty Year Life Members shall pay such per capita tax or assessment as may be levied from time to time upon subordinate Lodges by the Grand Lodge of Maryland.

ARTICLE XII

Section 1. Seal: The seal of the Lodge shall be circular in form. In the center shall be the square and compasses with the words "Chartered NOVEMBER 22, 1893"; and around the circle shall be the words "MONTGOMERY-CORNERSTONE LODGE NO. 195, A.F.& A.M., ROCKVILLE, MD."

ARTICLE V

Section 1. **Bonding of Officers:** The Secretary and Treasurer shall provide a Fidelity Bond to the Lodge in such corporate surety as shall be acceptable to the Worshipful Master and Wardens, in the penalty of not less than one thousand dollars (\$1,000.00). The premium on such bond shall be an expense of the Lodge.

ARTICLE VI

Section 1. **Salaries:** There shall be no salaried positions within this Lodge.

ARTICLE VII

Section 1. **Relief Committee:** The Worshipful Master and Wardens shall constitute the Relief Committee, which shall take cognizance of all applications for charity that may be referred to them. The committee may request funds from the Lodge for the sum not exceeding two hundred dollars (\$200.00) per case and shall report to the Lodge at each communication.

Section 2. **Auditing Committee:** The Worshipful Master shall appoint an Auditing Committee. The Auditing Committee shall examine the books and accounts of the Secretary and Treasurer annually and shall report thereon to the Lodge, not later than the second stated communication of the Lodge in January.

Section 3. **Catechism Proficiency Committee:** The Catechism Proficiency Committee shall have the duty to instruct all candidates for degrees in the catechism of the degree and, prior to examination in open Lodge and balloting on Proficiency, test said candidates and report to the Worshipful Master on the candidate's proficiency.

Section 4. **Membership/Retention Committee:** The Membership/Retention Committee shall personally contact all persons enquiring about membership in a timely manner in accordance with the guidelines set forth in the Edict of the Grand Master Thomas M. Velvin, Jr. dated July 13, 2010.

ARTICLE VIII

Section 1. **Petitions for Initiation:** Applications for initiation into Masonry, through this Lodge, shall apply by petition, signed by himself upon forms prescribed by the Grand Lodge of Maryland, with the recommendation of two members of this Lodge and accompanied by an initiation fee of one hundred dollars (\$100.00), together with per capita tax or assessment as may be levied from time to time upon subordinate Lodges by the Grand Lodge of Maryland.

Section 2. **Application for Affiliation or Membership:** in the Lodge, shall be made by petition, in like manner as applications for initiation, as herein provided. The said petition shall be accompanied by a Certificate of Good Standing or a Demit from the previous Lodge of the applicant and by an affiliation or membership fee of fifty dollars (\$50.00) together with such per capita tax or assessment as may be levied from time to time upon subordinate lodges by the Grand Lodge of Maryland, if the applicant be from out of Maryland jurisdiction. A fee of fifty dollars (\$50.00), only if he be from within the Maryland jurisdiction. No action shall be taken upon any petition for affiliation or membership unless prior thereto the petitioner shall have visited the Lodge at a stated communication.

Section 3. All petitions to this Lodge shall be treated and acted upon in accordance with the provisions of the Constitution, Bylaws and Standing Orders and Resolutions of the Grand Lodge of Maryland, A.F. &A.M.

Section 4. **Demit:** Any member of this Lodge may demit therefrom by signifying his desire to do so in writing presented at a stated communication and paying unto the Secretary any and all indebtedness on the part to the Lodge, whereupon a demit shall be granted him, provided there are no charges pending against him. Nothing in this section shall prevent the Lodge from remitting the dues of any member for the purpose of granting a demit.

ARTICLE IX

Section 1. **Dues:** Every member of this Lodge, unless specifically exempt, shall pay as dues, the sum of one hundred dollars (\$100.00) annually, together with such per capita tax or assessment as may from time to time be levied upon subordinate Lodges by the Grand Lodge of Maryland. The said dues shall be payable in advance, through the Secretary during the month of January.

Section 2. Dues shall be calculated from the beginning of the quarter in which the Brother is raised or affiliated to the end of the first year.

Section 3. Regularly Ordained Clergymen, the Secretary, the Treasurer and Tyler shall be exempt from the payment of dues and Grand Lodge assessments.

Section 4. Any member who shall fail to pay his dues as in this Article IX provided, shall be subject to suspension to the provisions of the Constitution, By-Laws and Standing Orders and Resolutions of the Grand Lodge of Maryland A.F. & A.M.

Section 5. **Address:** A Brother changing his place of residence shall so notify the Secretary of the Lodge as promptly thereafter as practicable. Notices sent by U.S. Mail, to the last known address of a brother shall be deemed the legal notice.

ARTICLE X

Section 1. **General Fund:** All moneys belonging to this Lodge shall constitute a general fund which shall be deposited in the name of the Lodge in such bank or banks as the Lodge shall from time to time designate. The Lodge may from time to time make investments and dispose of previously acquired investments as shall be authorized by two-thirds vote of the members present at a regular stated communication, provided at least two weeks' written notice has been given the entire membership of such contemplated action.