

By Laws
 of
 Heights Lodge W. D.
 of
 Free & Accepted Masons
 held in the
 Village of Cleveland Heights
 Cuyahoga County Ohio

Adopted Dec 3-1915

Article I

The officers of this Lodge shall consist of a Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon, and Tyler, who shall be elected annually, by ballot, at the second Stated Meeting in November, and be installed into office within sixty days therefrom. A majority of all the votes cast shall be necessary for an election.

Article II

The Stated Meetings of this Lodge shall be held on the first & third Friday of each month. The hour of assembling shall be 7³⁰ o'clock P.M. Special Meetings may be called as provided by Section 73 of the Code.

Article III

Applications for initiation or membership shall be made in writing, signed by the petitioner, specifying his age, residence and occupation, and be recommended by a member of the Lodge; they shall be presented at a stated meeting, and if received, be referred to a committee of three members, for inquiry and report; and they shall

lie over to the next or a subsequent stated meeting before a ballot thereon. The fee for initiation or membership shall in all cases accompany the petition.

Article IV

The fees for conferring the degrees shall be Seventy Five dollars, divided as follows: Thirty Five dollars for the Entered Apprentice, Twenty Five dollars for the Fellow Craft, and Fifteen dollars for the Master Mason degree. The fee for membership or admit shall be Ten dollars. A unanimous vote must be had in favor of the applicant for each degree, or for admission to membership and in no case shall a ballot be taken until the money required for the fee shall be in actual deposit.

Article V

After a petition has been received and noted upon the minutes, it shall not be withdrawn without the consent of threefourths of the members present; but it can not be withdrawn after the report of the Committee thereon. If only one black ball appears, a second ballot shall be taken immediately, but in no case shall a third ballot be had.

Article VI

Every candidate for passing or raising shall, before the degree is conferred, be examined in open Lodge, in the degree already taken, and shall be found to possess a competent knowledge of that degree, before he progresses. After the Master Mason degree is conferred upon the candidate, he shall learn and be examined upon the

lecture of that degree within a reasonable time.

Article VII

Each member shall pay annually the sum of Three dollars into the funds of the Lodge, at or before the stated meeting for the election of officers.

Article VIII

The Master shall cause the Secretary to enter "suspended" every member who shall be in arrears for dues six months after the time fixed for payment; and if his dues are not paid within three months thereafter, he may be expelled; and in default of such payment, charges shall be preferred against such delinquent member, and proceedings had in accordance with the provisions of the Code.

Article IX

Any member in good standing and not in arrears for dues shall be entitled to a Diploma, on proper application, and on payment to the Secretary of one dollar for the use of the Lodge.

Article X

The Master, Wardens shall be ex officio a committee of charity and have power, during recess of the Lodge, to draw orders on the Treasury for any sum not exceeding Five dollars, for the relief of any one applicant.

Article XI

No Masonic punishment shall be inflicted upon a brother except suspension for non payment of dues, unless

it be upon written charges & specifications made and presented to the Lodge in the manner prescribed in the Code; and the Secretary shall furnish the accused brother a copy of such charges and specifications, and the proceedings thereon, and trial shall in all respects be conducted in conformity to the Code.

Article XII

The Master shall, at the time of his installation, appoint a standing committee of three members of the Lodge, whose duty it shall be to take cognizance of the conduct of Brethren within the jurisdiction of the Lodge, reconcile difficulties that may arise among the Brethren, and, when proper, prefer charges & specifications for the action of the Lodge.

Article XIII

When the Lodge is opened, unless the Master shall otherwise direct, the following order of business may be observed

1. Reading of the minutes
2. Reading and referring petitions
3. Receiving reports of committees
4. Balloting for candidates or for admission
5. Conferring degrees.
6. Receiving and considering resolutions.
7. Considering unfinished business.
8. Disposing of such other business as may lawfully come before the Lodge.

Article XIV

No alteration or amendment of these By-Laws shall be made unless the same be proposed in writing at a stated meeting, when it shall be entered upon the minutes and lie over until the next stated meeting, when it shall require the sanction of three fourths of the members present, and unless the amendment be an alteration of the times of the stated meetings of the Lodge or of the amount of the annual dues, it shall further require the approval of the Grand Lodge or Grand Master for its adoption.

Article XV

A - The Treasurer shall receive for his services a compensation of five (\$5⁰⁰) dollars per annum. He shall furnish a bond in a Surety Company approved by the Finance Committee in a sum not less than \$1000⁰⁰ or such additional sum as shall be directed by the Finance Committee, the expense of the same to be paid by the Lodge.

B - The Secretary shall receive for his services, annually, fifty cents per capita, based on the total number of members of the Lodge in good standing at the time of the Annual Communication fixed by Article I hereof, during which year such services shall have been rendered; but in no case shall said sum paid for such services rendered be less than one hundred (\$100⁰⁰) dollars per annum. The Secretary shall furnish a bond in a Surety Company approved by the Finance Committee in a sum not less than \$1000⁰⁰ or such additional sum as shall be directed by the Finance

Committee, the expense of the same to be paid by the Lodge.

6- The Tyler shall receive for his services, annually, twenty five cents per capita, based on the total number of members of the Lodge in good standing at the time of the Annual Communication fixed by Article I hereof, during which year said services shall have been rendered; but in no case shall said sum paid for such services rendered be less than one dollar and fifty cents (\$1.50) for each stated and special communication of the Lodge.