

By-Laws of Texas Lodge of Research

Article I

Name of Lodge

This Lodge was created Under Dispensation by the Most Worshipful Grand Lodge of Texas, Ancient Free and Accepted Masons, on 4 December 1958. It was named Texas Lodge of Research, Ancient Free and Accepted Masons and was Constituted by the Grand Lodge of Texas on 1 February 1960.

The Lodge subscribes to and shall be governed by the Constitution, Laws, Resolutions and Edicts of the Grand Lodge of Texas.

Article II

Membership

Section 1. Member: Any Master Mason who is a member or plural member in good standing of a Regular Texas Lodge, or of a jurisdiction in fraternal relations with the Grand Lodge of Texas, shall be eligible to become a member of Texas Lodge of Research upon being proposed by a Full Member of the Lodge and elected by a majority vote of the members present at a meeting of the Lodge. The proposed member shall furnish the Lodge Secretary with a copy of his current dues card, or a Certificate of Good Standing, and a photo identification device along with the petition. Membership shall continue only so long as the member is in good standing in a Regular Texas Lodge or of a Lodge in a jurisdiction in fraternal relations with the Grand Lodge of Texas.

Section 2. Full Member: Any Member of Texas Lodge of Research, upon submission of evidence of Masonic research satisfactory to the Lodge, or in recognition of distinguished service to the Lodge, or accomplishments in any field within the scope of the purposes for which this Lodge is created, may be elected a Full Member of the Lodge by majority vote of the Full Members present at a meeting of Texas Lodge of Research. Full Membership shall continue so long as the member is in good standing in a Regular Texas Lodge or of a Lodge, in a jurisdiction in fraternal relations with the Grand Lodge of Texas. Full Members shall retain all prerogatives of Membership.

Section 3. Fellow in Masonic Research: Texas Lodge of Research may elect any Full Member to the honorary title of *Fellow in Masonic Research* in recognition of distinguished service and accomplishments in any field within the purpose for which the Lodge was created, but such election shall be approved by the Committee on Masonic Education and Service before it shall become valid. Only one *Fellow in Masonic Research* may be voted per year. Nominations for Fellow in Masonic Research shall be made in writing by any Full Member of Texas Lodge of Research, but before such nominations shall be acted upon, they shall be submitted to a Committee on Fellowship Nomination, appointed by the Worshipful Master and composed of not less than three (3), nor more than five (5), *Fellows in Masonic Research*. The Committee on Fellowship Nominations shall have the duty of reviewing all nominations and may reject all, or second one or more nominations in a written report to Texas Lodge of Research. The Worshipful Master at the next Stated Meeting shall submit seconded nominations

to the Full Membership in attendance for a secret ballot. The votes shall be immediately tabulated by the Secretary, with any assistance as he deems necessary, in Open Lodge, and report his finding to the Worshipful Master. The Worshipful Master shall declare the Brother who has received a majority of the votes cast by the Full Membership present, elected to the honorary title of *Fellow in Masonic Research*. Should no majority of the vote result on the first ballot, the Worshipful Master shall order succeeding ballots until a majority vote results, or he is convinced that no election can be obtained. Upon election, the Worshipful Master shall certify the name of the Brother so elected to the Committee on Masonic Education and Service. Upon approval by the committee and adoption of its report at the next Grand Annual Communication, the Worshipful Master shall announce the time and place at which a suitable certificate and jewel shall be awarded to the Brother elected. Fellows shall retain all prerogatives of Full Membership.

Section 4. Associate: Any individual, Masonic Lodge, appendant Masonic body or Masonic library shall be eligible to become an Associate of Texas Lodge of Research, upon filing an application with the Lodge. Associates shall not be members of Texas Lodge of Research and shall have no rights therein, except to receive the published proceedings and such other publications as Texas Lodge of Research may direct from time to time.

Article III

Meetings of the Lodge

Section 1. Texas Lodge of Research shall hold stated meetings at least four (4) times per year. The March meeting shall include the annual election and installation of officers. The March, June, September and December meetings shall be held at locations and times as the Worshipful Master may designate (or in his absence or inability to serve, by the Senior Warden, or in the absence of both the Worshipful Master or Senior Warden, then by the Junior Warden).

Section 2. Called meetings of Texas Lodge of Research may be held at such times and places as the Worshipful Master (or in his absence or inability to serve, by the Senior Warden, or in the absence of both the Worshipful Master or Senior Warden, then by the Junior Warden) or any of them having authority to act may think necessary, or to the interest of the Craft.

Section 3. Written notice of all meetings of Texas Lodge of Research shall be mailed to all Members of the Lodge at their last known address, prior to the date of any meeting. Such notice shall contain business to be considered during the meeting.

Section 4. No business shall be transacted at a called meeting of Texas Lodge of Research except such as was specified in the call.

Article IV

Officers of the Lodge

The officers of Texas Lodge of Research shall be a Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Master of Ceremonies, Marshal and Tiler.

Article V

Election of Officers

Section 1. The Worshipful Master, Senior Warden, Junior Warden, Treasurer and Secretary shall be elected by a majority of the Full Members present. All other officers shall be appointed by the Worshipful Master-elect.

Section 2. In the election of officers, should only one name be placed in nomination, the vote may be taken without a ballot; but should more than one Brother be nominated, the members shall cast ballots, which shall be taken up and counted at the Secretary's desk and the number of votes received by each Brother be reported to the presiding officer who shall declare the Brother receiving a majority of all votes cast duly elected.

Section 3. In the event no Brother has such majority, the ballot will be repeated until such action is obtained. Blank ballots shall not be considered as votes cast.

Section 4. Only Full Members of Texas Lodge of Research may serve as elective officers of the Lodge. Any Member of the Lodge may hold appointive office.

Article VI

Duties of Officers

Section 1. Worshipful Master: It shall be the duty of the Worshipful Master to see that the By-Laws of the Lodge and the Constitution and Regulations of the Grand Lodge of Texas are duly observed, to see that the officers attend strictly to their duties and prepare and make such reports as are required of him by the laws of the Grand Lodge and in the manner set forth therein. He shall appoint such committees as are enumerated in these By-Laws and those he shall deem necessary or convenient for conduct of the affairs of the Lodge. He shall be an ex-officio chairman of all such committees.

Section 2. Senior Warden: In addition to his usual duties, the Senior Warden shall solicit, acquire and coordinate the Masonic research activities of the Lodge. He shall distribute manuscripts to members of the Editorial Committee and upon receiving their comments, corrections and any inconsistencies in criteria and style, work with the author for emendation.

Section 3. Treasurer: It shall be the duty of the Treasurer to hold all property of a financial character belonging to Texas Lodge of Research and to collect and receive the same when directed by the Lodge; to receive all monies from the hands of the Secretary, passing his receipts for the same and pay them out upon order of the Worshipful Master and consent of the Lodge. He shall keep a correct account of the same and report minutely the financial conditions of Texas Lodge of Research at such time or times as the Lodge may direct. For his services he shall receive such compensation as determined from time to time by vote of the Full Members of the Lodge.

Section 4. Secretary: It shall be the duty of the Secretary to carefully observe the proceedings of Texas Lodge of Research; make a correct record of all things proper to be written and to receive all monies due the Lodge; turning them over to the Treasurer, taking his receipt or the same.

It shall also be the duty of the Secretary:

- (1) To keep all books and papers relating to the proceedings of Texas Lodge of Research.

(2) To authenticate all official papers and documents emanating from Texas Lodge of Research with the seal of the same.

(3) To notify all Brethren elected or appointed to office if they were not present at the time of election or appointment.

(4) To issue all notices as he may be directed; to make out and transmit to the Grand Secretary the annual returns of Texas Lodge of Research and to perform all other duties pertaining to his office.

For his services, he shall receive such compensation as determined from time to time by vote of the Full Members of the Lodge.

Section 5. Tiler: It shall be the duty of the Tiler to see that the Lodge room is clean and in order, that the various articles of furniture are in their appropriate places, to strictly guard the door during the sitting of Texas Lodge of Research, to summon all members to the Lodge when such summons shall be necessary, be punctual in his attendance and perform such duties as may appertain to his office.

For his services he shall be exempt from payment of dues.

Section 6. All officers of Texas Lodge of Research shall perform the duties usual to such officers in conformity to the By-Laws of Texas Lodge of Research and the Constitution and Laws of the Grand Lodge of Texas, save those duties withdrawn from the offices by the special Law under which Texas Lodge of Research is created.

Article VII

Committees

Section 1. Audit: It shall be the duty of the Worshipful Master prior to the first meeting of the Lodge after his installation to appoint a five (5) member committee of well qualified Brethren composed of not less than three (3) members of Texas Lodge of Research, the Senior and Junior Wardens will be ex-officio members of this committee. Other members of the Audit Committee may be members of Texas Lodge of Research, but the Chairman shall be a Full Member of the Lodge. Members of the Audit Committee should be well versed in accounting practice and procedure and ideally should include a certified public accountant, or a public accountant, whose duty shall be to audit the books and accounts of the Treasurer and Secretary and make prompt report thereof in writing to the Lodge, said report to be read to the Lodge in stated communication and must be recorded in full in the minutes. The auditor's report shall fully show the total amount of receipts and disbursements during the past year and any balance remaining on hand. It shall be the duty of the Treasurer and Secretary to make all their books and records available to the committee or accountant appointed to audit the same. For purposes of coordinating budgetary and fiscal matters of the Lodge, the Audit Committee shall meet in joint session with the Budget/Finance/ Investment Committee prior to making its report to the Lodge, or at such other times as might be deemed appropriate by the Worshipful Master. A member of the committee having served a term, shall be eligible for reappointment.

Section 2. Budget/Finance/Investments Committee. It shall be the duty of the Worshipful Master prior to the first meeting of the Lodge after his installation to appoint a five (5) member committee of well qualified members of the Lodge to compose a Budget/Finance/Investments Committee, the Senior and Junior Wardens will be ex-officio members of this committee. A member of the committee having served a term, shall be eligible for reappointment.

It shall be the duty of the Budget/Finance/Investments Committee to prepare and submit for the approval of the Lodge a proposed itemized budget showing estimated receipts and disbursements of every kind for the ensuing Lodge year. No disbursements of Lodge funds not previously budgeted or approved by the Lodge shall be made without prior approval of the Budget/Finance/Investments Committee and any such allocation of Lodge funds shall be reported to the Lodge at its next meeting following such approval of the committee. All matters requiring budgetary consideration shall first be referred to the Budget/Finance/Investments Committee.

Members of the Budget/Finance/Investments Committee should be well versed in financial investment and budgetary matters and will make recommendations for approval of the members of the Lodge concerning the investment of Lodge funds and the committee shall make its report at each stated meeting of the Lodge and at such times as might be deemed appropriate by the Worshipful Master.

For purposes of coordinating the budget and financial matters of the Lodge, the Budget/Finance/Investments Committee shall meet in joint session with the Audit Committee prior to the Audit Committee's report to the Lodge, or at such times as might be deemed appropriate by the Worshipful Master.

Section 3. If the Lodge by resolution, or by its By-Laws, requires a bond for any officer of the Lodge authorized to handle funds of the Lodge, it shall be the duty of the Worshipful Master to have all officers of the Lodge authorized to handle Lodge funds covered by such bond.

Section 4. The three (3) principal officers of Texas Lodge of Research shall constitute a Committee on Research Programs and shall have authority to assign topics approved by the Grand Master to members for research and report to the Lodge at a specified date.

Section 5. It shall be the duty of the Worshipful Master prior to the first meeting of the Lodge after his installation to appoint a three (3) member committee of well qualified members of the Lodge to compose an Editorial Committee. A member of the committee having served a term, shall be eligible for reappointment.

The Editorial Committee shall examine every research manuscript submitted to the Senior Warden for consideration by the Lodge to assure conformity with such editorial criteria as may from time to time be approved by the Lodge. In the event of variance from such criteria, the committee shall call the same to the attention of the author of the paper and require correction or emendation mutually satisfactory to both the committee and the author, such corrections or emendation being condition precedent to publication.

Section 6. *Transactions* Editor: It shall be the duty of the Worshipful Master prior to the first meeting of the Lodge after his installation to appoint a *Transactions* Editor. The editor shall receive from the Senior Warden, those research manuscripts approved by the Editorial Committee, delivered before and acted upon by vote of the Lodge. It shall be the editor's duty to compile those research manuscripts and other appropriate materials pertaining to Lodge activities. He shall determine the style and format of the volume or other material to be published. He shall coordinate with the Secretary in selecting a professional typesetter and printing service appropriate for production of the *Transactions*. He shall oversee the completion of the work covered by the production contract and shall do all other things deemed necessary to assure the high quality and prompt completion of the printing of the volume or other material. For his services, he shall receive such compensation as determined from time to time by vote of the Full Members of the Lodge.

Section 6. *The Occasional Bulletin* Editor. It shall be the duty of the Worshipful Master

prior to the first meeting of the Lodge after his installation to appoint an editor for the quarterly newsletter of the Lodge, *The Occasional Bulletin*. It shall be the editor's duty to compile appropriate materials pertaining to Lodge activities. He shall determine the style and format of the newsletter. He shall coordinate with the Secretary in selecting a professional typesetter and printing service appropriate for production of the newsletter. He shall oversee the work completion of the work covered by the production contract and shall do all other things deemed necessary to assure the high quality and prompt completion of the printing of the newsletter.

For his services, he shall receive such compensation as determined from time to time by vote of the Full Members of the Lodge.

Article VIII Publications

Section 1. Texas Lodge of Research may at convenient intervals publish its proceedings of transactions and/or in whole or in part, addresses, studies, articles, discussions of the Lodge or other material germane to its purposes. It may also publish new Masonic works of merit, reproduce or print Masonic documents or writings, historically or otherwise important and reprint rare or important Masonic works and writing. But no publication shall be undertaken without the approval of the Grand Master and the Committee on Masonic Education and Service of the Grand Lodge of Texas.

Section 2. All research reports, articles, print or photographic images submitted to Texas Lodge of Research under its research program and accepted for publication shall be covered under a blanket copyright for Texas Lodge of Research publication in which the material appears. Material ownership shall be determined by appropriate Federal and international copyright laws.

Article IX

Dues and Fees

Section 1. No fee for affiliation may be charged by Texas Lodge of Research.

Section 2. Annual dues, in an amount set by the Lodge from time to time, shall be due and payable on December 31 each year and shall be paid by all members except Fellows, Life and Endowed Members, and officers exempt by these By-Laws. All members and associates shall be entitled to receive the published proceedings of the Lodge and quarterly newsletter without additional charge. The fiscal year of the Lodge is established from March 1 to the last day of February. The dues period shall be 1 January to 31 December.

Section 3. Failure of any member, other than those listed in Section 2, to pay annual dues on or before 1 January shall cause termination of membership. Reinstatement of membership may be accomplished by payment of current year's dues, provided the petitioner meets the requirements for membership contained in the Laws of the Grand Lodge of Texas.

Section 4. Associates shall pay an annual subscription fee as set by the Lodge from time to time and shall receive such publications as the Lodge may direct.

Article X Regalia

Section 1. The jewels of the officers, including Past Masters, of Texas Lodge of Research shall conform to the standard design for such officers.

Section 2. The apron worn by Full Members of Texas Lodge of Research shall be in design a replica of the apron of the Grand Lodge of the Republic of Texas, except that white cloth may be substituted for lambskin.

Section 3. At the discretion of the Worshipful Master, one academic meeting of Texas Lodge of Research may be called each year, at which time he may require attending members to wear regalia appropriate to the highest academic degree (without cover) attained by them. He may require formal dress at the Anson Jones Lecture and other appropriate occasions.

Section 4. The jewel of *Fellow in Masonic Research* shall be a golden sun superimposed upon a five pointed silver star.

Article XI

Visiting Brethren

A visitor shall not be admitted into a tiled session of Texas Lodge of Research except upon due examination or lawful avouchment.

Article XII

Miscellaneous Regulations

Weapons: Weapons, either offensive or defensive, shall not be carried into the Lodge room.

Article XIII

Business

At stated meetings after opening the Lodge in due and Ancient form, a quorum being present, the Order of Business, unless otherwise ordered by the Lodge, or the Worshipful Master, shall be as follows:

1. Reading, correcting and approval of Minutes of previous meetings.
2. Receiving and balloting on Petitions for Affiliation with Texas Lodge of Research.
3. Treasurer's Report
4. Reports of Committees
 - a. Transactions Editor's Report
 - b. Webmaster's Report
 - c. Necrology Report
 - d. Other committee reports.
 - e. Unfinished Business
 - f. Motions, Resolutions, and New Business.

g. Claims and Accounts

Article XIV

Rules of Business

The rules of conducting the business of Texas Lodge of Research, shall be as nearly as possible the same as those prescribed for the Grand Lodge, and in addition, as follows:

Section 1. When a question is decided, the same matter shall not again be acted on during that meeting, unless on motion to reconsider, which can only be made by a member voting in the majority, and at that or the next stated meeting when there must be an equal or greater number of members present than when the action was had.

Section 2. All questions of order shall be decided by the Worshipful Master without appeal or debate, but the Master may ask the advise of any member before deciding, and he has the right, at any time, to declare the Lodge closed or called off, for the purpose of stopping angry debate or confusion.

Article X

Amendments of By-Laws

Section 1. No amendments of these By-Laws, either by alteration or addition, shall be made, unless in the following manner proscribed by Article 201 of the Statutes of the Grand Lodge:

- 1) Any proposed amendment to the By-Laws must be in writing and signed by the proposer.
- 2) The proposed amendment shall be submitted to the Secretary at least 50 days before the next meeting of the Lodge.
- 3) Each member shall be notified in writing of the sense of the proposed changes at least 30 days before the next meeting of the Lodge.
- 4) At the next meeting of the Lodge it shall be considered, amended if necessary and voted upon and if approved by a majority vote of the members present shall become a part of the By-Laws upon compliance with the Laws of the Grand Lodge of Texas.
- 5) The adopted By-Laws shall require approval of the Committee on Masonic Education and Service and shall become effective after compliance with Article 219 of the Statutes of the Grand Lodge.

Article XI

The above By-Laws having been adopted by Texas Lodge of Research , on the day of _____ A.D., _____, of which witness my hand and seal.

By order of the Lodge

_____, Secretary

The above By-Laws, having been approved by the M:W: Grand Lodge of Texas, on the _____ day of December A.D. _____.

By order of the Grand Lodge of Texas, A.F. & A.M.

_____, Grand Secretary