

Be it resolved that the bylaws of Kingston Lodge No. 676, A.F.&A.M. be amended by the adoption of the following bylaws:

## **Bylaws of Kingston Lodge, No. 676, A.F.& A.M. Cedar Rapids, Iowa**

**1.0 Name:** The name of this lodge shall be Kingston Lodge No. 676, Ancient, Free, and Accepted Masons.

**2.0 Purpose:** Kingston Lodge shall be dedicated to the advancement, enlightenment, and fraternal support of its members, to the advancement and support of the Grand Lodge of Iowa, to Masonic Unity, and to the advancement and betterment of Freemasonry in general throughout the World.

**3.0 Location:** Kingston Lodge shall be located within the boundaries of Cedar Rapids, Iowa, and maintain a mailing address of Cedar Rapids, Iowa.

**4.0 Charter:** The authority for Kingston Lodge is a Charter granted on the 20<sup>th</sup> day of September, 1967 A. D. by the Grand Lodge of Iowa, A.F. & A.M. (*Kingston Lodge was originally chartered as Kingston Lodge No. 666, A.F. & A. M. The lodge number was changed to 676 by resolution at the 157th Annual Communication of the Grand Lodge of Iowa on September 22, 2001.*)

### **5.0 Communications:**

**5.1 Stated Communications:** Kingston Lodge shall have one Stated Communication each month, which shall be held on the fourth Tuesday of the month, beginning at 7:30 P.M. The stated communications in July and August shall be held at the discretion of the Worshipful Master. In the event that these discretionary Stated Communications are held, a notice shall be mailed (Section 10.3) to each member of the lodge a minimum of 30 days prior to the communication. This notice may be included in the lodge newsletter at the pleasure of the Worshipful Master. All regular lodge business may be conducted at any Stated Communication, including the proposal and election of candidates.

Minutes of the preceding communication(s) shall be distributed for information prior to the stated communication. They shall not be read aloud unless corrections are necessary. Proceedings of meetings and decisions of the Charitable Fund Board and the Board of Trustees will be reported in the lodge minutes. Regular bills paid will be listed in the minutes. Since payment of regular bills are otherwise authorized, as specified in Section 8.2, they will not be voted on by the lodge.

An educational program shall be presented at each Stated Communication. This program shall be delivered or arranged by the Education Committee.

**5.2 Called Communications:** Additional communications may be called for the purpose of degree conferral, ritual practice, social intercourse, or any other non-business reason at the pleasure of the Worshipful Master. While a written notice of such communication is desirable, it is not required. A minimum of two social communications shall be called each year strictly for the purpose of fraternal relationship. A public installation of officers may be counted as one of the two required social communications.

**5.3 Weather and Holidays:** In the event that the date for a Stated Communication is the day of, the day before, or the day after any major U.S. holiday, the date of the stated communication shall be adjusted to fall one week prior to the stated date. Similarly, in the event of inclement weather or a local, State, or National emergency, the communication shall be held on the following Thursday. In the event that the Worshipful Master determines that the adjusted date is not practical due to room non-availability or other serious issue, the stated communication shall not be held.

**6.0 Dues and Assessments:** The annual dues for Kingston Lodge beginning in 2008 shall be \$45 plus the annual Grand Lodge per capita. These annual dues shall be increased by \$5.00 each subsequent year. The Charity Fund shall receive \$10 of each member's annual dues as specified in Section 8.1 below.

For brethren joining Kingston Lodge after July 1 the dues shall be one-half of the amounts listed.

**7.0 Fee:** The fee for receiving the degrees in Kingston Lodge shall be \$150, plus the dues defined above.

**8.0 Boards and Committees:** Kingston Lodge shall, in addition to the committees required by the Code of the Grand Lodge of Iowa, maintain two standing boards: the Kingston Lodge Charitable Board and the Kingston Lodge Board of Trustees. Each of the two Boards shall consist of five directors including the Worshipful Master, the Secretary, and three other brethren. The three additional members of the Board of Trustees shall be the two Wardens and the Treasurer. The three additional members of the Charitable Fund Board shall be appointed from the general membership by the Worshipful Master. Other than the Worshipful Master and the Secretary, no other brother may serve on more than one board simultaneously. The lodge secretary shall serve as secretary of the two boards. The Worshipful Master shall serve as Chairman of the two boards.

**8.1 Kingston Lodge Charitable Fund Board:** The Board shall receive the Charitable Funds portion of the annual dues. Transfer of these funds from the general fund shall be made on the same date that Grand Lodge per capita is paid. Additional funds may be transferred from the general fund into the Charitable fund upon vote of the lodge.

The Board shall deposit fifty percent of these receipts into an income producing investment fund. The remaining fifty percent of these receipts and fifty percent of all income (if any) shall be distributed for charitable purposes. The remaining fifty percent of income shall be reinvested.

The specific distribution of funds shall be determined by the board, based upon recommendations of the lodge, and shall be for charitable purposes.

**8.2 Kingston Lodge Board of Trustees:** The Board shall be responsible for all overall financial operations of the lodge within the constraints of the approved budget, except as otherwise provided for in these bylaws. The Board shall be empowered to approve and to direct the Treasurer to pay all regular bills subject to audit. The Board shall also ensure that the Lodge is incorporated with the State of Iowa in accordance with the Grand Lodge Code.

**8.3 Kingston Lodge Finance Committee:** The Committee shall be responsible for preparing and presenting an annual budget at the November stated communication for amendment and approval by the lodge at the December stated communication.

**9.0 Candidate and New Member Mentoring:** In order to ensure that each new candidate becomes as knowledgeable as practicable about Freemasonry in general and Kingston Lodge in particular, the Worshipful Master shall appoint a mentor to each petitioner. This mentor shall work with the new candidate, following the suggestions laid forth in the "Passport to Light" publication of the Grand Lodge's Lodge Service Committee or its replacement if or when such a replacement is made available.

## **10.0 Publications and Other Communications:**

**10.1 Quarterly Newsletter:** Kingston Lodge shall prepare and distribute a quarterly newsletter (Trestle Board). Each newsletter shall, at a minimum, contain a message from the Worshipful Master, an indication of progress that Kingston Lodge is making toward the achievement of "Lodge of the Year", and an article of general interest or education. This newsletter may include and serve as the notice for future communications.

**10.2 Web Site:** Kingston Lodge shall also maintain an up-to-date web site, which shall contain general information about the lodge, a list of officers along with contact information for the Worshipful Master and Secretary, and a calendar of up-coming events. The current Lodge Trestle Board, and back issues for at least two years, shall also be accessible via the web site.

**10.3 Emails:** The Secretary shall maintain an email address listing for every member who is willing to share their email address. To save postage, distribution of the Trestle Board (and the communication notice if applicable) shall be performed via email to those members providing their email addresses.

**10.4 Editor and Webmaster:** The Editor of the Kingston Lodge Trestle Board and the Kingston Lodge Webmaster shall be appointed each year by the Worshipful Master.

**11.0 Compensation of Officers:** No officer of Kingston Lodge, nor any member of its boards or committees, shall receive compensation for their time or labor.

**12.0 Amendments:** These bylaws may be amended as provided in the Masonic Code of Iowa, with any such transaction requiring positive approval at two successive Stated Communications of the lodge. Proposals for amendment shall be in writing.