

By-Laws of San Pablo Lodge #43 I.O.O.F

Updated 2/5/2020

Preamble

For the purpose of effecting uniformity in administration of the privileges, honors and benefits of Odd Fellowship within this Lodge, the following By-Laws are to be used.

These By-Laws are to comply with the constitution of Odd Fellows of the Independent Order of Odd Fellows of California Chapter IV-A.

Article I – Structures and Powers

1. This Lodge shall consist of five or more members in good standing with at least one qualified to preside and shall be hailed and entitles San Pablo Lodge #43 of the Independent Order of Odd Fellows of California holding a legal Charter granted by the Grand Lodge of the Independent Order of Odd Fellows of the State of California
2. The Ritual, Constitution, Laws and decisions of the Sovereign Grand Lodge of the Independent Order of Odd Fellows; and the Constitution, Laws, and decisions of the Grand Lodge of the Independent Order of Odd Fellows of California are the laws of this Lodge and all persons, by becoming or continuing as members of this Lodge, consent and agree to acquaint themselves fully with, and abide by the same.
3. This Lodge shall have the power and authority to adopt, amend or rescind, from time to time as deemed expedient, such By-Laws, Rules, Resolutions, Privileges and Benefits as are consistent with, and do not in any way contravene, the laws and principles of the Order, and which are not otherwise reserved to themselves by the Sovereign Grand Lodge or the Grand Lodge of California, subject to the approval of the Grand Lodge of the Independent Order of Odd Fellows of California.

Article II – Terms and Meetings

1. The regular term for this Lodge shall be one calendar year. The regular meetings of this Lodge shall be on the second and fourth Wednesday night of every month at 7:00pm. The Lodge may designate one meeting each month as a social night or guest meeting.
2. At all meetings of the Lodge, five members of the Lodge including one qualified to preside, shall constitute a quorum for the transaction of business.
3. Special meetings may be called as follows: at any time by the Noble Grand, by the Lodge at any regular meeting, or by the Noble Grand upon written request of ten members. The object of the meeting shall be stated in the notice to the membership and no other business, other than that stated, shall be transacted.
4. If, twenty minutes after the time for opening, no member qualified to take the Noble Grand's Chair be present, the Secretary shall call the members to Order, enter in the minutes the facts, and adjourn. If the Secretary be absent, the members may select a chairperson, appoint a Secretary, who shall make a

memorandum of the facts, and adjourn; such memorandum shall be entered on the minutes of the next regular meeting.

5. If a regular scheduled meeting fall on a legal holiday, the Noble Grand may announce that there will be no meeting that evening, and will authorize the desk officers to conduct necessary business.

6. During these meetings open to guests, there shall not be anything pertaining to TUW allowed.

Article III – Membership Qualifications

1. All applications for membership must be in addition to other constitutional requirements, per Code of California, Chapter IV-B, Sec. 2-E, (1), and be accompanied by the required fees.

2. Every applicant for membership be deposit of card or certificate shall be sixteen years of age or older and free of encumbrances or indebtedness to another Odd Fellow Lodge.

3. A member meeting of the requirements of Sections 1 and 3 of this article may transfer their membership into this Lodge in the manner set forth in Chapter XXIV, Section 1-C Code of General Laws.

Article IV – Membership Applications and Elections

1. Applications shall be submitted in writing at a regular meeting, on a form approved by the Grand Lodge.

3. Applications upon being read shall be referred to a committee of Third Degree members for investigation and interview. Upon receiving the report of the committee, the Lodge shall proceed to ballot upon the application with ball/cube ballot.

Article V – Fees, Duties, and Benefits

1. Every application for membership into this Lodge shall be accompanied, in full, by all required fees.

2. The admission fee for membership in this Lodge shall be fifty dollars (\$50) per applicant, for Initiation and the Degree of Friendship, Love, and Truth. The annual dues for a member shall be set at the first regular meeting after receiving notification from the Grand Lodge of the Per Capita Dues per member. *The dues will be the amount of the Per Capita Dues, rounded off to the next highest dollar, **plus ten dollars (\$10)**. Each member shall be notified of the amount of dues and the effective date.*

3. The fee for admission as an associate member shall be ten dollars (\$10). The annual dues for an associate member shall be ten dollars (\$10).

4. The application for membership of an expelled member shall be accompanied by that amount prescribed for an initiate, as per Section 2.

5. *In no case shall an application for membership by Transfer, Deposit of Card or Certificate, or Reinstatement after suspension exceeding one year for non-payment of dues, be considered unless it is accompanied by one year's dues.*

6. Each member not disqualified by the By-Laws of this Lodge shall in case of sickness or disability rendering them incapable of pursuing their regular employment, and in circumstances requiring financial assistance, be paid benefits after a committee of three members selected by the Noble Grand have verified the actual need of benefits, not to exceed two hundred dollars (\$200).
7. On the death of a member in good standing, one hundred dollars (\$100) shall be paid, to a dependent only, to defray the expense of burial.
8. No member in arrears for more than thirteen weeks for dues, assessments, or fines, shall be entitled to benefits.
9. All orders for benefits, aid or relief, of whatever kind, shall be voted upon by the Lodge.
10. Upon the death of a member, the Noble Grand or their representative shall immediately contact the family, extend condolences from the Lodge, and offer assistance. Members should be summoned to attend the funeral.
11. If a member from a distant Lodge applies to this Lodge for relief, on the presentation of their card, their case shall be referred to the Noble Grand to investigate their circumstance and report to the Lodge, when by motion a sum not to exceed fifty dollars (\$50) may be voted for the relief of the member.
12. Any member of this Lodge holding a Visiting Card, who may be taken ill in another State or Country where this Order exists, shall notify the nearest Lodge of such illness or disability for the purpose of obtaining proper attention and relief. A certificate, setting forth time, cause, and duration of such illness or disability, is indispensable to obtain the amount specified in Section 6. If a member has been taken ill in a foreign Country or on board a ship, the prescribed form shall be attested by the American Consul, a reputable physician, magistrate, or master of a vessel.

Article VI – Degrees

1. This Lodge shall confer all degrees upon candidates, or cause the same to be done by another Lodge, with as little delay between degrees as is practical.
2. No candidate shall be initiated on the night of their election, except by two thirds vote of the Lodge. Every member admitted to membership shall sign the members register except for a member being reinstated into the same Lodge. Their original signing will stand.

Article VII – Nomination of Officers and Trustees

1. During regular meetings of the lodge in October, nominations for the offices of Noble Grand, Vice Grand, Secretary, Financial Secretary, Treasurer, one Trustee shall be made. Offices shall be filled by majority vote.

Article VIII – Election of Officers and Trustees

1. Election of Officers and one (1) Trustee shall occur on the first regular meeting of the Lodge in November. Representatives to Grand Lodge shall be elected at the last regular meeting of the Lodge in February.
2. When ballots are taken, the ballot box shall be placed in the center of the Lodge Room. Members shall advance singly and deposit their ballots. Upon completion of balloting, the ballot box shall be inspected by the Vice Grand and Noble Grand and the results declared to the Lodge by the Noble Grand.
3. At election of Officers and Trustees, the Warden shall act as teller and announce the vote which should be repeated and recorded by the Secretary. The Conductor and another member appointed by the Noble Grand, shall observe the ballot to guard against error. Only members in good standing are entitled to vote.
4. On the first meeting in November of each year, this Lodge may, at its option, select one of its Past Grands in good standing, whose name shall be presented to the Lodges of his District for endorsement, as District Deputy Grand Master; after which their name shall be forwarded to the Grand Secretary, not later than the first day of February.

Article IX – Duties of the Officers

1. The duties of the Officers shall be prescribed in the Ritual, Code of General Laws, and the Roberts Code of California Laws.
2. The Outside Guardian, in addition to the duties described in the Ritual, shall assist the Warden in the care of the Regalia and the Lodge Room.
3. The Noble Grand and Vice Grand shall appoint their Appointive Officers at the Installation of Officers.

Article X – Duties of the Trustees

1. Trustees of this Lodge shall consist of three (3) members in good standing who are elected. The term of office shall be for three (3) years. They shall be elected so that the term of one (1) will expire each January. on their first meeting in January of each year, shall select a President, Vice President, and Secretary, and notify the Lodge of their selects.
2. A quorum, for the transaction of Trustee Business shall consist of three (3) board members-
3. The Board shall meet once monthly. The Lodge will be notified of the time and location of these meetings.
4. A special meeting may be called for by the President or Vice President at any time to transact Urgent Business. When notifying the Board Members, the President or Vice President shall state the business to be transacted.
5. The Board of Trustees shall maintain the building and all furnishings, having all minor repairs made, as necessary. All major repairs shall be presented to the Lodge for approval, except in the case of an emergency.

6. The Board shall manage all short term rentals of the Lodge Hall. Any long term rental, more than one (1) week, shall be presented to the Lodge for approval.

7. The Board shall review all bills for payment, pertaining to the operation of the Building, for accuracy, and resolve any questions that may arise on said bills.

8. The Secretary of the Board shall perform the following:

A. Keep records at every meeting

B. Prepare a list of all bills payable, approved by the Board of Trustees, A warrant shall be written for each of these bills. The warrants shall be signed by the President and Secretary of the Board of Trustees.

C. Present the bills and warrants to the Secretary of the Lodge prior to each regular meeting.

D. Collect all rents, with the exception of rents mailed to the Lodge, and present them to the Financial Secretary prior to each regular meeting.

9. The Board of Trustees shall make a full and complete Written Report quarterly on the first regular meeting of the Lodge in January, April, July, and October. The report shall list all business transacted by the Trustees since the last report.

10. A vacancy on the Board of Trustees, occurring at any time for any reason, shall be filled by the Lodge at the next regular meeting of the Lodge. A nomination shall be made to name a member to fill remainder of the vacated position, and shall be approved by a majority of the members present.

Article XI – Bonding of Officers

1. The Secretary and Treasurer of the Lodge are bonded by the Grand Lodge.

Article XII – Stipends

1. The Desk Officers of the Lodge may receive a stipend each month, not to exceed the following: Secretary – fifty dollars (\$50); Financial Secretary – twenty five dollars (\$25); Treasurer – fifty dollars (\$50). The Lodge members shall vote to any part or all of these stipends, for the term of office, at the first regular meeting after installation of Officers. At no time shall any stipend exceed five hundred ninety nine dollars (\$599) for the year.

2. A stipend of twenty five dollars (\$35) may be presented to the District Deputy Grand Master for an Official Visit to the Lodge, not to exceed two visits per term, and fifty dollars (\$50) for the installation of this Lodge.

3. The expenses for the Lodge Representative to Grand Lodge shall be limited to no more than the number of days the session meets plus one day for hotel lodging and a per diem of fifty dollars (\$50) per day with documentation. The hotel rate shall not exceed the basic rate at the hotel in which the Grand Lodge maintains its headquarters. A comprehensive report may be requested before expenses are paid.

Article XIII – Donations

1. A donation may be presented to any Elective Officer of the Grand Lodge for an official visit to this Lodge.
2. Donations may be made to worthy charities when approved by the lodge.

Article XIV – Reimbursements

1. Any member of this Lodge may be reimbursed for any expense incurred in the pursuit of Lodge business.
2. All requests for reimbursements and all bills payable must be examined and approved by the Finance Committee prior to being presented to the Lodge members for approval.

Article XV – Committees

1. The visiting committee shall consist of the Noble Grand, Vice Grand, Warden, and Conductor. The Noble Grand shall visit each member reported sick within twenty four (24) hours thereafter and see that the member is cared for according to the law during their sickness. In the case of a member that lives or is taken sick at a great distance from the Lodge, a member of the visiting committee will contact the member or a representative of the member's family.
2. The Finance Committee shall report on all claims and accounts referred to them, audit at the end of each term the accounts of the Financial Secretary, Treasurer, or other Officers or Committees having charge of the Lodge funds or property; and report thereon at the first regular meeting in each term, or as requested by the Lodge.

Article XVI – Residence of Members

1. Each member, when they sign the Member's Register, shall give their exact residence to the Secretary who shall enter it in a book kept for that purpose. The member shall immediately notify the Secretary of any change of address.
2. A notice to a member by the Secretary or Financial Secretary shall be a legal notice, if sent through the post office in this city, addressed to them at their residence as per book, except where personal or other notice is required by law.
3. Mailing lists maintained by the Odd Fellows, including telephone, e-mail and posted mail, are not to be used for political, sectarian, or business purposes. These mailing lists may only be used for "Lodge purposes." Examples of "Lodge purposes" include: notices of meetings; information on the I.O.O.F. website; announcements of dates of Lodge-sponsored events; information regarding initiatory degrees; Lodge members' birthdays; announcements or information pertaining to good-fellowship of the Lodge; Lodge calendars; and announcements of events of the Lodge Hall. All requests to disseminate information through Odd Fellows' mailing lists must be made to the Noble Grand or his/her designee.

Article XVII – Non-discrimination

1. Discriminating against, or harassing members, applicants, or persons participating in activities or programs or the Independent Order of Odd Fellows, including Grand Lodge officers and Lodge officers,

and members of other Lodges, because of their sex, race, age, religion or non-religious choice, national origin, ancestry, physical or mental disability or medical condition, genetic information, marital status, sexual orientation, gender, gender identity or expression, military or veteran status, or other protected category under the law is prohibited and unlawful.

Article XVIII – Alcohol Dispensation and Consumption

1. Alcoholic beverages may be dispensed and consumed in our Lodge, Hall, and at any of our Lodge’s sponsored functions subject to the following restrictions and any other restrictions of the Grand Lodge. The use of alcoholic beverages is authorized as hereinafter provided.

2. No alcoholic beverage may be consumed in any set-up Lodge meeting room.

3. Alcoholic beverages may be served only prior to opening or following the close of slated or special Lodge meetings only if food is served at the same time.

4. The Lodge shall be subject to the same rights and restrictions placed on other renters when sponsoring a social event where alcohol is served.

5. Civil Liability insurance protection in the amount sufficient to indemnify any potential protected loss or losses, shall be purchased and in force prior to the serving of any alcoholic beverage under the provisions of this paragraph.

6. At all times and functions, state and local laws and ordinances relating to the purchase, sale, and consumption of alcoholic beverages shall be strictly adhered to. The Lodge may further restrict the use of alcoholic beverages by By-Law, Standing Rule, or Resolution.

7. The Lodge building may be rented or leased to or used by individuals or organizations that serve alcoholic beverages, providing that at no time may a bar be set up or such beverages consumed in a set-up meeting Lodge room.

Article XIX – Explanation of Terms

1. The term “member” or “members” are used in these By-Laws, it means member or members of this Lodge unless otherwise specified.

2. The term “two-thirds vote” means two thirds of those present and entitled to vote.

Article XX – Amendment of By-Laws

1. This lodge may amend or revise its By-Laws by the following steps:

A. A written resolution proposing adoption of the revision shall be submitted and read at a regular meeting and read at each subsequent meeting prior to vote.

B. All members of the Lodge shall be notified by written notice, immediately after the first reading, stating the nature of the resolution and the date of proposed vote.

C. A minimum of thirty (30) days shall elapse between the first reading and the vote.

D. An affirmative two-thirds vote of the members present and entitled to vote is required to amend or revise the By-Laws at a regular meeting.

Date of first reading: 10/23/2019

Date of second reading: 12/11/2019

Date of third reading/vote: 2/5/2020

Number of members present and voting: 13

Number voting for adoption: 13

Attest: _____

(Recording Secretary)

Noble Grand

Vice Grand

Date Approved by the Grand Lodge of California: _____

Attest: _____

For the Grand Lodge of California

Committee on By-Laws