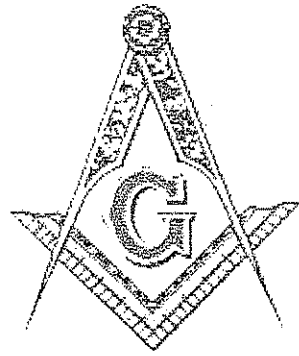


WARDENS



PLANNER

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Planning

The importance of the planning process cannot be overly emphasized. The year as Senior Warden may be perceived as quiet and uneventful as all that Office "appears" to be responsible for is the presentation of lecture in the Second Degree. The progression process is designed that way to provide the Senior Warden with the time and opportunity to plan his year as Worshipful master of the Lodge.

The Role of the Senior Warden

The plans for the coming year are formulated by the Senior Warden during his year in that Office. The type of matters that must be considered and determined include:

- * Do I have a commitment from the current Officers? Are the existing line Officers to continue?*
- * Are the current non-line Officers (Secretary, Treasurer, etc) willing to continue?*
- * Who will I appoint as new Officers and are they aware of the responsibilities of the particular Office to which they will be appointed?*
- * Are they aware of the commitment they will be required to make to the Lodge?*
- * How many fraternal visits will be made to other Lodges?*
- * Who will prepare educational programs of interest to the brethren?*
- * Who will be responsible for "The Work"?*
- * How many and what type of social functions, including family events, should be scheduled?*
- * Who will be the Installing Master?*

Lodge No. _____, F&AM
Year _____ Lodge Agenda and Special Events Calendar

November _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

December _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

January _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

February _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

March _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

April _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

May _____

Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____
Date: _____ Event: _____

June _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

July _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

August _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

September _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

October _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

_____ Lodge No. _____, F&AM
Year _____ List of Committee Members

Brethren in Need / Obituaries

Chairman: _____
Member: _____
Member: _____

Investigating and Grievance

Chairman: _____
Member: _____
Member: _____
Alternate: _____
Alternate: _____

Audit / Budget / Finance / Inventory

Chairman: _____
Member: _____
Member: _____

Lodge Newsletter / Policy

Chairman: _____
Member: _____
Member: _____

Cipher Ritual for Lectures & Charges

Chairman: _____
Member: _____
Member: _____

ODOT Adopt-A-Highway

Chairman: _____
Member: _____
Member: _____

Masonic Scholarships and Awards

Chairman: _____
Member: _____
Member: _____

Parade and Float

Chairman: _____
Member: _____
Member: _____

Friendship Night

Chairman: _____
Member: _____
Member: _____

Ohio Masonic Home Day

Chairman: _____
Member: _____
Member: _____

Fish Fry / 4th of July Celebration

Chairman: _____
Member: _____
Member: _____

Melon Picnic

Chairman: _____
Member: _____
Member: _____

Entertainment & Brotherhood

Chairman: _____
Member: _____
Member: _____

Widows & Ladies / Family Nights

Chairman: _____
Member: _____
Member: _____

Telephone

Chairman: _____
Member: _____
Member: _____

Non-Suspension of Dues

Chairman: _____
Member: _____
Member: _____

Brethren in Need / Obituaries

Chairman: _____
Member: _____
Member: _____

Investigating and Grievance

Chairman: _____
Member: _____
Member: _____

Lodge No. _____, F&AM
 Year _____ List of Committee Members

Worshipful Master: _____
 1: _____ Senior Warden
 2: _____ Junior Warden
 3: _____ Senior Deacon

<i>Senior Warden:</i>	<i>Junior Warden:</i>
1: _____	1: _____
2: _____	2: _____
3: _____	3: _____
4: _____	4: _____
5: _____ <i>Junior Deacon</i>	5: _____ <i>Senior Steward</i>

<i>Senior Deacon:</i>	<i>Junior Deacon:</i>
1: _____	1: _____
2: _____	2: _____
3: _____	3: _____
4: _____	4: _____
5: _____ <i>Junior Steward</i>	5: _____ <i>Chaplain</i>

<i>Senior Steward:</i>	<i>Junior Steward:</i>
1: _____	1: _____
2: _____	2: _____
3: _____	3: _____
4: _____	4: _____
5: _____ <i>Treasurer</i>	5: _____ <i>Secretary</i>

<i>Chaplain:</i>	<i>Treasurer:</i> _____
1: _____	1: _____
2: _____	2: _____
3: _____	3: _____
4: _____	4: _____
5: _____ <i>L.E.O.</i>	5: _____

<i>Secretary:</i>	<i>L.E.O.:</i>
1: _____	1: _____
2: _____	2: _____
3: _____	3: _____
4: _____	4: _____
5: _____	5: _____

_____ Lodge No. _____, F&AM
Year _____ List of Brethren who have
Lectures, Charges and Presentations committed to Memory

Entered Apprentice Lecture

1: _____
2: _____
3: _____

Entered Apprentice Charge

1: _____
2: _____
3: _____

Fellowcraft Lecture

1: _____
2: _____
3: _____

Fellowcraft Charge

1: _____
2: _____
3: _____

Master Mason Lecture

1: _____
2: _____
3: _____

Master Mason Charge

1: _____
2: _____
3: _____

Apron Lecture

1: _____
2: _____
3: _____

Bible Presentation

1: _____
2: _____
3: _____

"G" Lecture

1: _____
2: _____
3: _____

Funeral Service

1: _____
2: _____
3: _____

Entered Apprentice Prayers

1: _____
2: _____
3: _____

Fellowcraft Prayers

1: _____
2: _____
3: _____

Master Mason Prayers

1: _____
2: _____
3: _____

Lodge No. _____, F&AM
Year _____ List of Lodge Widows

1. Name: _____
Address: _____
Phone #: _____

11. Name: _____
Address: _____
Phone #: _____

2. Name: _____
Address: _____
Phone #: _____

12. Name: _____
Address: _____
Phone #: _____

3. Name: _____
Address: _____
Phone #: _____

13. Name: _____
Address: _____
Phone #: _____

4. Name: _____
Address: _____
Phone #: _____

14. Name: _____
Address: _____
Phone #: _____

5. Name: _____
Address: _____
Phone #: _____

15. Name: _____
Address: _____
Phone #: _____

6. Name: _____
Address: _____
Phone #: _____

16. Name: _____
Address: _____
Phone #: _____

7. Name: _____
Address: _____
Phone #: _____

17. Name: _____
Address: _____
Phone #: _____

8. Name: _____
Address: _____
Phone #: _____

18. Name: _____
Address: _____
Phone #: _____

9. Name: _____
Address: _____
Phone #: _____

19. Name: _____
Address: _____
Phone #: _____

10. Name: _____
Address: _____
Phone #: _____

20. Name: _____
Address: _____
Phone #: _____

Lodge No. _____, F&AM
Year _____ Lodge Education Programs Agenda

December _____

January _____

February _____

March _____

April _____

May _____

June _____

July _____

August _____

September _____

October _____

BUDGET

Prior to being installed as Master of Your Lodge, a budget should be presented and submitted for approval.

An explanation as to the reasons why you should prepare a budget may be found on the Leadership Manual under Section II, Part 4, paragraph A.

The Master who has a prepared and approved budget will not run the risk of having to modify his plans during the year.

When formulating a budget, copies of the budgets for at least the previous two years should be reviewed. Add or delete items as may be necessary and also check for trends and changes before preparing your budget. You will also need a copy of your projected income.

The budget format should be kept simple and straightforward so the members will be able to understand it and evaluate it fairly.

There is no one form, unless it was several pages long, which would fit the need of every Lodge. Attached you will find, if needed, the copy of a budget which can serve as the basis for preparing your budget. Items may be added or deleted where necessary as it pertains to your Lodge.

INCOME		EXPENSE	MISC
Annual Dues		Grand Lodge Per Capita	
Fees for Degrees		George Washington National Memorial	
Interest on Investments		Building Repairs (or Reserve Acct)	
Dividends on Investments		New Furniture	
Rent		Furniture Repair	
Maint. Reimb, Other		Equip & Appliance Repair	
Meals & refreshments		New Equip & Appliances	
Fund Raising Meals		Depreciation	
General Contri/Gifts		Utilities	
Special Purpose Contributions		Rent or Occupancy Charges	
Tax Exempt Contributions (Scholar/Charity)		Mortgage	
Interest on Tax Exempt Contributions		Meals and Refreshments	
Other Social Reimbursements		Fund Raising Meals	
Memorials		Cost of Goods for Sale	
Sale of Goods		Other Social Activities	
Other Fund Raising Activities		Interest	
Other Income		Insurance	
		Officer Salaries	
		Social Security	
		Unemp Tax	
		Property Tax	
		Postage	
		Printing	
		Office Supplies	
		Scholarships	
		Charities	
		City Assessments	
		Snow Removal & Lawn Mowing	
		Other Expenses	
		Miscellaneous	
		Special Projects	
TOTAL INCOME		TOTAL EXPENSE	
		(Income-Expenses)	NET GAIN (LOSS)

Lodge No. _____ F & A M

Year _____ List of Brethren for Entered Apprentice Degree

Confer Degrees

Back-Up

Worshipful Master: _____

Senior Warden: _____

Junior Warden: _____

Chaplain: _____

Senior Deacon: _____

Junior Deacon: _____

Treasurer: _____

Secretary: _____

Senior Steward: _____

Junior Steward: _____

Tyler: _____

Apron Lecture: _____

EA Lecture: _____

EA Charge: _____

Prompter: _____

Projector Operator: _____

Lodge No. _____ F & A M
Year _____ List of Brethren for Fellowcraft Degree

Confer Degrees

Back-Up

Worshipful Master: _____

Senior Warden: _____

Junior Warden: _____

Chaplain: _____

Senior Deacon: _____

Junior Deacon: _____

Treasurer: _____

Secretary: _____

Senior Steward: _____

Junior Steward: _____

Tyler: _____

FC Lecture: _____

"G" Lecture: _____

FC Charge: _____

Prompter: _____

Projector Operator: _____

Lodge No. _____ F & A M
Year _____ List of Brethren for Master Mason Degree

Confer Degrees

Back-Up

- | | |
|----------------------------------|-------|
| <i>Worshipful Master:</i> _____ | _____ |
| <i>Senior Warden:</i> _____ | _____ |
| <i>Junior Warden:</i> _____ | _____ |
| <i>Chaplain:</i> _____ | _____ |
| <i>Senior Deacon:</i> _____ | _____ |
| <i>Junior Deacon:</i> _____ | _____ |
| <i>Treasurer:</i> _____ | _____ |
| <i>Secretary:</i> _____ | _____ |
| <i>Senior Steward:</i> _____ | _____ |
| <i>Junior Steward:</i> _____ | _____ |
| <i>Tyler:</i> _____ | _____ |
| <i>MM Lecture:</i> _____ | _____ |
| <i>MM Charge:</i> _____ | _____ |
| <i>Prompter:</i> _____ | _____ |
| <i>Bible Presentation:</i> _____ | _____ |
| <i>Projector Operator:</i> _____ | _____ |

Lodge No. _____ F & A M
Year _____ List of Brethren for Second Section Master Mason Degree

Back-Up

King Solomon: _____

Sr Grand Warden: _____

Junior Warden: _____

Chaplain: _____

Senior Deacon: _____

Junior Deacon: _____

Treasurer: _____

Secretary: _____

Senior Steward: _____

Junior Steward: _____

Tyler: _____

1st Ruffian: _____

2nd Ruffian: _____

3rd Ruffian: _____

Ships Captain: _____

Wayfaring Man: _____

Fellowcraft Team

Back-Up

1. (Amos) _____
2. (Benjamin) _____
3. (Daniel) _____
4. (Enoch) _____
5. (Gideon) _____
6. (Isaac) _____
7. (Levi) _____
8. (Moses) _____
9. (Noah) _____
10. (Reuben) _____
11. (Samuel) _____
12. (Shadrack) _____

LODGE MEMBER INFORMATION

As a Master Mason there are several things which you have a right to receive. There are also a few things which are expected of you and to which you are obligated. The following lists are by no means complete and you will no doubt add to it in due time as you increase in your Masonic knowledge. However, IF in doubt, ASK.

- A. You are entitled to have a Masonic Funeral, if you or your family so desire. Be sure to inform your family and close relatives that you do desire to have a Masonic Funeral and where your Masonic Apron is stored.
- B. You may attend any stated or special meeting of your Lodge.
- C. You have the right to attend any Masonic Lodge in the Grand Lodge of Ohio's Jurisdiction, by presenting a current valid Dues card and photo identification.
 - Note 1. A Worshipful Master does have the prerogative to refuse admission to a visiting brother, due to discussion of sensitive lodge business matters.
 - Note 2. You may also visit Masonic Lodges outside of Ohio that are recognized by the Grand Lodge of Ohio, however you may be subjected to some degree of investigation or examination to satisfy the lodge's Worshipful Master that you are indeed a Master Mason.
- D. You will receive notices of the stated meetings of your lodge, as well as any special meetings or special events. You will also be informed of all matters relating to lodge functions.
- E. You are entitled to express your opinion on any subject being discussed in lodge.
- F. You have a right to expect your Masonic brethren to act in an ethical and moral manner, just as you will surely act in the same manner.
- G. You are urged to attend the stated meetings and to make time in your schedule to do so, unless it interferes with your necessary vocation. At the very least, you should arrange to be present at the Annual Meeting in November for the election of lodge officers and for the Annual Lodge Inspection. We would like to see you attend a majority of our stated meetings and be an active participant.
- H. It is expected that you will pay your annual dues in a timely manner. The dues for the coming year are due at the time of the Annual Meeting in November and in no case later than December 31 of the year prior to the dues year.
- I. As a member you have an implied obligation to attend lodge meetings, lodge degrees, lodge events and to participate in discussions, thereby providing an attentive audience for your lodge officers as they improve themselves and therefore the lodge in the performance of their duties and Ritual work. Ritual work to an empty room is dull and tends not to improve.

- J. As a Mason, you may choose to wear Masonic emblems or display them on your automobile and you are free to do so. However, remember you now represent the body of Freemasonry to the much larger Non-Masonic community and as such you should endeavor to always act with Brotherly Love and apply the Golden Rule, i.e., "Do unto others as you would have them do unto you" in your dealing with all mankind.
- K. You may learn, memorize and deliver the Lectures and Charges associated with the degree work without being a Lodge Officer. If you so desire, discuss it with the Worshipful Master or the Lodge Educational Officer.

There are a many, many things that you should know about Freemasonry, a few of them are listed below, many more you will acquire throughout your Masonic endeavors. No one will ever know everything about Freemasonry.

1. Freemasonry is NOT a religion. We have no dogma to advance.
2. Freemasonry is NOT a Christian organization, and as such, we embrace any man of good moral character, who professes a belief in a mono-theistic religion, a Supreme Being, a singular God or Supreme Architect of the Universe, by whatever name.
3. Discussions concerning Religion or politics are not proper for a lodge room and for the sake of peace and harmony in the lodge; such discussions should be avoided during refreshments.
4. Freemasonry does not take an active role in politics as an organization. Individual members are urged to follow their own values but the organization does not support any individual or cause.
5. No one person can speak for Freemasonry. You speak for yourself, not Freemasonry.
6. There is no single central governing body of Freemasonry. Each State as well as the District of Columbia, has a Grand Lodge that issues charters to individual lodges, each of which governs itself based on the Masonic Code of the state in which it exists.
7. Discussions in the lodge are open to all duly initiated members of the lodge. Lodge protocol dictates that if you wish to speak on any given subject before the lodge, rise to your feet and the Master will recognize you in turn. You will then salute the Worshipful Master, speak, salute again and be seated. Note, no member is to speak a second time on any one subject until all that wish to speak have spoken the first time. Then it is the Master's call as to who speaks next.

8. Another lodge room protocol to be aware of is; the area of the lodge room between the alter and the Worshipful Master's station is symbolically termed 'Sacred Ground'. As such, it is not to be entered into or crossed while the lodge is open, except as necessary to confer the various degrees.
9. In the Grand Lodge of Ohio jurisdiction, all aprons are to be worn outside of a coat. Aprons are NOT to be worn outside of the lodge room except at Masonic funerals or by dispensation of the Grand Master for special events such as parades and the like.
10. The Worshipful Master of a lodge is just that, he is the Master of the Lodge. He has the power to start or stop any discussion and he is the authority on Masonic Law in the lodge room. He may seek advice from others, but it is he that is answerable to the Grand Master for Masonic Code violations as well as for the conduct of the lodge members.

As a Master Mason there will be many paths that will open to you, that will, if you choose to be an active Mason, not only enhance your Masonic knowledge but will widen your circle of friends and enrich your life.

Some of these paths are as follows;

- A. You may well aspire to become an officer of Your Lodge and advance to the office of Worshipful Master, an option that is open to any brother that is willing to make the commitment and effort necessary to achieve the goal of being Worshipful Master,
- B. You may desire to be an active, involved member of your Lodge, without becoming an officer,
- C. You may elect to attend only a few meetings, as your time permits,
- D. You may desire to only participate in selected activities of your Lodge,
- E. You may well decide to channel your Masonic efforts into one of the many pendent Masonic bodies and attend your Lodge as time and desire permits or be active in both your Lodge and an allied body at the same time.

Our expectations of you, is that you will dedicate the time necessary to become an active member of Your Lodge and frequently attend our monthly stated meetings and the special events. The choice is yours to make. However, as with most things in life, nothing is free and you will get out only if you put in. In the case of Masonry, most of us feel we get out many times what we put in and we urge you to be an active member of the fraternity both within your Lodge and in allied bodies if you so choose to join one or more of them.

Attached for your information is a copy of the Uniform Code of By-Laws for a Lodge as well as some Standing Resolutions. These along with the Ohio Masonic Code are used to operate and govern a lodge.

Uniform Code of By-Laws
For SUBORDINATE LODGES

BY-LAWS
Of

A Lodge
Of
FREE AND ACCEPTED MASONS

Held in
The Your Masonic Temple in the CITY of _____
_____ COUNTY, OHIO

Article I

The elective officers of this Lodge shall consist of a Master, Senior Warden, Junior Warden, Treasure, Secretary, Senior Deacon, Junior Deacon, and Tyler, who shall be elected annually by ballot at the first stated meeting in November and together with a Chaplain, a Senior Steward, a Junior Steward and a Lodge Education Officer* (which officers shall be appointed by the Master at the time of his installation) shall be installed into office within sixty days therefrom. There shall also be one trustee elected. A majority of all votes cast shall be necessary for an election.

*Code Chapter 18 provides for Chaplain, Stewards and Lodge Education Officer.

Article II

The stated meeting of this Lodge shall be on the _____ of each month, except for the months of July and August. The hour of assembling shall be 7:30 P.M. Special meetings may be called as provided by Section 21.03 of the Code. When a stated meeting falls on a legal Holiday, it may be held on the following _____.

Article III

Applications for initiation or membership, accompanied by the necessary fee, shall be made in writing, signed by the petitioner, specifying his age, residence and occupation, and be recommended by two members 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; they shall lie over to the next or a subsequent meeting before any action thereon.

Article IV

The fees for the conferring the degrees shall be _____ dollars, divided as follows: _____ dollars for the Entered Apprentice, _____ for the Fellow Craft, and _____ dollars for the Master Mason Degree. The fee for membership on dimit shall be _____ dollars. The fee for affiliation by dual/plural membership shall be _____ dollars. While the full amount of the fee may be deposited with the application for initiation, the fee for the Entered Apprentice Degree shall be in actual deposit before the one ballot for the three degrees is taken. The amount of the fee heretofore specified for the Fellow Craft Degree and the Master Mason Degree shall be in actual deposit before the conferring of these respective degrees.

There shall be but one ballot for the three degrees. A unanimous vote must be had in favor of the applicant for the degrees, or for admission to membership.

(Note – Under Chapter 6, Section 6.01 (b) of the By-Laws, the \$20.00 for the Ohio Masonic Home required from a petitioner must be in addition to the fee of the Lodge petitioned.)

Article V

After a petition has been received and noted upon the minutes, it shall not be withdrawn without the consent of three-fourths of the members present; but it cannot 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 used.

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 complete 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 in accordance with the provisions of the *Code*.

Article VII

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

Article VIII

Each member who shall be in arrears for dues as of the last day in December of each year shall be indefinitely suspended and "Indefinitely Suspended for Nonpayment of Dues" shall be entered upon his record.

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 Grand Secretary of the established cost of the diploma for the use of The Grand Lodge.

Article X

The Master and 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 _____ 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 done upon written charges and specification 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 charge and 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 of petitions.
3. Receiving reports of Committees.
4. Presenting a brief Education Program.
5. Balloting for candidates or for admission.
6. Conferring degrees.
7. Receiving and considering resolutions.
8. Considering unfinished business.
9. Disposing of such other business as may lawfully come before the Lodge.

Article XIV

There shall be three, Trustees (not less than three nor more than five), one of whom shall be elected annually by ballot to serve for a period of three or five years, as the case may be, or until his successor has be duly elected.

The duties of these Trustees shall be prescribed from time to time by the Lodge.

Article XV

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 two-thirds of the members present, and unless the amendment be an alteration of the times of the stated meeting of the Lodge or the amount of the annual dues, it shall further require the approval of he Grand Lodge or Grand Master for its adoption.

**STANDING RELOUTIONS
OF
YOUR LODGE**

The following is a synopsis of all of the STANDING RESOLUTIONS adopted for YOUR LODGE, since *date of Charter* when it received its Charter. The original copies of the Standing Resolutions are in the hand of the Lodge Secretary.

RESOLUTION Number One; (*Date of Charter*);

The resolution adopts the first set of By-Laws of the Lodge.

Any other Resolutions should be added in similar format with description of resolution.

