

## **BY-LAWS**

### **SANDOVAL LODGE NO. 76**

#### **ARTICLE I - MEETINGS**

**SECTION 1.** The regular communications of Sandoval Lodge No. 76, AF&AM shall be held on the second and fourth Mondays of each month at 7:00 p.m. except the second meeting in December will be cancelled due to the Christmas holidays.

**SECTION 2.** A communication for the "Installation of Officers" shall be held no later than December 31<sup>st</sup> annually. Any officer not present on the designated date for installation must be installed, at a subsequent Regular Communication, prior to February 1<sup>st</sup>.

**SECTION 3.** The annual election of officers shall be held on the first regular communication in November.

#### **ARTICLE II - ELECTION AND APPOINTMENT OF OFFICERS**

**SECTION 1.** No member of Sandoval Lodge No. 76 shall be eligible for election to Worshipful Master or Warden of this Lodge unless he be qualified for a Master Mason's Certificate of Proficiency in the ritual of the Grand Lodge of New Mexico, except those who affiliated by demit or plural membership from another Grand Jurisdiction and who possess a similar certificate from another Grand Jurisdiction.

**Section 2.** No Brother shall be eligible for election to the offices of Worshipful Master, Wardens, Secretary and Treasurer, unless they be current on the dues register and shall have paid dues for the ensuing year to which they wish to be elected.

**Section 3.** Before the presiding officer shall declare a Worshipful Master, Wardens, Secretary or Treasurer elected to such office, he shall ascertain whether such member is eligible to hold such office under the preceding paragraphs. If he finds the Brother to be ineligible by reason of his not having a Master Mason's Certificate of Proficiency or not being current on his dues for the current and ensuing year, he shall declare such ineligibility and order the members present to vote anew until an eligible Brother shall be elected.

**Section 4.** The Secretary, Treasurer, and incoming member of the Board of Directors may be elected by nominations.

**Section 5.** A Brother appointed to an office by the incoming Worshipful Master shall be current on his dues for the current year and for the ensuing year by the date of installation. If he is not current, he shall be ineligible for installation to hold the office for the ensuing year.

#### **ARTICLE III - FEES AND DUES**

**SECTION 1.** Each Petition for the Degrees shall be accompanied with a payment Five Hundred Dollars (\$500.00)

**Section 2.** A Brother wishing to affiliate with the Lodge will pay prorated dues for the remainder of the year and regular membership dues will be due for the subsequent years on January 1.

**Section 3.** Each member of this Lodge shall pay annual dues plus any Grand Lodge per capita dues and assessments. This amount will be due January 1<sup>st</sup> of each year payable in advance, except for those who are Endowed and Life Members and those who are to be elected and appointed as per Article II - Election and Appointment of Officers.

#### **Section 4. Endowed Membership**

Any Master Mason in good standing, whose dues have been paid for the current year, may purchase an Endowed Membership per code 395 (c)(1) of the Grand Lodge Constitution and By-Laws.

#### **Section 5. Granted Life Membership**

Any Master Mason who is a member in good standing in Sandoval Lodge on the anniversary of their Fifty (50) year membership and is eligible, per Code 391 of the Grand Lodge Constitution and By-Laws, shall receive a Life Membership in Sandoval Lodge and shall be exempt from any further annual dues.

### **ARTICLE IV - COMMITTEES**

#### **SECTION 1. Finance Committee**

(a) Before the close of the Installation Ceremony, the newly installed Master shall announce his appointment of five (5) members to the Finance Committee. Their duties shall be to advise the Lodge on all financial matters. Meetings of the Finance Committee, as called by the Master or Treasurer shall be to discuss and vote on financial matters and shall be held as needed. The Treasurer shall serve as Chairman of the Finance Committee.

(b) All expenditures recommended at a meeting, not specifically covered in the budget, such as contributions, shall be referred to the Finance Committee to determine if sufficient funds are available.

(c) Motions made in Lodge which require funding for any purpose, shall be tabled and referred to the Finance Committee for review and recommendation at the next regular communication, unless recommended during the previous communication and referred to the Finance Committee.

(d) The Treasurer shall report to the Lodge all categories in the budget that are within 25% of their limit.

#### **Section 2. Audit Committee**

The Worshipful Master shall appoint three (3) members to the audit committee whose duties shall be to audit the Lodge's financial records quarterly. The Worshipful Master, Treasurer and Secretary shall not be eligible to appointment to this **Board Committee**.

#### **Section 3. Trestleboard Editor and Assistant Editor**

The Worshipful Master shall appoint an editor to compile, write and distribute the monthly Trestleboard and an assistant editor to take over in his absence.

#### **Section 4. Building and Grounds Committee**

The Worshipful Master shall appoint a committee to supervise the maintenance of the building, grounds, and fixtures. The chairman of this committee shall be the Senior Warden.

#### **Section 5. Community Events**

The Worshipful Master shall appoint a Community Events committee. The chairman shall be the Senior Deacon.

#### **Section 6. Fundraising Committee**

The Worshipful Master shall appoint a Fundraising Committee consisting of 3 Brothers. The Chairman shall be by appointment.

#### **Section 7. Other Committees**

The Worshipful Master shall appoint all **additional** Special and Standing Committees as he may deem necessary.

### **ARTICLE V – BOARD OF DIRECTORS**

**Section 1.** The officers of the Board of Directors shall consist of 5 elected members. The current Worshipful Master and Elected Lodge Officers shall serve as non-voting members and shall be entitled to participate in discussions of the board and advise. The elective officers of the board shall be elected to serve for five years. This election shall take place at the annual election of officers. The first Board shall be elected as follows: #1 elected for 5 years, #2 for 4 years, #3 for 3 years, #4 for 2 years and #5 for 1 year, so that only one member will be elected each year thereafter. In the case of a vacancy, an election shall be held to fill the vacancy for the rest of the term. No member may succeed themselves until the expiration of at least one year.

**Section 2.** Any Lodge member in good standing is eligible for election to the Board of Directors.

**Section 3.** It shall be the duty of the Board of Directors to provide guidance over the affairs and properties of the Lodge and to establish written long-range plans for the Lodge. These plans shall encompass all aspects of the Lodge, including but not limited to the building, grounds, and financial investments. These plans shall be reviewed and revised yearly as needed. The long-range plans shall be implemented and overseen by the appropriate officers of the Lodge. The Worshipful Master may bring items to the Board of Directors for discussion and advice. The Board shall submit a balanced Budget, with no deficit spending, to the Lodge for approval by the first meeting in January.

**Section 4.** The Board of Directors shall have regular meetings at least once each quarter. Notice of regular meetings will be provided to all members of the board at least one week in advance. Such notice may be in the Trestleboard, by direct phone call, in person or acknowledged email correspondence.

**Section 5.** The Board of Directors may hold special meetings for a particularly urgent need providing there be a quorum. Notice of such meeting can be made by any means available.

**Section 6.** A quorum shall consist of at least three voting members of the board. A member may attend the meeting by telephone if necessary. All voting must be in the affirmative or negative.

**Section 7.** The Board of Directors shall review the bylaws of the lodge annually and make recommendations for revisions as needed.

**Section 8.** For all events that are non-Masonic related, Sandoval Lodge will be party to a signed agreement. A nonrefundable donation amount of Fifty Dollars (\$50.00) per hour of agreed use shall be tendered, with the minimum amount being ~~no less than~~ Two Hundred Dollars (\$200.00) per event ~~will be tendered~~. Each party to whom the hall ~~is~~ has been contracted, ~~will~~ shall have proof of Event Liability Insurance amounting to no less than one million (\$1,000,000.00) with the name of the event to be held, and the name Sandoval Lodge #76, A.F. & A.M., listed as covered. The party ~~renting~~ contracting the Lodge shall provide a certificate of insurance and ensure the liability coverage they provide names Sandoval Lodge #76 as an additional insured There ~~will~~ shall be a representative of the Lodge present during all such events. An hourly dollar amount to be determined by the Board shall be paid to the representative of the Lodge for the time spent monitoring the event. The Board of Directors will be responsible for developing the contract and having it approved by the Lodge.

**Section 9.** Any Master Mason of Sandoval Lodge in good standing and any member of appendant bodies of Sandoval Lodge 76 in good standing shall be entitled to use of the Lodge building for a non-masonic event at no cost one time per year for their own personal use and shall be nontransferable. Should a member belong to more than one body recognized within Sandoval Lodge 76, the usage of the Lodge for a non-masonic event will remain with the one no cost usage as previously described and not be accumulative. These members using the Lodge for non-masonic functions shall be required to retain proof of liability insurance as outlined in Article V, Section 8. They shall leave the building in clean, safe condition.

## ARTICLE VI - MISCELLANEOUS

**Section 1.** The Master, Wardens, Secretary and Treasurer shall constitute the Masonic Board of Relief to handle all matters of relief but make no contributions without first referring the matter to the Lodge, unless the case be too urgent to permit delay; in which event, a report of the circumstances and action taken, shall be made at the next regular meeting.

**Section 2.** The order of business at a Regular Communication shall be as listed in the New Mexico Monitor and Ceremonies.

**Section 3.** There will be no smoking or vaping anywhere within the Lodge per State law. Refreshments are prohibited ~~permitted~~ in the Lodge room ~~with the exception of~~ unless permission has been received from the Worshipful Master. Water is permitted in a closed container.

**Section 4.** An Annual Memorial Service shall be held on the second Regular Communication in November of each year in memory of our departed Brothers, who have passed away during the previous year. The Lodge shall be at refreshment during the ceremony, and the immediate family members of the deceased shall be invited into the Lodge room for the ceremony.

**Section 5.** The "Trestleboard" is the official publication of the Lodge to notify the members of dates and activities of the Lodge.

**Section 6.** The membership roster showing the name, address, and telephone number of each member, shall be furnished to each member on [request](#), by the Secretary, with the admonition that it is to be used only for Lodge business. Listing new members, deaths, change of address or suspensions will appear in the Trestleboard to keep members up to date.

**Section 7.** The keys for the Lodge building are controlled by a limited number of serially numbered keys assigned annually to specific active members of the using organizations, through the office of the Secretary, and only he can authorize the making of additional keys. [A record of assigned keys will be kept with the Secretary, and at the change of Officers or when keys change hands, the Secretary shall be notified to ensure accurate records are kept by signing in and out the keys.](#) A \$10.00 charge will be made for replacing a lost key.

**Section 8.** The “Sandoval Lodge Relief Fund” establishes a one-time fund of \$500.00 per calendar year, not to carry over, for Masonic Relief purposes to be used for the relief of Brothers of Sandoval Lodge 76 and their immediate family.

**Section 9.** Donations to the Lodge designated for charitable use and funds received in the Charitable and Emergency Fund box shall be considered as donations to the “Sandoval Lodge Relief Fund”.

**Section 10.** [No prospect/candidate or member may advance through any part of the Lodge without the following physical documents and records in the Secretary and Worshipful Master’s hand at the time of their balloting, initiation or advancement within the Lodge.](#)

- a. [Petition](#)
- b. [Background Check for new candidates](#)
- c. [Official letter of good standing for Brethren, if required by Grand Lodge](#)
- d. [Investigation Report](#)
- e. [Receipt of payment or dues](#)

[A copy of such documents and records including a copy of the minutes stating a favorable ballot or receipt of proficiency shall be kept with the Secretary’s archives and a second hard copy shall be held in the archives of the Lodge for accessible and immediate access.](#)

**Section ~~10~~ 11.** These bylaws may be changed in accordance with Code 129 of the Constitution and ByLaws of the Grand Lodge.

Approved: William J. Pogue

Date: 12 December 2022

Grand Master

Grand Lodge of New Mexico AF&AM  
1638 University Blvd NE, Albuquerque NM  
PO Box 25004, Albuquerque NM 87125

Grand Lodge of New Mexico AF&AM  
1638 University Blvd NE, Albuquerque NM  
PO Box 25004, Albuquerque NM 87125

505-243-4931 [gndsec@nmmasons.org](mailto:gndsec@nmmasons.org)

505-243-4931 [gm@nmmasons.org](mailto:gm@nmmasons.org)